ARTICLE I: NAME

1.01 Name

The name of this organization shall be the Texas ETD Association (TxETDA).

ARTICLE II: DURATION

2.01 Duration

The period of duration of the organization is perpetual.

ARTICLE III: PURPOSE

3.01 Purpose

TxETDA is a non-profit organization and shall operate exclusively for educational and charitable purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code. TxETDA’s purpose is to provide a network of education and support for Electronic Theses and Dissertations (ETD) professionals and to connect them with organizations and resources that enrich the work they do. TxETDA provides a forum for ETD professionals to learn from one another by offering opportunities for professional development and growth through conferences, discussion via a listserv, and a public website with information on topics related to ETDs.
3.02 Vision

The vision of the Texas ETD Association (TxEtDA) is to be a leader in the field of electronic theses and dissertations within the state of Texas and to serve as a model for state-wide ETD associations throughout the nation.

3.03 Mission

The mission of TxEtDA is to provide a network of support for ETD professionals and to connect them with organizations and resources that enrich the work they do. Through a commitment to advancing open access, TxEtDA strives to increase ETD submission at institutions throughout the state. TxEtDA provides a forum for ETD professionals to support one another by offering opportunities for professional development and growth and by facilitating communications and the sharing of best practices. We, the members of TxEtDA, strive to continually improve the capabilities of our members to serve and enhance their understanding of the field and use of the latest technology.

ARTICLE IV: NON-PROFIT NATURE

4.01 Non-profit nature

TxEtDA is organized exclusively for educational and charitable purposes. No part of the net earnings of TxEtDA shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

The organization as part of its charitable purposes may also make distributions to other organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code or the corresponding section of any future federal tax code.
No substantial part of the activities of the organization shall consist of carrying on propaganda or otherwise attempting to influence legislation; nor shall the organization participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

Furthermore, notwithstanding any other provision of these articles, TxETDA shall not engage in any activities or exercise any powers that are not permitted to be carried on by an organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code or the corresponding section of any future federal tax code.

4.02 Dissolution

Upon termination or dissolution of TxETDA, any assets lawfully available for distribution shall be distributed for one or more qualifying purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code or the corresponding section of any future federal tax code and which, at least generally, includes a purpose similar to the terminating or dissolving organization.

The organization to receive the assets of TxETDA shall be selected by the discretion of a majority of the governing body of TxETDA. Any such assets not so distributed shall be disposed of by a Court of jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization(s) as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE V: BOARD

5.01 Governance

TxETDA shall be governed by a board of directors.

5.02 Appointment
Board members are appointed by consensus of the board as needed.

5.03 Duties of the board

5.03.1 Chair

It is the duty of the Chair to:

- Call a board meeting at least once per year.
- Lead the board to accomplish the group's annual goals.
- Be responsible for the overall communication between board members. This includes coordinating the board meetings and other activities of the board, working with the board to identify and achieve short- and long-term goals of TxEETDA.
- Mentor future chairs.
- Oversee the resignation/removal and nomination of board members.
- Serve as the primary point of contact for the association and represent the association to other groups and the general membership.

5.03.2 Members

It is the duty of board members to:

- Represent the association in a positive and supportive manner at all times.
- Advocate for the association within their personal circles of influence and the wider community.
- Support the overall vision, mission and goals of the association.
- Serve on taskforces or committees as needed.
- Participate in all board meetings and discussions.
- Inform the board of any intended absence in advance of the committee meeting.
5.03.3 Member(s) ex-officio

It is the duty of ex-officio member(s) to:

- Assist association and board, as possible, to accomplish stated goals
- Not subject to terms of service, as provided below

5.04 Terms of Service

1. Must be members of TxETDA.
2. Will be appointed for a term of 2 years with term beginning in September. If filling a vacant appointment, the term can start at any time in the year.
3. Re-appointment to additional 2 year term(s) is at the discretion of the board.
4. Will serve specific roles as determined by group consensus.
5. Will provide advanced notice of intent to leave, or interest in remaining on, the board at end of term. Departing member will actively hand-off responsibilities to replacement before leaving.

5.05 Resignation/removal from office

1. Members will provide advanced notice of intent to leave the board. Departing member will actively hand-off responsibilities to replacement before leaving.
2. If a member of the board is not fulfilling his or her duties, the board may call for the removal of the non-performing member. The non-performing member must be given at least two months’ notice to improve performance, with details of the reason for the call and a description of satisfactory performance. After this time, the board, upon majority approval, may remove the non-performing member.
ARTICLE VI: COMMITTEES

6.01 Ad Hoc Committees

Ad Hoc committees may be appointed by the TxETDA Board Chair with majority approval of the board members. The duties and terms of appointments shall be designated by the Chair in collaboration with the board.

ARTICLE VII: MEMBERSHIP

7.01 How to become a member

Individuals may become members of TxETDA by joining the TxETDA listserv.

ARTICLE VIII: MEETINGS

8.01 General Membership Meetings

A conference or general meeting may be held annually at a date and location to be determined by the board. Additional meetings will be held as needed.

8.02 Board of Directors Meetings

Board meetings will be held at least once annually and as necessary to conduct the business of the association.

ARTICLE IX: FINANCES

9.01 Fiscal Year

TxETDA shall operate on a fiscal year running from September 1st-August 31st.

ARTICLE X: AMENDMENTS
10.01 Amendments

These bylaws should be reviewed on an annual basis and may be amended by a 2/3 majority of the board as needed to facilitate the purpose and activities of the association.

ARTICLE XI: ADDRESS OF THE ORGANIZATION

11.01 Address

The mailing address for TxEtDA is:

Texas Electronic Thesis and Dissertation Association (TxEtDA)
101 E. 21st Street, Stop S5482
Austin, TX 78712-1485

ARTICLE XII: DECLARATION

12.01 Declaration

In witness whereof, we have hereunto subscribed our names this 21 day of September 2021. We, and each of us, declare that the foregoing is true and correct.


Shelley Barba, Chair

Colleen Lyon, Board Member
Leanna Martin, Board Member

Yumi Ohira, Board Member

Billie Peterson-Lugo, Board Member

Last Approved 09/21/2021