

## **TSTA Region 12 Bylaws**

### **ARTICLE I NAME**

The name of this organization shall be Region 12 of the Texas State Teachers Association, hereafter known as the Association.

### **ARTICLE II PURPOSE**

The Association shall, in consultation with TSTA and working through the TSTA Area Organizing Team:

- develop programs and a program delivery system that assists local affiliates in promoting membership, communication, cooperation, and leadership development;
- make recommendations to the TSTA President, the state Board of Directors, the TSTA standing and special committees and the TSTA House of Delegates;
- encourage the activities of the TSTA Student Program;
- hold a regional House of Delegates annually;
- take action consistent with the TSTA bylaws
- not oppose, outside the Association's policy making process, any policy or program of TSTA

### **ARTICLE III MEMBERSHIP**

#### **Section 1. Membership**

The membership in this Association shall consist of the members within the geographical boundaries set for the Region by the TSTA Board of Directors. The membership classes shall be those defined in Article III, Section 2 of the TSTA bylaws.

#### **Section 2. Fiscal and Membership Year**

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

### **ARTICLE IV NOMINATIONS AND ELECTIONS**

#### **Section 1:**

1. The Regional President shall notify all local associations of all vacancies to be filled at the next Regional House of Delegates no later than 30 days prior to the House of Delegates;
2. There shall be an open filing period with names being submitted to the President up to one (1) hour after the opening of the Regional House of Delegates;
3. The President shall appoint an Elections Committee to conduct the elections. The President shall submit the names of all those that file for an office to the Election Committee;

4. The committee shall canvass ballots for all elections and notify the President of those elected;
5. In the event that no candidate receives the majority of the votes cast in an election, the two (2) candidates receiving the largest number of votes shall be in a run-off election.

**Section 2:**

In the event that there is only one (1) candidate for a position, the balloting may be waived and the candidate declared elected.

**Section 3:**

All elections will be conducted using the secret ballot procedure.

**ARTICLE V  
OFFICERS**

All officers shall be elected by the House of Delegates and shall take office on July 15. The officers of this Association shall consist of a President who shall also serve as the state Board of Director member, a Vice President who shall also serve as the alternate State Board of Director member; a secretary, and a treasurer. All officers shall be elected to three-year terms and shall not serve more than six consecutive years in the same office.

**Section 1. The President**

**A. Qualifications**

The qualifications for President are:

- Be actively engaged in the education profession within the region at the time of the election;
- Have held active, ESP, or Life membership in TSTA for at least two consecutive years preceding the election;
- Be employed as a nonsupervisory member;
- Be employed within the region;
- Maintain membership status and educational position within TSTA during the term of office.

**B. Duties**

The President shall:

1. Plan and preside at all meetings of the Regional Board of Directors and Regional House of Delegates;
2. With the approval of the Regional Board of Directors, appoint all standing committees, special committees, and task forces. All standing committees shall be geographically and ethnically represented of the region to the extent possible;
3. Serve ex-officio with a vote on all standing and special committees;
4. Approve all communications sent out in the name of the Association;
5. Co-sign all checks with the Treasurer and in absence of the president, the vice-president or secretary may co-sign checks;

6. Serve as the TSTA Board of Director member;
7. Submit by June 1 annually a list of officers and updated bylaws and/or constitution.

## **Section 2. Vice President**

### **A. Qualifications**

The qualifications for Vice President are:

- Be actively engaged in the education profession within the region at the time of election;
- Have held active, ESP, or Life membership in TSTA for at least two consecutive years preceding the election;
- Be employed as a nonsupervisory member;
- Be employed within the region;
- Maintain membership status and educational position within TSTA during the term of office.

### **B. Duties**

The Vice President shall:

1. Preside in the absence of the President;
2. Be responsible for planning the Regional House of Delegates;
3. Be the alternate to the TSTA Board of Directors;
4. Succeed to the office of President upon the death or resignation of the President;
5. Serve as liaison to TSTA-R, TSTA-SP, and ESP organizations in the region.

## **Section 3. Secretary**

### **A. Qualifications**

The qualifications for Secretary will be the same as for the President and Vice-President.

### **B. Duties**

The Secretary shall:

1. Be responsible for sending notification of all meetings to the Regional Board of Directors;
2. Keep records of all the meetings of the Regional Board of Directors and House of Delegates;
3. Provide a copy of the minutes at each Regional Board of Directors meeting.

## **Section 4. Treasurer**

### **A. Qualifications**

The qualifications for Treasurer will be the same as for the President and Vice-President.

### **B. Duties**

The Treasurer shall:

1. Be chair of the Budget Committee;

2. Keep an accurate account of all receipts and disbursements for the region treasury;
3. Make a report at all Regional Board of Directors meetings and the House of Delegates;
4. Cooperate fully with the Audit Committee;
5. Co-sign all checks with the President and at the Regional Board of Directors present a report of all checks written since the previous Regional Board of Directors meeting.

### **Section 5. Vacancies**

Vacancies in the office of President and Vice President shall be filled in accordance with TSTA Bylaws Article VII, Section 7, C, D, and E. All other vacancies shall be filled by election by the Regional Board of Directors until the next House of Delegates.

### **Section 6. Attendance**

In the event an elected Regional officer misses three consecutive meetings, he/she will be subject to a recall vote by the Regional Board of Directors. Meetings include the Regional Board of Directors, Executive Committee meetings, and the Regional House of Delegates.

## **ARTICLE VI REGIONAL BOARD OF DIRECTORS**

### **Section 1. Composition**

The Regional Board of Directors shall be composed of elected regional officers, regional local presidents, including as ex-officio members without a vote the presidents of TSTA-R, TSTA-SP, LPAC, CIA and TFA locals, and additional local representative(s) for each additional 200 members or major fraction thereof. Each local that receives additional representatives shall establish a procedure for electing them. The Regional Board of Directors shall meet at least five (5) times a year. Emergency meetings may be called by the President, by request of a majority of the Regional Board of Directors, or by petition of 10% of the membership. The Executive Committee shall consist of the elected officers of the region.

### **Section 2. Duties**

The Regional Board of Directors shall:

1. Approve the budget by June 1;
2. Attend to the business of the Association in the interval between meetings of the House of Delegates;
3. Carry out the programs and policies of the House of Delegates;
4. Receive, approve, or modify all reports from standing and special committees;
5. Approve members of all committees;
6. Approve the time and place of the House of Delegates;
7. Approve the Regional grant proposals for submission to TSTA;
8. Develop and evaluate the Region's Program Plan;
9. Assist locals in obtaining and coordinate leadership training programs;
10. Coordinate and assist local membership promotion efforts;
11. Organize for effective political action.

### **Section 3. Vacancies/Removal from Office**

Each local shall develop its own election procedure for filling its vacant positions on the Regional Board of Directors.

Members, except for the President and Vice-President, of the Regional Board of Directors, who hold an office in a competing organization, shall be removed from regional office by the Regional Board of Directors. He/she shall have the right to appeal the decision to the TSTA Hearing Committee who shall have final authority. The Regional President and Vice-President can only be removed from office by the TSTA Hearing Committee.

Any other charges brought against a Regional Board of Directors member will be referred to the TSTA Hearing Committee.

### **Section 4. Quorum**

A quorum of the Executive Committee shall consist of a majority of its members. A quorum of a regularly scheduled meeting of the Regional Board of Directors shall consist of a majority of those members present.

### **Section 5. Proportional Representation**

The Regional Board of Directors shall guarantee ethnic-minority representation at least proportionate to its ethnic-minority membership and provide for proportional representation between nonsupervisory and supervisory members. If, at the first meeting of the year, the Regional Board of Directors is out of compliance with the proportional representation requirement, then at-large members shall be appointed to one-year terms to bring the Regional Board of Directors into compliance.

### **Section 6. Weighted Vote**

The Regional Board of Directors shall utilize the weighted vote process on request by a member of the Regional Board of Directors to implement the one-person/one-vote standard.

### **Section 7. Subcommittees of the Regional Board of Directors**

#### **A. Program and Budget**

The Program and Budget Committee shall be composed of the President, the Vice President, four members appointed from the Regional Board of Directors by the President and approved by the Regional Board of Directors, and the Treasurer who shall be chair.

1. The function of the Program and Budget Committee shall be to prepare a program budget, receive proposed amendments to the budget during the year, and make recommendations to the Regional Board of Directors.

#### **B. Other Subcommittees**

The Regional Board of Directors may divide itself into other subcommittees as necessary.

## **ARTICLE VII COMMITTEES**

### **Section 1. Committees**

There shall be an Audit Committee and such other committees as the President, with the approval of the Regional Board of Directors, chooses to establish. All committees shall be appointed by the President with the approval of the Regional Board of Directors except the Audit Committee, which shall be elected by the Regional House of Delegates.

#### **A. Composition**

1. The Audit Committee shall be composed of three members elected by the House of Delegates for a one (1) year term. A quorum of three committee members will be necessary for the approval of the Audit Report. No member of the Regional Board of Directors may run for a position on the Audit Committee. The President shall appoint a chair from the winning candidates.
2. All other committees shall be composed of no less than three members.

#### **B. Purposes**

1. The Audit Committee shall submit an audit report covering all receipts and disbursements beginning September 1<sup>st</sup> and ending August 31<sup>st</sup> of the current year to the Regional Board of Directors. In addition, a copy of the audit must be transmitted to TSTA within sixty (60) days from the end of the terms of the outgoing region officers for the year that has just concluded.
2. Any other committees shall coordinate programs and activities to meet the needs of the members of the region.

### **Section 2. Task Forces**

Task forces may be initiated by the President, Regional Board of Directors, or House of Delegates.

## **ARTICLE VIII HOUSE OF DELEGATES**

### **Section 1. Composition**

- A. The composition of the Regional House of Delegates is stipulated in the TSTA Bylaws Article IV, Section 2, D, 1. The ratio for local delegates shall be one delegate for each twenty-five members or major fraction thereof. Any local that is in compliance with TSTA but lacks the required major fraction of 25 members will be allowed one (1) voting delegate. The election and seating of delegates to the Regional House of Delegates shall be conducted according to TSTA Board of Director Policy EP-4.

- B. The Executive Officers of Region 2F (President, Vice President, Secretary, and Treasurer) shall serve as automatic delegates to the Region HoD.

**Section 2. Purposes**

The Regional House of Delegates shall:

- A. Adopt and amend regional bylaws/standing rules;
- B. Elect regional officers;
- C. Receive reports and act on recommendations of the officers, Regional Board of Directors, committees, and task forces;
- D. Act as the highest decision making body of the region except when the TSTA Bylaws give exclusive powers to the officers or the Regional Board of Directors;
- E. Elect the Audit Committee.

**Section 3. Location**

The Region Board of Directors shall determine the location of the House of Delegates.

**Section 4. Rules of Procedure**

All elections must be conducted by open nominations and secret ballot. The House of Delegates shall have the authority to make its own rules of procedure in the conduct of its business, and when otherwise not provided, *Robert's Rules of Order, Newly Revised* shall govern parliamentary procedure.

**Section 5. Quorum**

A quorum shall consist of a majority of the delegates in attendance.

**Section 6. Limitation of Authority**

Any act either by the Regional Board of Directors or House of Delegates in conflict with the constitution, bylaws, or policies of TSTA or NEA shall be null and void.

**ARTICLE IX  
DUE PROCESS**

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

**ARTICLE IX  
PARLIAMENTARY AUTHORITY**

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

**ARTICLE X  
AMENDMENT PROCESS**

**Section 1. Proposals**

Proposed amendments to these bylaws shall be submitted in writing no later than 10 days before the Regional House of Delegates to the Regional Vice-President. Proposed changes in the bylaws shall be presented in writing to the Regional House of Delegates the morning of the meeting of the body at which they will be considered. Proposed changes to the bylaws may be presented for consideration by the delegates on the day of the Region House of Delegates by suspending the rules by a two-thirds vote of the delegates present and voting. Any bylaws presented the morning of the Region House of Delegates shall be in writing with sufficient copies for all delegates present.

**Section 2. Amendments**

The bylaws may be amended by any business session of the Regional House of Delegates by a two-thirds (2/3) vote of the delegates present and voting. Any amendment(s) to this constitution and/or bylaws shall become effective immediately upon approval by the Regional House of Delegates.

**ARTICLE XI  
DUES**

Dues shall be \$10 per member annually. These dues shall be collected by the local association and shall be remitted to the Region 12 Board of Director's President by the day of the Region House of Delegates to insure delegate seating at the Region House of Delegates. Local Presidents shall notify the Region President by two weeks prior to the Region 12 House of Delegates of their intent to pay region dues by the day of the Region House of Delegates.

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