

**TEXTBOOK COORDINATOR'S
ASSOCIATION
OF
REGION IV**

**NEW MEMBERS
PACKAGE**

Created by: Joel Lopez

January 2005
updated January 2011

**TEXTBOOK COORDINATOR'S ASSOCIATION OF
REGION IV**

2010 - 2011

PRESIDENT

Winni Petersons – Fort Bend ISD

PRESIDENT- ELECT

Joel Lopez – Houston ISD

SECRETARY

Valerie Williams - Klein ISD

PAST PRESIDENT

Jill Cook – Clear Creek ISD

Phone numbers and E-mail addresses can be located on TCAT Region IV Website

TEXTBOOK COORDINATOR'S
ASSOCIATION
OF REGION IV ESC

CONSTITUTION

AND

BYLAWS

AS ADOPTED APRIL 28, 1993
REVISED SEPTEMBER 15, 1993
REVISED MAY 3, 1995
REVISED APRIL 22, 1999
REVISED AUGUST 5, 2001

ARTICLE I.

NAME

The name of this organization shall be the Textbook Coordinator's Association of Region IV ESC.

ARTICLE II.

PURPOSE

The purpose of the organization shall be to promote the efficient use of money, time and resources to improve the textbook accountability and distribution for public school districts in Region IV ESC. The organization shall encourage the exchange of ideas and cooperation between public school district textbook departments and work to improve pupil textbook policies, standards, and equipment on the local, state, and national levels.

ARTICLE III.

PURPOSE

Membership in the organization shall be open to all public school district staff related to the textbook operation in a supervisory or advisory position in Region IV ESC and surrounding areas.

Membership shall also be open to individuals connected to the textbook operation in a supply, technical, or support capacity.

ARTICLE IV

PURPOSE

Section 1. Officers

The officers of the organization shall consist of a President, a President-Elect and a Secretary ~~and Treasurer.~~ ~~Secretary/Treasurer.~~

Section 2. Nomination

Nominees for officers and directors must ~~be a~~ ~~have been a~~ member of Region IV ESC Textbook Coordinators Association ~~for at least one year.~~ ~~The President may nominate a committee to recommend officers for the following year.~~ Nominations ~~will~~ ~~may also~~ be made by any member from the floor at the September meeting, provided the nominee's consent is secured before the nomination is made.

Section 3. Election

Officers shall be elected at the September meeting. A majority vote by members in attendance shall be required for election to office.

Section 4. Term

Officers shall serve until the election of new officers at the September meeting. No elected officer may serve in one position for more than two (2) consecutive terms.

Terms will be:

President	-one (1) year
President Elect	-one (1) year
Secretary	-one (1) year

Section 5. Vacancy

In the event of a vacancy between elections, the office shall be filled by the Executive Committee, excepting the office of President. In the event of a vacancy in the office of President, the President-Elect shall move into this office and shall serve to the end of the unexpired term as the acting President.

Section 6. Duties

Sub-section a. President

The President shall preside at all meetings of the organization. The President shall appoint all committees. All committee appointments shall be approved by the Executive Committee. The President shall be an ex-officio member of all committees.

Sub-section b. President -Elect

The President-Elect shall preside in the absence of the President. The President-Elect shall serve as the chairperson of the program committee and serve as liaison to the Textbook Coordinators Association of Texas.

The President-Elect assumes the Presidency of the organization at the September meeting just prior to the election of the officers for the coming year.

Sub-section c. Secretary

The Secretary shall keep an accurate written record of all meeting of the organization and Executive Committee. The Secretary shall issue notices of all meetings and negotiate correspondence of the organization.

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ARTICLE V

MEETINGS

Section 1. Regular

The organization shall meet up to four (4) times during the year, usually in September, December, February and April; the time and place shall be determined by the Executive Committee. The order of the meeting shall include the following: Call to order, reading of the minutes, and report of the Secretary, business and discussion items, and adjournment.

Section 2. Special

Special meetings of the organization may be called by the President or by the Executive Committee.

ARTICLE VI

EXECUTIVE COMMITTEE

Section 1 Members

The Executive Committee shall be comprised of the officers of the organization and the immediate Past President.

Section 2. Meetings

Executive Committee meetings shall be called by the President or by a majority of the Executive Committee.

Section 3. Duties

It shall be the duty of the Executive Committee to act upon matters of business which are

to be presented at the meetings of the organization and to fill vacancies which may arise between meetings. The Executive Committee shall approve all committee appointments made by the President. The Executive Committee shall approve all committee appointments made by the President. The Executive Committee shall conduct (in the interim between organization meetings) the duties and responsibilities and be the final authority of the conduct of the organization in all matters, except as stated otherwise in the Constitution and Bylaws.

ARTICLE VII

PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Revised shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and Bylaws or by special rules of order of the organization.

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ARTICLE VII.

QUORUM

A majority of members present shall constitute a quorum for the transaction of business.

ARTICLE VIII.

DUES AND ASSESSMENTS

1. Annual dues payable for the calendar year shall be determined by the membership of the Organization.
2. The Membership Year in the Organization shall be from September 1 to August 31.
 - a. The Executive *Board* shall make recommendations for all dues.
 - b. Dues will be set by an affirmative vote of the membership present at a regularly called meeting.

ARTICLE IX.

DUTIES OF OFFICER; EXPENDITURES

1. Expenditures. *All elected officers shall serve without compensation. An annual budget shall be approved by the members present at the annual conference upon recommendation from the Executive Board.*
2. Reimbursement. *Reimbursement for actual expenses may occur when expenses have been the result of carrying out Organization business. Such reimbursement shall be in accord with the procedures established by the Executive Board.*

3. Individual Membership. Annual membership dues shall be paid by each active member. The amount of dues for membership is to be recommended by the Executive Board and approved by the active membership present and voting at the business meeting prior to its becoming effective at the next annual meeting. If no action is taken at the spring meeting, the annual dues shall remain the same as the preceding year. In order for it to be acted upon at the business meeting, the recommended dues must be announced and/or published and distributed to the members not less than 24 hours before the time of the annual business meeting.

ARTICLE X.

GENERAL

1. Books and Records. The Organization shall keep correct and complete books and records of all accounts.
2. Financial Statement. The Executive Board shall present at each meeting of the Organization a full and clear statement of the business and condition of the Organization, including a reasonably detailed balance sheet and income statement.

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3. Checks and Notes. All checks and demands for money and notes of the Organization shall be signed by such officer or officers, as the Organization may from time to time designate.
4. Fiscal Year. The fiscal year of the Organization shall extend from September 1 through August 31 or as may be otherwise fixed by resolution of the Executive Board.
5. Audit Committee. The Audit Committee shall conduct an audit of the fiscal affairs of the Organization and shall report findings at the spring business meeting of the Organization. The Audit Committee will be appointed by the President and must be approved by the Executive Board.
6. Other Committees. All other committees shall be appointed by the President from nominations or volunteers from the individual membership.

ARTICLE XI.

AMENDMENTS

With ten (10) days prior notice, the Constitution and Bylaws may be amended at any meeting of the organization by a majority of the members present.

**PHONE NUMBERS AND
CONTACTS
OF PERTINENT ENTITIES**

Instructional Materials and Educational Technology Staff

John Lopez	Managing Director	john.lopez@tea.state.tx.us
Charles E. Mayo	Manager, Distribution and Accessibility	charles.mayo@tea.state.tx.us
Pat Hatcher	Director of Materials for Visually Impaired	pat.hatcher@tea.state.tx.us
James Van Vlerah	Special Materials Consultant	james.vanvlerah@tea.state.tx.us
Deanna Marotz	Director of Textbooks and Distribution	deanna.marotz@tea.state.tx.us
Dianne Ripley	Distribution/Charter School Consultant	dianne.ripley@tea.state.tx.us

DEPOSITORIES

CEV MULTIMEDIA DEPOSITORY

ATTN: Karen Crowell
1020 SE Loop 289
Lubbock, Texas 79404
Phone: (800) 922-9965
Fax: (800) 243-6398

HOUGHTON MIFFLIN HARCOURT DEPOSITORY

1175 N. Stemmons Freeway
Lewisville, Texas 75067-2516
Return TEX-013 to:
ATTN: Kathleen McMahon
Phone: 800-291-2187, Ext. 3691
Fax: 972-459-6166
Email: teainquiry@hmhpub.com

PEARSON DEPOSITORY

ATTN: Chris Fall
19500 Bulverde Road
San Antonio, Texas 78259-3701
Phone: (800) 456-0179
Fax: (888) 678-2549

THE MCGRAW-HILL COMPANIES DEPOSITORY

ATTN: Nancy Deehan or Debra Bland
220 East Daniieldale Road
DeSoto, Texas 75115
Phone: (800) 839-3378
Fax: (469) 567-5239

ARCHWAY SCM LLC DEPOSITORY (Formerly Resolve Corporation)

ATTN: Pam Murff
600 Freeport Parkway, Suite 100
Coppell, Texas 75019
Phone: (214) 452-6300

USED TEXTBOOK COMPANIES

Budgetext

Doug Stahl – Account Representative
1-888-451-2006 ext 3647
Cell 281-222-8579
FAX: 1-800-642-2665

Follett

Chris Jackson, Sales Representative
1-817-800-8258

Textbook Warehouse

Contact: TBA
1-800-796-9152

OTHER COMPANIES

Hayes Software – TIPWeb

Debbie Disler
1-800-749-5086

Walraven Book Co.

Elizabeth Brown
1-214-764-2003

Central Freight Lines

(For Virtual Orders 150+ lbs)
713-635-5361

HELPFUL WEBSITES

- ❖ www.tea.state.tx.us/textbooks/
 - TEA's main website for textbooks

- ❖ <http://tcat.org>
 - Good site for information

- ❖ <http://nttca.org>
 - North Texas Textbook Coordinators Association
 - More valuable information

- ❖ www.houstonisd.org/
 - Click on "T" under departments
 - Click on "Textbook Operations"