

BY LAWS

RECEIVED JAN 17 2017

REGION 3 B

Texas State Teachers Association
National Education Association

ARTICLE I
NAME

The name of this organization shall be Region 3B of the Texas State Teachers Association, hereafter known as the Association.

ARTICLE II
PURPOSE

The Association shall: in consultation with TSTA 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; hold a regional House of Delegates annually; develop in consultation with TSTA and the TSTA Area Organizing Team an adequate program of governance activities, training, and calendar of events; take any other action consistent with the TSTA Bylaws; and 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

Section 3. Region dues

The Region will assess region dues of local associations based on the following formula: \$2 per active member using TSTA enrollment numbers given out at the January Region Board of Directors meeting. Locals shall submit to the Region Treasurer at least one-half (1/2) their assessed dues by the date of the Region 3B House of Delegates, if not already done by TSTA. Failure to do so will prohibit the local from being seated at the HoD. The remaining portion of the dues must be paid by the date of the regularly scheduled May Region Board of Directors meeting.

ARTICLE IV
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 two consecutive terms in the same office. Un-expired terms shall not be considered in the term limitations.

Elections shall be by ballot, unless there is only one candidate, in which case a voice vote may be taken.

1 Section 1. The President

2 A. Qualifications

3 The qualifications for President are: be actively engaged in education profession within the state at the time of election;
4 have held active, ESP or Life membership in TSTA for at least three consecutive years preceding election; be employed as a
5 non-supervisory member; be employed within the Region; and maintain membership status and educational position within
6 TSTA during the term of office.

7
8 B. Duties

9 *The President shall:*

- 10 1. Plan and preside at all meetings of the Regional Executive Committee and Regional House of Delegates;
11 2. Appoint all standing committees, special committees and task forces, with the approval of the Regional Executive
12 Committee;
13 3. Serve ex-officio with a vote on all standing and special committees;
14 4. Approve all communications sent out in the name of the Association;
15 5. Be a signatory on the Association account with the Treasurer;
16 6. Serve as the TSTA Board of Director member;
17 7. Submit by June 1 annually a list of officers and updated bylaws and/constitution; and
18

19 Section 2. Vice President

20 A. Qualifications

21 The qualifications for Vice President are: be actively engaged in the education profession within the state at the time of
22 election; have held active, ESP or Life membership in TSTA for at least three consecutive years preceding election; be
23 employed as a non-supervisory member; be employed within the Region in an ISD; and maintain membership status and
24 educational position within TSTA during the term of office.

25
26 B. Duties

27 *The Vice President shall:*

- 28 1. Preside in the absence of the President;
29 2. Be responsible for planning the Regional House of Delegates;
30 3. Serve as alternate to the TSTA Board of Directors and Area Organizing Team;
31 4. Succeed to the office of President upon the death or resignation of the President;
32

33 Section 3. Secretary

34 A. Duties

35 *The Secretary shall:*

- 36 1. Be responsible for sending notification of all meetings to the Regional Executive Committee; and
37 2. Keep and make available Minutes of all the meetings of the Regional Executive Committee and House of Delegates.
38

39 Section 4. Treasurer

40 A. Duties

41 *The Treasurer shall:*

- 42 1. Be chair of the Budget Committee;
43 2. Keep an accurate account of all receipts and disbursements for the district treasury;
44 3. Make a report at all Regional Executive Committee meetings and the House of Delegates;
45 4. Cooperate fully with the Audit Committee; and
46 5. Be a signatory on the Association account with the President.
47

48 Section 5. Vacancies

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

ARTICLE V
REGIONAL EXECUTIVE COMMITTEE

Section 1. Composition

The Regional Executive Committee shall be composed of the following two member classes:

A. Those with the right to vote, hereafter known as the Regional Executive Committee:

1. Elected regional officers
2. Regional local presidents or their designees
3. One additional member from each local, per each additional two hundred local members or major fraction thereof

B. Those ex-officio without the right to vote:

1. Immediate past regional president
2. Presidents of TSTA-R, TSEA, and TFA locals
3. Members of TSTA state committees
4. Members of NEA committees

Section 2. Meetings

The Regional Executive Committee shall meet at least five times per year. Emergency meetings may be called by the President, by request of a majority of the executive committee, or by petition of ten percent of the membership. The cost of meals served during regional board meetings shall be paid by the Association for officers and for members of TSTA state committees.

The cost of meals served during regional board meetings shall be paid by the Association for members of TSTA committees appointed by Region 3B executive board, up to \$25.00 including tip and non alcoholic drink.

Section 3. Duties

The Regional Executive Committee shall:

1. Approve the budget by August 1;
2. Attend to the business of the Association in the interval between annual 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; and
11. Organize for effective political action.

Section 4. Vacancies/Removal From Office

Each local shall develop its own election procedure for filling its vacant positions on the Regional Executive Committee. At large member vacancies shall be filled by election by the Regional Executive Committee until the next House of Delegates. Members of the Regional Executive Committee who are absent from three scheduled meetings or who work actively for a competing organization shall be removed from office. He/she shall have the right to appeal the decision to the Regional Hearing Committee who shall have final authority. The Regional President and Regional Vice President can only be removed from office by TSTA Hearing Committee.

Section 5. Quorum

A quorum of the Regional Executive Committee shall consist of a majority of those members with the right to vote.

Section 6. Weighted Vote

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

1 Section 7. Subcommittees of the Regional Executive Committee

2 A. Program and Budget

3 The Program and Budget Committee shall be composed of the President, the Vice President, four members appointed from
4 the Regional Executive Committee by the President and approved by the Regional Executive Committee, and the Treasurer
5 who shall be chair. The function of the Program and Budget Committee shall be to prepare a program budget; and to receive
6 proposed amendments to the budget during the year and make recommendations to the Regional
7 Executive Committee.
8

9 B. Other Subcommittees

10 The Regional Executive Committee may divide itself into other subcommittees as necessary.
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13 ARTICLE VI
14 COMMITTEES
15

16 Section 1. Committees

17 There shall be the following standing committees: **AUDIT, HEARING, and ELECTION**. All committees shall
18 be appointed by the President with the approval of the Regional Executive Committee except the Audit Committee,
19 which shall be elected by the Regional Executive Committee. Any other committees shall coordinate programs and
20 activities to meet the needs of the members of the region. All other committees shall be composed of no fewer than
21 three members representing chartered locals.
22

23 A. AUDIT COMMITTEE

24 Composition

25 The Audit Committee shall be composed of three members elected by the voting members of the Executive
26 Committee. No member of the Regional Executive Committee may run for a position on the Audit
27 Committee. No local may have more than one member on the Audit Committee. The President shall appoint a
28 chair.
29

30 Purposes

31 The Audit Committee shall submit an audit report covering all receipts and disbursements beginning
32 September 1st and ending August 31st of the current year to the Regional Executive Committee. In addition
33 a copy of the audit must be transmitted to TSTA within sixty (60) days from the end of the terms of the
34 outgoing district officers for the year that has just concluded.
35

36 B. HEARING COMMITTEE

37 Composition

- 38 1. The Hearing Committee shall be composed of five (5) members.
- 39 2. The members of the Hearing Committee shall be appointed by the President and approved by
40 the Executive Committee to serve three (3) year terms.

41 Purposes

- 42 1. The Hearing Committee shall hear charges against officers, Executive Committee members,
43 or individual members of the Association.
- 44 2. An officer or Executive Committee member of the Association may be impeached and removed
45 from office for misfeasance, malfeasance, and nonfeasance in office.
- 46 3. A member who fails to adhere to any of the conditions of membership shall be subject to
47 censure, suspension, or expulsion.

48 Function [see ARTICLE XVIII DUE PROCESS]

49 C. ELECTIONS COMMITTEE

50 Composition

51 The Elections Committee shall be composed of one member from each local in attendance at the

1 Regional House of Delegates. Members shall be appointed by the President and will serve for the
2 elections of region officers.

3
4 Purposes

5 The Elections Committee shall prepare, distribute, and tally ballots for the election of region officers
6 at the Region House of Delegates.

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8 Section 2. Task Forces

9 Other task forces and/or committees may be initiated by the President, Regional Board of Directors, or House of
10 Delegates, as need arises.

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14 ARTICLE VII
15 HOUSE OF DELEGATES
16

17 Section 1. Composition

18 The composition of the Regional House of Delegates is stipulated in the *TSTA Bylaws Article IV, Section 2, D, 1*. The ratio for
19 local delegates shall be one delegate for each twenty-five members or major fraction thereof. Locals of less than twenty-five
20 delegates shall cluster with other local associations in the region. The election and seating of delegates to the Regional House of
21 Delegates shall be conducted according to TSTA Board of Director Policy EP-4.

22
23 Section 2. Purposes

24 *The Regional House of Delegates shall:*

- 25 a. Adopt regional bylaws/standing rules amendments;
- 26 b. Elect regional officers;
- 27 c. Receive reports and act on recommendations of the officers, Regional Executive Committee, and other
28 committees;
- 29 d. Act as the highest decision-making body of the region except when the TSTA Bylaws give exclusive powers to the
30 officers or the Regional Executive Committee;
- 31 e. Submit New Business Items from delegates for consideration of the body.

32
33 Section 3. Rules of Procedure

34 All elections must be conducted by open nominations and secret ballot. If only one candidate is nominated, a secret ballot will not be
35 necessary. The House of Delegates shall have the authority to make its own rules of procedure in the conduct of its business, and
36 when otherwise not provided, Robert's Rules of Order, Newly Revised shall govern parliamentary procedure.

37
38 Section 4. Quorum

39 A quorum shall consist of a majority of the registered delegates.

40
41 Section 5. Limitation of Authority

42 Any act either by the Regional Executive Committee or House of Delegate in conflict with the constitution, bylaws or policies of
43 TSTA or NEA shall be null and void.

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46 ARTICLE VIII
47 DUE PROCESS

48 The Association shall guarantee that no member will be censured, suspended, expelled or impeached without a due process procedure,
49 which shall include an appellate procedure. The HEARING COMMITTEE shall adhere to the following processes:

50
51 Initiation of Charges

52 A. Impeachment charges against an officer or an Executive Committee member may be filed as follows:

- 1. By petition of at least twenty (20) percent of the Executive Committee.
- 2. The signed petition(s) specifying charges shall be submitted to the President.
- 3. The President shall submit the petition(s) to the Hearing Committee.

B. Charges against a member who fails to adhere to any conditions of membership set forth in these Bylaws may be filed by a member with the President.

Hearing Committee Procedures

- A. Within ten (10) days of having received the charge of the President, or Vice-President if the charge is against the President, shall notify by registered mail the person against whom the charges were filed.
- B. The charges shall be heard by the Hearing Committee no sooner than ten (10) days nor more than twenty (20) school days after notification.
- C. Members charged shall have the right to be heard and represented by counsel, at their own personal expense.
- D. If after the hearing, the Hearing Committee by a two-thirds (2/3) vote finds the charges to be true, the committee may censure, suspend, or expel a member and/or declare an office vacant.
- E. Specific procedure for the conduction of hearings shall be established by the Hearing Committee.
- F. The decision of the Hearing Committee may be appealed to the Board of Directors only on procedural grounds.

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

These Bylaws may be amended by two-thirds vote of those present and voting at any meeting of the House of Delegates.

DEFINITION OF TERMS

Classroom Teacher

Classroom teacher shall mean any person who is certified, where required; who devotes a majority of the school day to classroom teaching or allied work with students, and who is not required to possess an administrator or supervisor certificate.

Supervisor and/or Administrator

Supervisor and/or Administrator shall mean any person who has continuing authority to hire, transfer, discipline, dismiss, or otherwise direct employees or to effectively recommend any of the aforementioned actions.

Non-supervisory

Non-supervisory shall mean classroom teachers and educational support members who are not supervisors. [TSTA-R members shall be classified as non-supervisory.]

Ex officio

Ex officio shall mean by "virtue of office." This designation shall carry with it the right to vote, except as otherwise provided.

Ethnic Minority

Ethnic minority shall mean those persons designated as "ethnic minority" by statistics published by the United States Bureau of Census. This designation includes, specifically: Black American, Hispanic American, American/Alaskan Native, and Asian/Pacific American.

Open Nomination

Open nomination procedures shall mean a procedure by which every eligible TSTA member shall have the opportunity to nominate any TSTA member who meets the qualifications for the elected position; subject, however, to limitations required in the TSTA Bylaws and other reasonable restrictions, uniformly imposed.

Secret Ballot

Secret ballot shall mean a procedure for voting in which the voter may mark the vote in secrecy. Election by secret ballot for each individual position shall mean that "slate voting" is not permitted.

One Person/One Vote Principle

One person/one vote principle shall mean a voting procedure by which the vote of each member of the constituency shall have equal weight, so that in the elected governing body, each delegate represents the same number of constituents as each and every other delegate to the elected governing body.

Run-off Election

The *run-off ballot* shall list those candidates having the most votes whose combined total constitutes a majority of the ballots cast in the previous balloting. In the event the aforementioned procedure does not provide at least one more candidate than the number of positions to be filled, the candidate with the next highest number of votes will also be included on the ballot. If more than one position is to be filled and more nominees than are required receive a majority vote, the person(s) receiving the highest number of votes shall be elected.

REGIONAL HOUSE OF DELEGATES
STANDING RULES
of Procedure

1. All delegates will sign in and wear identification tags during the House of Delegates (HOD).
2. Only members of the HOD may present motions and vote.
3. Any delegates wishing to speak shall so indicate by going to a microphone (or designated area) and upon being recognized by the chair shall identify him/herself and local association and the purpose of speaking, i.e. asking questions, speaking for or against a motion, requesting a personal privilege, etc.
4. Any person other than delegates wishing to speak must secure the approval of the HOD. If recognized, the individual shall also indicate if he/she is speaking personally or representing a local association or other group.
5. If adopted, a motion must be submitted in writing to the Secretary and must include the Maker's name and local plus the Second's name and local.
6. A member may speak only twice to any motion. A four (4) minute time limit shall be set for each speaker. The chair shall designate a timekeeper.
7. A delegate speaking FOR or AGAINST a motion may not also move to close debate on the same recognition.
8. Each issue shall be discussed alternately in the affirmative and negative.
9. Calling the *previous question* shall require a two-thirds vote.
10. In the event no candidate in a race receives a majority of votes, a run-off will be conducted between the two individuals receiving the highest number of votes.
11. The President shall have such time for reports as is needed to present matters of concern to the HOD.
12. For the purpose of having the region print NBIs, the NBI must be submitted to the President two weeks before the HOD.
13. Separate seating shall be provided for visitors.
14. All meetings are open to any member.
15. These *Standing Rules of Procedure* may be amended or suspended at any time during the HOD by a member, a local, the Executive Committee, or a committee. It shall require a two-thirds vote of the delegates.