

# **TEXAS DANCE EDUCATORS'**

## **ASSOCIATION CONSTITUTION**

Revised - January 2016

### **PREAMBLE**

The Texas Dance Educators' Association is the official name of this organization. The colors of the Association shall be Red, White, and Blue. The symbol shall be: The letters TDEA emblazoned with a dancer and the State of Texas. The Association name shall be inscribed under the letters TDEA. The flower of the Association shall be: the yellow rose.

We, The Texas Dance Educators' Association, in order to develop and execute the philosophies of the Educational System of the State of Texas, do approve and establish this Constitution and By-laws for the Texas Dance Educators' Association, hereinafter referred to as TDEA. Our quest is to promote quality training and leadership as educators in the field of Dance. By promoting fellowship and unity among the professional teachers in the field of Dance, we pledge to constitute every facet of the dance program and aid the educators within dance education.

### **ARTICLE I**

#### **MEMBERSHIP AND DUES**

**SECTION 1. LIFETIME MEMBERSHIP.** The Lifetime Membership consists of Charter Members, Lifetime Achievement Recipients and Past-Presidents with voting privileges.

**SECTION 2. ACTIVE MEMBERSHIP.** The Active Membership consists of current Dance Educators and/or Dance/Drill Team Educators in the Elementary, Secondary and College (public/ private sector) with a valid Texas teaching certificate. Membership under this section will hold voting privileges and the right to bring an All-State Dancer to represent their school. \*Please see All-State Qualifications Article IV, Section 4.

**SECTION 3. INACTIVE MEMBER-** the Inactive membership status consists of any former Dance Educator and/or Dance/Drill Team Educators in the Elementary, Secondary and College (public/private sector) with a valid Texas teaching certificate or previously held a valid Texas teaching certificate. Membership under this section will hold voting privileges, however; are not eligible to bring an All-State Dancer to Annual State Convention.

**SECTION 4. ASSOCIATE MEMBERSHIP- LEVEL 1.** The Associate Level I membership status consists of anyone affiliated with Dance Educations and/or Dance/ Drill Team i.e. community dance team instructors and studio instructors. Membership under this section will hold voting privileges, however; they are not eligible to bring an All-State Dancer to the Annual State Convention. They shall receive all other privileges of the organization and may assist on committees and may be a committee head, however; they are not allowed to hold an office.

**SECTION 5. ASSOCIATE MEMBERSHIP -LEVEL 2** -The Associate Level 2 membership status consists of anyone else interested or affiliated with Dance Education and/or Dance/Drill Teams, i.e. school administrators, fine arts educators, booster club organizations, exhibitors, etc. Membership under this section are non-voting members and may not bring an All-State Dancer to the Annual State Convention.

**SECTION 6. STUDENT MEMBERSHIP** - The Student Membership consists of any college student who is interested in dance. Membership under this section are non-voting members and may not bring an all-state dancer to convention.

**SECTION 7. MEMBERSHIP YEAR.** The Membership Year shall be from convention to convention.

**ARTICLE II**  
**EXECUTIVE BOARD OFFICERS AND STATE GOVERNANCE**

**SECTION 1. (a.) DUTIES OF THE PRESIDENT.** The presiding officer shall be the President, who shall assume office in a manner prescribed in the By-laws, shall be concurrently employed in a teaching capacity in the field of Dance Education within the elementary/secondary/ college level with a valid Texas teaching certificate and shall reside in the State of Texas. The President has the power to represent or appoint a representative to attend any conferences and/or meeting(s) which may pertain to Dance Education. The President conducts all meetings, makes necessary appointments, and serves as a member of any committee. At conclusion of the term of office, the President assumes Immediate Past - President status. Should the President be re-elected to office, the Immediate Past President position would not be filled. The President also shall appoint the Parliamentarian and has the responsibility to fill any vacancy on the Executive Board.

**SECTION 1. (b.) DUTIES OF THE PRESIDENT - ELECT.** When the President has completed the term(s) of offices as prescribed by the By-laws, the President-Elect shall assume the office of President. This officer shall be elected in a manner prescribed in the By-Laws. The President-Elect shall concurrently be employed in a teaching capacity in the field of Dance Education within the elementary/secondary/ college level with a valid Texas teaching certificate and shall reside in the State of Texas. The duties of President - Elect shall be to serve as Program Co-Chairperson for the Annual State Convention and shall have the power to appoint any committee heads for this Convention. Other duties of this office shall be defined by the Executive Board.

**SECTION 1. (c.) DUTIES OF THE FIRST VICE-PRESIDENT.** The First Vice-President shall be elected as provided in the By-laws, and shall be concurrently employed in a teaching capacity in the field of Dance Education within the elementary/secondary/ college level with a valid Texas teaching certificate and shall reside in the State of Texas. The duties of the Vice-President shall be to act as Program Co-Chairperson for the Annual State Convention and have the power to appoint any committee heads for this Convention. Other duties of this office shall be defined by the Executive Board.

**SECTION 1. (d.) DUTIES OF THE SECOND VICE-PRESIDENT.** The Second Vice-President shall be elected as provided in the By-laws, and shall be concurrently employed in a teaching capacity in the field of Dance Education within the elementary/secondary/ college level with a valid Texas teaching certificate and shall reside in the State of Texas. The duties of the Second Vice-President shall be Chairperson of Exhibits for the Annual State Convention and have the power to appoint any committee heads for this Convention. Other duties of this office shall be defined by the Executive Board.

**SECTION 1. (e.) DUTIES OF THE THIRD VICE-PRESIDENT.** The Third Vice-President shall be elected as provided in the By-laws, and shall be concurrently employed in a teaching capacity in the field of Dance Education within the elementary/secondary/ college level with a valid Texas teaching certificate and shall reside in the State of Texas. The duties of the Third Vice-President shall be to act as chairperson for the All-State Committee for the Annual State Convention and have the power to appoint committee heads. Other duties of this office shall be defined by the Executive Board.

**SECTION 1. (f.) DUTIES OF THE FOURTH VICE-PRESIDENT.** The Fourth Vice-President shall be elected as provided in the By-laws, and shall be concurrently employed in a teaching capacity in the field of Dance Education within the elementary/secondary/ college level with a valid Texas teaching certificate and shall reside in the State of Texas. The Fourth Vice-President shall hold this position for a term of two years. The duties of the Fourth Vice-President shall be to act as chairperson over State Dance Education Assessments, including the Dance Education Assessment of Learning and will have the power to appoint committee heads. Other duties of this office shall be defined by the Executive Board.

**SECTION 1. (g.) DUTIES OF THE IMMEDIATE PAST-PRESIDENT.** Upon completion of a term or terms of office, the President of TDEA shall hold the office of Immediate Past-President. The duties of the Immediate Past-President shall be to assist the Executive Board with expertise and information pertaining to the organization or the Convention. Duties include residing as Co-Chairperson of the Hall of Fame Selection Committee. Other duties of this office shall be defined by the Executive Board.

**SECTION 1. (h.) DUTIES OF THE EXECUTIVE DIRECTOR.** The execution of TDEA policies and activities shall be vested in the office of the Executive Director. This office may only be installed if deemed necessary by the Executive Board and shall also be appointed. The duties of the Executive Director shall be to assist the President and represent the organization on matters regarding state and district policies. Additional duties of this office shall be defined by the Executive Board.

**SECTION 1. (i.) DUTIES OF THE CORRESPONDING SECRETARY.** The office of Corresponding Secretary shall be elected as provided in the By-laws, and the Secretary shall be concurrently employed in a teaching capacity in the field of Dance Education within the elementary/secondary/ college level with a valid Texas teaching certificate and shall reside in the State of Texas. The duties of the Corresponding Secretary shall be to publish newsletters to the membership and handle all non-business correspondence. Other duties of this office shall be defined by the Executive Board.

**SECTION 1. (j.) DUTIES OF THE RECORDING SECRETARY.** The Recording Secretary shall be elected as provided in the By-laws, and shall be concurrently employed in a teaching capacity in the field of Dance Education within the elementary/secondary/college level with a valid Texas teaching certificate and shall reside in the State of Texas. The duties of the Recording Secretary shall be to record minutes of all meetings and expedite the Association's business correspondence, membership recruitment, and act in the capacity of a registrar. Other duties of this office shall be defined by the Executive Board.

**SECTION 1. (k.) DUTIES OF THE TREASURER.** The Treasurer shall be elected as provided in the By-laws, and shall be concurrently employed in a teaching capacity in the field of Dance Education within the elementary/secondary/college level with a valid Texas teaching certificate and shall reside in the State of Texas. The duties of the Treasurer shall be to deposit and disburse all the Association's funds. The audit of the accounting documentation at the end of the term is also the responsibility of the Treasurer. The Treasurer shall also prepare the annual budget and give the Board monthly reports. Other duties of this office shall be defined by the Executive Board.

**SECTION 1. (l.) DUTIES OF THE PARLIAMENTARIAN.** The office of Parliamentarian shall be a President appointed position. The Parliamentarian shall be concurrently employed in a teaching capacity in the field of Dance Education within the elementary/secondary/college level with a valid Texas teaching certificate and shall reside in the State of Texas. The duty of this officer shall be to advise the presiding officers in matters pertaining to association. The procedures enacted should be only that which is genuinely important to correctly dispatch the business at hand. The duty of the position is to act as the TEA Liaison in issues concerning the State Board and may also represent the organization at any conferences or meetings pertaining to Dance Education issues as appointed by the President. Other duties of this office shall be defined by the Executive Board.

**SECTION 1. (m.) THE EXECUTIVE BOARD.** The Executive Board shall be comprised of the President, Immediate Past President, President-Elect, 1st Vice-President, 2nd Vice-President, 3rd Vice-President, 4th Vice-President, Corresponding Secretary, Recording Secretary, Treasurer, Parliamentarian, and if deemed necessary, an Executive Director. More than one-half of the Executive Board must be present to constitute a quorum for conducting business. All Executive Board members are responsible for attendance at all board meetings, with the exception of the Parliamentarian.

**SECTION 2. NOMINATIONS.** The Executive Board all serve as the nominating committee for Executive Board positions. The officers shall be elected by majority vote. Appointed offices are not included on the ballot. Members of the Association may submit names for nomination for the designated offices to the President through electronic mail before the deadline set by the Executive Board. The Board shall submit a slate of officers, by use of their discretion with input from the membership in the November newsletter prior to the Annual State Convention. Nominations for officers may also be made from the floor at the Annual State Convention.

**SECTION 3. ELECTION AND TERM OF OFFICE.** The general membership of TDEA will be notified of the candidates nominated for the Executive Board. The actual voting of the slate will occur on Thursday of Annual State Convention with the exception of the Fourth Vice President, due to this position being a two year term. Terms of office for the elected Executive Board will be one year with the exception of the Fourth Vice President. Each board member may serve in the same office no more than two consecutive terms.

**SECTION 4. VACANCY IN OFFICE.** In the event of vacancy in the position of any office for any reason, a Pro-Tem shall be appointed by the President with Executive Board approval. The Pro-Tem shall serve for the unexpired term. In the event that the vacancy is President, a President Pro-Tem shall be elected from and by the Executive Board.

**SECTION 5. (a.) DUTIES OF THE EXECUTIVE BOARD.** The Executive Board shall: (1) be responsible for the business management of operation of TDEA and for the management and control of the funds thereof; (2) fix the time and place of meetings and cooperate with the President in planning and details of such meetings; (3) adopt the annual budget; (4) provide for an annual audit of TDEA accounts by a duly qualified accountant (5) approve Presidential appointments filling vacancies in the Executive Board; (6) have authority to pass upon all matters referred to it by the membership at the Annual State Convention; (7) fix the amount of dues for membership; (8) fix annual state convention fees (9) interpret the Constitution and By-laws; (10) install officers; (11) have the authority to suspend any officer/committee head or committee member who negligently violates the Constitution or By-laws, or fails to execute his/her duties.

**SECTION 5. (b.) MEETINGS OF THE EXECUTIVE BOARD.** The Executive Board shall meet on call of the President or request by 2/3 of its membership. A majority of its voting members present shall constitute a quorum.

**SECTION 5. (c.)** The executive authority not defined, not delegated nor prohibited herein is reserved to the Executive Board.

### **ARTICLE III FINANCES AND ASSETS**

**SECTION 1. RESPONSIBILITY.** Except as provided in the By-laws, fiduciary responsibility for the operation of TDEA shall rest in the Executive Board.

**SECTION 2. BUDGET COMMITTEE.** The Budget Committee shall be comprised of the Executive Board.

**SECTION 3. NON-PROFIT STATUS.** The TDEA shall be considered a non-profit organization and will be federal and state tax exempt under C-4.

### **ARTICLE IV THE ANNUAL STATE CONVENTION**

**SECTION 1. (a). TDEA'S ULTIMATE AUTHORITY.** The ultimate governing authority of TDEA shall be exercised by its membership in the Business Session at the Annual State Convention. Decisions of the Executive Board may be appealed to the general membership in the Business Session. Business for the consideration of TDEA general membership shall be submitted to the Executive Board the day prior to the time fixed for the Business Meeting of the Annual State Convention. Upon adoption, the report of the Executive Board becomes the New Business Section of the Agenda for the General Session/Business Meeting. Twenty (20) percent of the Active Members who are present at the Annual State Convention shall constitute a quorum.

**SECTION 1. (b).** The All-State Dance Team shall be under the direction of the Executive Board. The All-State Committee shall plan and execute a composite program at the Annual State Convention. The All-State Committee shall recommend clinicians, teachers and activities. All-State Dancers shall be in the secondary public/private school setting in the 11th or 12th grade. The All-State Dancer must hold a position of leadership on the current team/program. Those schools having more than one team or one team with two directors/instructors must select only one to be the representative.

**SECTION 2. ANNUAL STATE CONVENTION.** The date of the Annual State Convention shall be the first, second, or third weekend in January following Christmas holidays with the exception of January 1st or 2nd. TDEA members, associate members and exhibitors may attend after paying Convention fees.

**SECTION 3. PROGRAMS / WORKSHOPS.** The Executive Board shall have authority to plan and execute educational activities, such as the presentation of performing organizations and classes at the Annual State Convention.

**SECTION 4. ALL - STATE DANCER QUALIFICATIONS.** One current member of a secondary high school, public/private drill team/program may participate as a member of the All-State Dance Team provided the director/instructor is an active member in good standing. The director/instructor must be in attendance at the TDEA Annual State Convention. The representative must be eligible according to UIL policies during the Annual State Convention and must be currently enrolled in grades 11-12 (public/private sector). The All-State Dancer must hold a position of leadership on the current team/program. The director/instructors are required to stay on-site during convention and are liable for all disciplinary situations. The director/instructor has the sole authority of the selection of the representative.

### **ARTICLE V THE OATH OF OFFICE**

Each Executive Board member's term begins with the Oath of Office, which is executed at the Annual State Convention and terminates at the next Annual State Convention.

Realizing the dignity and responsibility of my TDEA office, I, (name) do promise to carry out the duties of (office). I, furthermore, promise to uphold the Constitution and By-laws, rules and regulations, and serve faithfully as an officer of TDEA, always working for the advancement of Dance Education in Texas.

### **ARTICLE VI RULES OF ORDER**

Roberts Rules of Order, Revised, shall be the authority whenever correct parliamentary procedures are required.

### **ARTICLE VII AMENDMENTS**

The By-laws may be amended by a vote of two - thirds of the voting members present at the Business Meeting of the Annual State Convention. Written notice of proposed amendments shall be given by mail or shall appear in the official publication prior to the Business Meeting of the Annual State Convention.

**ARTICLE VIII  
SUGGESTED ORDER OF BUSINESS**

**SECTION 1. THE CONVENTION**

Call to Order

Invocation

Reading and Approving the Minutes

Reports of Committees

Unfinished Business

New Business

Adjournment

**SECTION 2. THE EXECUTIVE BOARD**

Call to Order

Invocation

Reading and Approving the Minutes

Committee Reports

Unfinished Business

New Business

Adjournment

## **ARTICLE IX RECOGNITION OF ACHIEVEMENT**

**SECTION 1. TDEA AWARDS COMMITTEE.** The awards committee will consist of: a Chairperson selected by the TDEA President and at least five members at large. TDEA members may sign up for the Awards committee at the Annual State Convention. The final awards committee will be determined by the Executive Board insuring representation of different regions of the state.

**SECTION 2. (a). TDEA DANCE EDUCATOR OF THE YEAR.** The selection of the Dance Educator of the Year award shall be from the nominations of at least two active TDEA members. Nominations will be received only during the Annual State Convention. Dance Educator of the Year will be awarded to a current active or associate level 1TDEA member, who has a minimum of 5 years' experience as a dance educator in the public, private or studio setting. Each nominee will go into an application process which will include an application, digital lesson, and lesson plan. The recipient should exemplify the philosophy, ethics, and standards of TDEA in the dance classroom. Award recipients may receive the Dance Educator of the Year more than once in their career.

**SECTION 2. (b). TDEA DIRECTOR OF THE YEAR.** The selection of the Director of the Year awarded to a current active member of TDEA, who has been a Dance/ Drill Team Director for a minimum of 5 years and is currently the Director of a Dance/Drill Team. . Nominations will be received only during the Annual State Convention. On the final day of the convention, the awards committee will meet to select the maximum of ten candidates for Director of the Year from nominations submitted by the membership. The distinguished candidates for this award will be put into the application process during the month of September. In the event of a tie, the number of candidates will be increased. The recipient should exemplify the philosophy, ethics and standards of TDEA. After the semi-finalist application process is completed in the month of September, the committee will narrow down the nominations to three finalists. From this select group of finalists, the TDEA membership will vote at the following Annual State Convention. Award recipients may receive the Director of the Year more than once in their career.

**SECTION 2. (c). TDEA LIFETIME ACHIEVEMENT AWARD.** The selection of the Lifetime Achievement award shall be from the nominations of at least two active TDEA members. Nominations will be received only during the Annual State Convention. On the final day of the convention, the awards committee will meet to select the maximum of ten candidates for Lifetime Achievement. The distinguished candidates for this award will be put into the application process during the month of September. The TDEA Lifetime Achievement Award shall be presented to any person with an obvious dedication to their profession who exhibits a true commitment toward the advancement of Dance/Drill Team. The individual may be anyone affiliated with dance education for a minimum of 15 years and be a current or past voting member of TDEA. The Awards Committee will select the recipient. Award recipients may not receive this award more than once in their career.

**SECTION 2. (d). TDEA DISTINGUISHED SERVICE AWARD.** The selection of the Distinguished Service award shall be from the nominations of at least two active TDEA members. Nominations will be received only during the Annual State Convention. On the final day of the convention, the awards committee will meet to select the maximum of ten candidates for Distinguished Service. The distinguished candidates for this award will be put into the application process during the month of September. The TDEA Distinguished Service Award shall be presented to any person who has contributed significantly to Dance/Drill Team. The individual may be anyone affiliated with dance education for a minimum of 20 years and the recipients are not required to be a past or present member of TDEA. The Awards Committee will select the recipients who may not receive this award more than once in her/his career.

**SECTION 2. (e). TDEA HALL OF FAME.** The Hall of Fame Award shall be the most prestigious award achieved by an individual of the Dance/Drill Team field. The recipient shall be any person who has made a significant historical contribution to Dance/Drill Team. Nominees need not have been a past or present TDEA member. Nominations will be received only during the Annual State Convention. The selection committee, with the Past President as its Chairperson, will review the nominees presented through the ballots and will then select however many they believe to meet the qualifications. This selection will then be presented to the Hall of Fame Committee which will consist of the current TDEA president, Awards Committee Chairperson, and any TDEA Past President or Hall of Fame members. The committee will then make the final selection of who will receive this award. Hall of Fame is not required to be given out annually. The award recipients may not receive this honor more than once in her/his career.

**SECTION 2. (f). MEMBERSHIP SCHOLARSHIP.** Any active member of TDEA may apply for monies to continue education towards a master's or doctorate degree in dance. All applicants must contact the Executive Board and begin the application process by May 1st. Proper documentation may be requested by the Executive Board as needed. The selection of the recipient of the Scholarship is determined by a Committee, who is dedicated to evaluating which of the candidates is the most deserving of the scholarship.

**SECTION 2. (g). ALL-STATE DANCER SCHOLARSHIP.** The All-State Dance Scholarship is an award achieved by All- State Dancers who are seniors entering college the following school year. These monies will be appropriated to one or dancers who qualify and are selected by the committee, and approved by the Executive Board. The selection process shall include an application form

filled out by the All-State Dancer, and returned by November 15th the school year of the Annual State Convention. Application forms will be created by the All-State Scholarship Committee with approval from the Executive Board.

The application shall include the following criteria:

1. Candidates compose a one page essay listing Dance / Drill Team experience, how that experience will influence their future, as well as their educational and career plans
2. Letters of recommendations (excluding their Director/Instructor)
3. References with phone numbers
4. A current picture

The number of finalists may vary from year to year depending on funding and committee scoring. The number will be approved by the TDEA board. The selection committee is composed of a chairperson and committee members appointed by the President. Members may sign up to be a part of the committee at Annual State Convention. The final selection and interview committee will consist of the Chairperson, non-school bearing exhibitor(s), and the Past President. The finalist will go through an interview process which will be conducted on the first day of the Annual State Convention. The committee will determine the amount awarded to each finalist upon completion of the interviews.

Funding for this scholarship is voluntary through donations from membership, Hall of Fame recipients and exhibitors. The amount of scholarship funds and number of scholarships will be determined by the Executive Board and may fluctuate from year to year depending on funding. The funding of any scholarship to any All-State recipient is contingent upon their completion of that year's responsibilities in Dance Education Program or Dance/Drill Team. If any scholarship is not utilized by September 1st, of the academic year following, the funds will be reverted back into the scholarship fund. All scholarships must be used in the immediate school year following graduation from high school. Checks will be sent directly to the University registrar, and will be distributed in one lump sum. The Scholarship Award will be presented at the Annual State Convention.

We declare the following statements to be guiding principles of the Texas Dance Educators' Association. It is our firm belief that the dance educator must ensure that her/his conduct in the practice of her/his profession is above reproach. We declare as our purpose the improvement of the art of dance and ethical standards of TDEA. We believe that the art of dance has an integral role in the education of the Texas school children. To maintain that important role, Texas dance educators must more clearly understand their duties and obligations and perpetuate the dignity and honor of the profession. It is not the intention of TDEA that this code supersedes any other codes to which the TDEA member might find herself/himself subject. This code is intended to enhance our organization and its members.

## **SECTION 1 RESPONSIBILITIES TO THE PROFESSION**

An Ethical Teacher:

- will recognize that the profession demands integrity, high ideals and dedication of service to youth.
- will endeavor to promote positive professional relations with colleagues in the educational system.
- will neither accept nor offer any gratuity, favor, service or thing of value that would appear to result in special concession or diminished capacity of impartial professional judgment.
- will respect the confidentiality of information that is privileged or that, if disclosed, may needlessly injure individuals or the school.
- will at all times make a distinction between official policies of the school district or educational organization and his/her personal opinion.
- will not intentionally misrepresent official policies of the school district or other educational organization.
- will build a professional reputation based upon his/her ability and integrity.
- will not falsify document nor compel others to do so.
- will maintain records accounting for all monies in his/her care.
- will enter into a contract or agreement only if it will allow her/him to main professional integrity.
- will honor, support and protect colleagues and other school personnel in the proper performance of their duties.
- will recognize that self discipline of the profession is a responsibility of each member.
- will report to the appropriate body of peers any conduct by a colleague which he/she considers detrimental to the profession.

## **SECTION 2 RESPONSIBILITIES TO THE STUDENT**

An Ethical Teacher:

- will not unfairly exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex, handicap, national origin.
- will take neither physical, emotional nor financial advantage of any student.
- will make reasonable effort to protect the physical and mental health and safety of the student.
- will consider the individuality of each student when resolving problems (including discipline) and such resolutions shall be accomplished according to laws and school board policies.
- will refrain from using his students' successes for purely personal or partisan gain.
- will design and employ methods of instruction that seek to develop the highest educational and quality-of life potential of dance students.
- will continually engage in activities that promote his own professional growth.

## **SECTION 3 RESPONSIBILITIES TO THE COMMUNITY**

An Ethical Teacher:

- will conduct himself/herself at all times in such a manner as to merit the respect of the public for Members of the dance education profession.
- will maintain an active role in developing positive school/community relations.
- will remain cognizant of the impact of the students' home environment on the efforts of the school and will attempt to understand and accept existing community cultures.
- will make every effort to communicate with parents when the interest of the student would best be served by communication.
- will strive to improve the dance culture of the community, and instill an appreciation for education and the arts.
- will accept the professional responsibility to the community in regards to dance education.
- will remain aware of current legislation affecting education in general and in the arts.