Harlingen -TSTA/NEA Bylaws

Approved by TSTA Board of Directors, _____
Approved by Harlingen-TSTA/NEA, MAY 4, 2015

ARTICLE I NAME

The name of this organization shall be HarlingenTSTA/NEA, hereafter known as the Association, affiliated with the Texas State Teachers Association (TSTA) and the National Education Association (NEA).

ARTICLE II PURPOSE

The Association shall: in consultation with TSTA develop programs and a program delivery system; elect officers; promote membership; elect delegates to the regional house of delegates, the TSTA House of Delegates and the Representative Assembly of the NEA; conduct elections for TSTA when requested; promote communication, cooperation and leadership development within its membership; promote instructional improvement and professional development; work for due process and the welfare of members; promote consultation with local school boards; encourage the local chapter of the TFTA; make recommendations to the TSTA President; and take any action that is consistent with the purposes and philosophies of TSTA/NEA.

ARTICLE III MEMBERSHIP AND DUES

Section 1. Eligibility

Membership in this Association shall be open to any educational employee in Harlingen CISD, and to any officers of the Association eligible for active or ESP membership under TSTA Bylaws, upon payment of the annual dues.

Section 2. Classes of Members

1. **Active Membership shall be open to any person meeting the eligibility requirements for Active or ESP membership in TSTA. Active members shall enjoy all rights and privileges of the Association.**
2. **Associate membership shall be open to any nonsupervisory employee on approved leave.**
3. **Life members of TSTA or NEA shall be eligible to join the Association by payment of local dues.**

Section 3. Membership/Fiscal Year

The membership and fiscal year shall be from September 1 to August 31.

Section 4. Dues

1. **Annual Local dues for active and ESP members shall be $23.00 dollars for the year and may be increased for any subsequent membership year by a majority vote of the members present and voting at an all-member meeting in April or May prior to the beginning of the year.**
2. **Annual dues for associate members shall be one-half active dues.**

Section 5. Affiliate Membership

All members of this association shall be members of TSTA and NEA, except as provided otherwise in TSTA Bylaws for certain TSTA Life members.

ARTICLE IV MEMBER MEETINGS

There shall be at least three meetings each year for all members. One meeting shall be held no later than mid-February and one business item at that meeting shall be the election of Association delegates to the Regional House of Delegates, the TSTA House of Delegates and the NEA Representative Assembly. Another meeting shall be held between March- May and one business item at that meeting shall be approval of dues and the budget for the next year and a second item shall be any required elections for officers.

The Executive Board shall set the dates for the two meetings specified above as early in the year as possible and, in any case, no later than by mid-December of each year. The Executive Board shall call at least one other, and may call such other, all-member meetings as it deems necessary and practicable.

A quorum for an all-member meeting at which officers are to be elected, delagates to Regional House of Delegates, The TSTA House of Delegates and the NEA Representatitive Assembly are to be elected or bylaws are to be amended shall consist of those members present and voting. A quorum for business at an all-member meeting at which no elections are to be held shall consist of those members present and voting.

ARTICLE V OFFICERS

The officers of the association shall be the President, Vice President – Professionals, Vice President- Educational Support Personnel,*

Secretary, Treasurer and Public Relations and Media Specialist. All candidates for officer must sign the statement as provided below in Article VII. Section 2, before they are eligible to receive any votes. All officers shall be elected to two-year terms and shall not serve more than four consecutive years in the same office. Officers shall take office on June 15.

Section 1. Duties of the President

The President shall:

1. **be the chief executive officer of the Association;**
2. **represent the Association as spokesperson on matters of policy or assign responsibility for such representation;**
3. **prepare an agenda and preside at all meetings of the Association;**
4. **serve as an ex-officio member of all committees except the hearing committee;**
5. **with the approval of the Executive Board, appoint a Parliamentarian as necessary and all committees and task forces by September 1;**
6. **approve all communications sent out in the name of the Association;**
7. **ensure compliance with TSTA compliance standards;**
8. **sign checks for official Harlingen TSTA business;**
9. **enter into contracts on behalf of the Association as approved by the Executive Board;**
10. **sign all legal instruments concerned with the business and professional activities of the Association;**
11. **serve as delegate to the Regional, State, and National convention (and this shall be noted on the ballot for the election as President);**
12. **serve as a representative on the TSTA Regional Board of Directors.**

Section 2. Duties of the Vice President-Professional

The Vice President shall:

1. **perform the duties of the president in the absence of the President;**
2. **coordinate training for members and association representatives;**
3. **serve as an ex-officio member of all committees except the hearing committee;**
4. **succeed to the office of President upon the death or resignation of the President;**
5. **serve as membership recruitment co-chair;**
6. **perform other duties as delegated by the President or Executive Board.**
7. **serve as representative and contact person for professional staff**
8. **assist in compiling and completing compliance forms**

Section 3. Duties of the Vice President-ESP

1. serve as ESP representative and contact person
2. coordinate training for members and association representatives;
3. serve as an ex-officio member of all committees except the hearing committee;
4. serve as ESP MAT chair
5. serve as membership recruitment co-chair;
6. perform other duties as delegated by the President or Executive Board.
7. assist in compiling and completing compliance forms

Section 4. Duties of the Secretary

The Secretary shall:

1. prepare, submit for approval and maintain copies of minutes of all meetings of the Executive Board and Association membership.

2. keep complete and permanent records of all meetings and other matters of the Executive Board and Association membership and ensure these records are delivered to his or her successor as Secretary.

3. Maintain / update / publicize / calendar appointments and events

4. Create and distribute (via established contact list) reminders: Executive board meetings, AR meetings, Social events

5. work with Media/Public Relations Officer on the distribution and publication of association information

6. assist in compiling and completing compliance forms

Section 5. Duties of the Treasurer

The Treasurer shall:

1. be chairperson of the Budget Committee;
2. keep an accurate account of all receipts and disbursements;
3. disburse funds for Harlingen TSTA business with authorization of the Executive Board;
4. sign checks for official Harlingen TSTA business;
5. present at each Executive Board meeting a list of all checks written since the last meeting including the payee, the amount of the check and the purpose of the expenditure;
6. present a current financial report at all Executive Board and Association membership meetings;
7. cooperate fully with the Audit Committee;
8. ensure that President has necessary information and records to meet TSTA compliance standards;

9. submit all Association financial records to the new Treasurer at the conclusion of the term of office.
10. assist in compiling and completing compliance forms

Section 6. Duties of the Public Relations and Media Specialist

1. Seek and maintain the Harlingen TSTA/NEA's positive public/community image via newspaper, tv, radio and other appropriate social media
2. Maintain the association's Facebook, WebPage and Twitter accounts
3. Present at Board Meetings on behalf of the association
4. Digitaly record, display, dissimenate the associations current events and information via electronic and regular avenues.
5. work with Secretary on the distribution and publication of association information
6. assist in compiling and completing compliance forms

Section 7. Vacancies

A vacancy in the office of President shall be filled by the vice president. All other vacancies shall be filled by election by the Executive Board until the next regularly scheduled Association membership meeting.

Section 8. Suspension of Term Limits

The provision of this Article that limits officers to no more than four consecutive years in the same office may be suspended at any meeting of the membership, where an election for the office in question is to be held, by four-fifths of those present and voting. Any such suspension shall come only on a motion to suspend the limit for a specific office to allow an additional term for a specific person.

ARTICLE VI EXECUTIVE BOARD

Section 1. Composition

The Executive Board shall be composed of the elected officers, and may include advisors to the board (former officer to assist new officers).

Section 2. Terms

All terms shall be for two years. Incumbents are eligible to seek reelection for one additional term Executive Board members shall take office on June 15.

Section 3. Area Directors- None

Section 4. Duties

The Executive Board shall:

1. **be responsible to the membership in all matters;**
2. **carry out the policies of the Association;**
3. **attend to the business of the Association between meetings of the members;**
4. **serve as liaison to committees as assigned by the President;**
5. **have care of any real property owned by the Association;**
6. **approve all members of committees/task forces;**
7. **receive all reports submitted by or requested from committees;**
8. **set election dates and member meeting dates;**
9. **approve or reject contracts presented by the President;**
10. **act on an annual budget and present that budget to the April or May membership meeting for approval;**
11. **review the Association bylaws and present any proposed amendments to an all-member meeting for approval when necessary;**
12. **establish Association Policy and share it with the members; any Association Policy can be changed by the members voting at a meeting of the membership.**
13. **compile and complete compliance forms**
14. **attend Region and State House of Delegates and the RA**

Section 5. Quorum

A quorum shall consist of a majority of the Executive Board present and voting.

Section 6. Meetings

The Executive Board shall meet at least six times a year. Special meetings may be called by the President or a majority of the Executive Board. The dates of the Executive Board meetings shall be set at the first meeting held after June 15 or as soon as possible thereafter.

Section 7. Minutes and Agenda

The agenda shall be set by the President, with members having the opportunity to add items when the agenda is presented for adoption. The minutes shall be printed for distribution to Executive Board members and Association Representatives.

Section 8. Rights of Members

Any member of this Association shall have the right to attend meetings of the Executive Board and shall have the right to address the Executive Board.

Section 9. Proportional Representation

The Executive Board shall make an effort to maintain ethnic-minority representation at least proportionate to Association ethnic-minority membership. If, after all elections, the Executive Board is out of compliance with the proportional representation requirement, then a motion will be made to the members present and voting at an all member meeting that the members accept the ethnic-minority representation as elected by the members eventhough it may not be an accurate representation.

Section 10. Vacancies None

Section 11. Removal from Office

A member of the Executive Board may be removed from office for malfeasance, misfeasance, nonfeasance, or for being a member of a competing organization. No member may be removed from office without due process.

ARTICLE VII ELECTIONS

Section 1. Eligible Voters

All active members are eligible to vote in Association elections.

Section 2. Open Nominations

Nomination forms must either be sent to all members of the Association or printed in an every member publication. Any qualifications for office must be printed on the nomination form. The forms may be sent by e-mail, regular US Mail, or inner-district mail. Nomination forms also shall be available at the meeting where the election is to occur. The nomination form for each office shall contain a statement that the person being nominated understands the duties of the office and is willing and able to fulfill those duties. The candidate must sign this statement before he or she is considered nominated. No name shall be placed on a ballot or counted unless the person has signed the required statement.

Section 3. Elections at All Member Meeting

All Elections shall be held at an all-member meeting. Officers, Area Board Members and necessary at-large Board members shall be elected at the all-member meeting in the during the months of March-May. Notice of the time and place for this meeting shall be sent to all members by one or more of these methods: email, US Mail, electronic

mail, and inner-district mail at least 14 days before the date of the meeting.

Elections shall be conducted by the Elections Committee appointed by the President and approved by the Executive Board.

Section 4 Election Guidelines

All Nominees shall be permitted to address the meeting for at least two minutes before the balloting. The Executive Board shall establish any other necessary guidelines for elections, consistent with these bylaws.

Section 5. Secret Ballot

Elections shall be conducted by secret ballot. If there is only one nominee for a position, that person shall be declared elected and no election need be held.

Section 6. Majority Vote

Officers must be elected by majority vote of those members present and voting. Any run off election required to meet this section shall be held between the two candidates with the highest vote totals. Other positions shall be elected by plurality vote.

Section 7. Results of the Election

The Election Committee shall tally the votes and announce the results of all elections before the meeting is adjourned.

Section 8. At-large Elections none

Section 9. Other Elections

Elections for Delegates to the Regional House of Delegates, the TSTA House of Delegates, and the NEA Representative Assembly shall be held at the all-member meeting held no later than the last day of February. All such elections shall be conducted with open nominations and secret ballots and in accordance with all appropriate TSTA and NEA bylaws and policies. TSTA or NEA will inform the Association of the number of delegates to be elected to the various meetings; but elections may be held before the exact number of delegates is known. Harlingen TSTA/NEA Officers (elected) are considered automatic delegates and all those receiving votes, including write-ins, but not declared elected as delegates shall be included, in the order of votes

received, as alternates to the appropriate House of Delegates or Representative Assembly.

Section 10. Challenges

Any challenges to an election shall be filed, in writing, with the Election Committee before the adjournment of the meeting where the election was held. At the request of any member affected by the decision of the Election Committee on any challenge, the decision shall be put in writing. Consistent with the TSTA Bylaws regarding local affiliates, any member shall have the right to appeal the decision of the Election Committee to the TSTA Executive Director within ten days after receiving the written decision of the Election Committee.

ARTICLE VIII ASSOCIATION REPRESENTATIVES

Section 1. Duties

The Association Representative shall:

1. **serve as the representative of the Association in the building;**
2. **listen to members in the building and articulate their concerns to the Executive Board;**
3. **be knowledgeable about the Association and its activities and keep members informed about Association actions and concerns;**
4. **promote membership in the Association and carry out the membership drives of the Association under the direction of the Membership Committee;**
5. **maintain an accurate list of members in the building and keep the treasurer and secretary informed of any changes in addresses, name changes, or membership status;**
6. **meet with members in the building;**
7. **keep members informed about the TSTA Help Center and the process for solving problems, including grievances;**
8. **transmit records to the Association;**
9. **ensure that every potential member in the building is invited to join and has a membership form;**
10. **attend Association Representative training and meetings;**
11. **sign an agreement commiting to do the above.**

Section 2. Representation

The President shall, with the approval of the Executive Board, appoint at least one Association Representative in each building. To the extent possible, one additional Association Representative shall be appointed for each 25 members.

Section 3. Terms

Association Representatives shall serve at the pleasure of the President as approved by the Executive Board, except that, if requested by a petition signed by at least 20% of the members in a building, the Executive Board shall call a meeting of the members in that building within four weeks of receiving the petition for the purpose of electing a new Association Representative. At that meeting, the person designated by the President shall conduct an election by calling for open nominations and using secret ballots. Every person nominated must sign a statement that he or she is aware of the duties of the Association Representative and is willing and able to serve. Such elections shall be decided by majority vote, with a run off between the two candidates with the highest number of votes.

Any Association Representative elected as specified in the previous paragraph may not be removed by the President for a period of at least one year following the election, and then only with the approval of two-thirds of the Executive Board.

Section 4. Meetings and Training

Association Representatives shall meet together at least two times during the membership year. The President shall arrange for TSTA to provide training for all Association Representatives during at least one of these meetings. In addition, one additional training shall be provided for Association Representatives serving in their first year. Any Association Representative that misses more than two meetings during a year, or misses training for two consecutive years shall be replaced, except that the Executive Board, upon recommendation from the President, may vote by a two-thirds majority not to impose this penalty in extenuating circumstances. The Executive Board may adopt a policy that provides for rotating attendance among Association Representatives in situations where there is more than one Association Representative in building.

ARTICLE IX COMMITTEES/TASK FORCES

Section 1. General Provisions

1. **Standing committees and task forces shall be appointed by the president and approved by the Executive Board and shall be composed of the number of members determined by the President and approved by the Executive Board, except as provided below.**
2. **Terms for standing committees shall be two years and members are limited to two consecutive terms; terms for task forces and ad hoc committees shall be as designated by the President.**

3. All committee/task force reports shall be submitted to the Executive Board prior to submission to the member meeting.
4. No member shall serve on more than one standing committee, except that this shall not apply to the hearing committee and the election committee.
5. A quorum of a standing committee shall be a majority of the members.

Section 2. Responsibilities of Committee/Task Force Chairs

The Chair of a committee or Task Force shall:

1. schedule meetings;
2. notify all members of meetings;
3. advise the President of Committee activities;
4. recommend committee members to the President;
5. make regular committee reports to the Executive Board;
6. ensure that the committee operates within its budget;
7. recommend programs and policies to the Executive Board;
8. at the request of the Executive Board, prepare and present a report to an all-member meeting.

Section 3. Standing Committees

The following Standing Committees are hereby established with the charges, duties and responsibilities traditionally held by such committees. The Executive Board may add to the charges for any committee.

1. Membership Committee (which shall be chaired by the Vice-President)
2. Budget Committee (which shall be chaired by the Treasurer)
3. Legislative/Political Action Committee
4. Audit Committee
5. Election Committee
6. Hearing Committee

Section 4. Audit Committee

The Audit Committee shall consist of three members appointed by the President and approved by the Executive Board who shall submit an audit report covering all receipts and disbursements beginning September 1st and ending August 31st of the current year to TSTA by October 31. No member of the Executive Board may serve on the Audit Committee.

Section 5. Hearing Committee

The hearing committee shall be appointed only if charges are filed requiring the hearing committee to act. Within five days after receiving charges, the president shall appoint a hearing committee consisting of a chair and four other members. The committee shall hear charges against the officers, Executive Board members, or individual members of the Association. No member of the Executive Board may be on the Hearing Committee. If the charges are against the President, then the charges shall be filed with the vice president and the vice president shall appoint the committee. The hearing committee shall establish and follow appropriate procedures as necessary.

Section 6. Task Forces

Task forces and ad hoc committees may be established by the President with the approval of the Executive Board to address issues of concern to the Association.

Section 7. Removal

Any committee member absent from three meetings shall be removed from the committee. Any committee member may be removed by the President with the concurrence of the Executive Board.

ARTICLE X DUE PROCESS

The Association shall guarantee that no member will be censored, suspended, or expelled without a due process procedure which shall include an appellate procedure.

The Association shall guarantee that no member of the Executive Board shall be impeached and removed from office without a due process procedure which shall include an appellate procedure.

The Executive Board shall approve rules and procedures to implement these due process guarantees; except that any such rules and procedures may be amended by the vote of an all-member meeting.

ARTICLE XI PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised shall be the authority on all questions of procedure not specified in these Bylaws and Standing rules.

ARTICLE XII AMENDMENTS PROCEDURE

Amendments to these Bylaws may be proposed by any Association member at any meeting of the Executive Board.

The proposed amendment shall be drafted by the proponent and submitted to the Executive Board.

The Executive Board, or a subcommittee of the Board named for this purpose, shall ensure the proper wording and prepare the amendments for printing and submit them to all members at least two (2) weeks prior to the first all-member meeting after the amendment was proposed.

Proposed amendments shall be approved by a two-thirds vote of the members present and voting at an all-member meeting.

ARTICLE XIII LIMITATION OF AUTHORITY

Any act either by the Executive Board or all-member meeting in conflict with the Bylaws or policies of TSTA or NEA shall be null and void.