

Region 16 Bylaws Updated 2017

BYLAWS ARTICLE I

OFFICERS OF REGION 16 SECTION

1. TERMS OF OFFICE AND VACANCIES. The officers, elected by the House of Delegates, shall take office July 15 of each year and shall serve for a term of three (3) years or until their successors are duly qualified. Election of officers shall be staggered so that the President and Vice-President are elected in one year and the Secretary and Treasurer are elected in the next year. Officers shall not serve more than four (6) consecutive years in the same office. In case of a vacancy by resignation, death, disability or removal from office, the office shall be filled by the Region 16 Board of Directors except for the office of President. The Vice President shall assume the office of the President for the remainder of that term.

[Taken from TSTA Bylaws, Article IV. Section 2.C.7]

SECTION 2. QUALIFICATIONS. Any candidate for office in Region 16 shall have maintained membership in TSTA/NEA for at least three (3) consecutive years.

SECTION 3. DUTIES OF THE PRESIDENT. The President shall preside at all meetings of the Executive Committee, the Board of Directors, the House of Delegates, and the Region 16 caucus at the TSTA House of Delegates.* He/She shall appoint all committees, with the exception of those elected at the House of Delegates, with the approval of the Board of Directors. He/She shall appoint the chairpersons of elected standing committees from among those elected and shall be an ex-officio member of all committees. He/She shall approve all communications sent out in the name of Region 16. He/She will sign all vouchers except those pertaining to himself.

[Taken from TSTA Bylaws, Article IV Section 2.D.2.b]

SECTION 4. DUTIES OF THE VICE PRESIDENT. The Vice President shall succeed to the office of President upon the death, resignation or removal from office of the President. He/She shall preside at meetings in the absence of the President and shall be the alternate to the TSTA Board of Directors*. He/She shall be responsible, with the President, or planning the Region 16 House of Delegates. He/She will co-sign with the Treasurer vouchers pertaining to the President. He/She shall serve as liaison to the TSTA-R, TSTA-SP, and ESP organizations in Region 16.

[Taken from TSTA Bylaws, Article IV, Section 2.C.9]

SECTION 5. DUTIES OF THE SECRETARY. The Secretary shall notify all members of the Executive Committee and the Board of Directors of all meetings; keep records of all meetings of the Executive Committee, the Board of Directors, and the House of Delegates*; and send a copy of the minutes of each meeting to the members of the Board of Directors and to the Region 16 Uniserv office no later than two (2) weeks after the meeting was held. The Secretary shall be responsible for notifying TSTA and NEA of any changes of officers in Region 16; for filing with TSTA a copy of the updated Constitution and Bylaws by June 1 of each year; and for forwarding to TSTA any new business items passed by the Region 16 House of Delegates within five (5) days after the House of Delegates.

[Taken from TSTA Bylaws, Article IV, Section 2.C.9]

SECTION 6. DUTIES OF THE TREASURER. The Treasurer shall receive and disburse all money, subject to the order of the President. He/She shall keep an accurate ledger of the receipts and expenditures; report the financial status at each meeting of the Board of Directors; furnish a monthly written itemized report to the Board of Directors; furnish an annual report to the House of Delegates.* He/She will sign checks and co-sign all vouchers except those pertaining to the Treasurer. He/She shall serve as chairperson of the Budget Committee and shall cooperate fully within the Audit Committee.

[Taken from TSTA Bylaws, Article IV, Section 2.C.8]

SECTION 7. REMOVAL FROM OFFICE. Any Region 16 officer may be impeached and removed from office for misfeasance, malfeasance, or nonfeasance in office. Such impeachment and removal from office shall be conducted by the Hearing Committee in accordance with Due Process Rules of the Association.

[Taken from TSTA Bylaws, Article IV, Section 2.C.5]

ARTICLE I EXECUTIVE COMMITTEE

SECTION 1. MEMBERSHIP. The Executive Committee shall consist of members as directed by the Constitution in Article III, Section 2.

SECTION 2. MEETINGS AND DUTIES. The Executive Committee shall meet as needed to plan agendas and to develop policies and programs for the benefit of Region 16. Such policies and programs shall be brought to the Region 16 Board of Directors for approval.

[Taken from TSTA Bylaws, Article IV, Section 2.E.a.b]

ARTICLE III BOARD OF DIRECTORS

SECTION 1. MEMBERSHIP. A. Designated Members. The Board of Directors shall consist of members as directed by the Constitution in Article III, Section 3. *[Taken from TSTA Bylaws, Article IV Section 2.E.1] B. Elected Members. Each local association in Region 16 that exceeds 200 in membership as of August 31 of the preceding year shall receive additional local representatives for each additional 200 members or major portion thereof. Each of these additional representatives must be elected through a procedure established by the local association. In all-inclusive locals, proportional representation shall be guaranteed by allocating a representative for each 200 members or major portion thereof for each membership classification. If, at the first meeting of the year, the Board of Directors is out of compliance with the ethnic-minority or proportional representation requirement, the At-Large members to bring the Board into compliance shall be appointed by the Board of Directors to serve until the House of Delegates meets. At that time, such At-Large members shall stand for election by the House of Delegates. [Taken from TSTA Bylaws, Article IV, Section 2.E.1]

SECTION 2. MEETINGS. The Board of Directors shall meet at least eight (8) times each year. Additional meetings may be called by the President. Additional meetings shall be called at the

request of a majority of the Board of Directors or by a petition of 10% of the membership in Region 16. Such meetings shall be called within twenty (20) days of receipt of the request or petition.

SECTION 3. WEIGHTED VOTE. The Board of Directors shall utilize the weighted vote process on a request of a member of the Board of Directors. The purpose of such a weighted vote shall be to implement the one-man/one-vote standard and shall be based on the membership of each local as of August 31 of the preceding year. [Taken from TSTA Bylaws, Article IV, Section 2.E.3]

SECTION 4. VACANCIES. In the event of the resignation, death, disability, removal from office or the absence of a member of the Board of Directors from three (3) consecutive meetings of the Board (except if such absence is due to a conflict with school business), his/her office shall be declared vacant by the President. If such vacancy is an At-Large member, the position shall be filled by election by the Board of Directors until the next House of Delegates. If such vacancy is a local association member, the position shall be filled by election following procedures established by the local association.

SECTION 5. TERMS OF OFFICE. The members of the Board of Directors shall serve for a period of one (1) year or until their successors are duly qualified.

SECTION 6. DUTIES. The Board of Directors shall approve the time and place for the annual House of Delegates, carry out the policies and programs of the House of Delegates, and attend to the business of Region 16 in the interval between annual meetings of the House of Delegates. It shall approve the members of all committees and chairpersons appointed by the President; receive and approve or modify all reports from the standing and special committees; approve Region 16 grant proposals for submission to TSTA; and develop and evaluate Region 16's program plan. It shall assist local associations in Region 16 in obtaining and coordinating leadership training programs and in membership promotion efforts. It shall organize Region 16 for effective political action. It shall provide input in writing to the appropriate TSTA Field Service Manager regarding the performance of Region 16's Uniserv Staff. [Taken from TSTA Bylaws, Article IV, Section 2.C.10.C.H and E.1.a-e]

ARTICLE IV HOUSE OF DELEGATES

SECTION 1. MEMBERSHIP. The House of Delegates shall be composed of the Region 16 Board of Directors and delegates elected by the local associations within Region 16 at the rate of one (1) delegate for each twenty-five (25) members or major portion thereof as of August 31 of the preceding year. Locals of less than twenty-five (25) shall be guaranteed one (1) delegate to the House of Delegates. All standing and special committee chairpersons are ex-officio members of the House of Delegates. [Taken from TSTA Bylaws, Article IV, Section 2.C.2 and 2.D.1 a-f]

SECTION 2. MEETINGS. The House of Delegates shall meet annually at a time and place approved by the Board of Directors Such time shall be no later than 45 days before the TSTA House of Delegates for that year.

SECTION 3. DUTIES AND POWERS. Upon the House of Delegates shall rest the duties, responsibilities, and authority for the conduct of the Association in all matters except as stated otherwise in the Constitution and Bylaws. The House of Delegates shall adopt amendments to the Constitution, Bylaws, and Standing Rules; it shall elect officers and members of the Audit Committee and the Hearing Committee; and it shall receive reports and act on recommendations of the officers, Board of Directors, and standing and special committees including adopting the Region 16 budget each year. [Taken from TSTA Bylaws, Article IV, Section 2.C.11 and C.12; Section 2.D.2a-e.]

ARTICLE V STANDING COMMITTEES

SECTION 1. PROGRAM AND BUDGET COMMITTEE. A. Membership. The Program and Budget Committee shall be composed of the Executive Committee and the Presidents and Vice Presidents or their designees of each local association in Region 16. The Treasurer shall be chairperson of the committee. B. Duties. The Program and Budget Committee shall prepare a line-item budget which will be presented to the Board of Directors and approved by the House of Delegates. It shall receive proposed amendments to the adopted budget during the year and make recommendations to the Board of Directors regarding those amendments. [Taken from TSTA Bylaws, Article IV, Section 2.C.11 and 12]

SECTION 2. ELECTION COMMITTEE. A. Membership. The Election Committee shall be composed of five (5) members appointed by the President with the approval of the Board of Directors and approved by the House of Delegates. It shall receive proposed amendments to the adopted budget during the year and make recommendations to the Board of Directors regarding those amendments. B. Duties. The Elections Committee shall notify the President of each local in Region 16 of all offices to be filled not less than sixty (60) days before an election. There shall be an open filing procedure with names submitted to the Elections Committee not later and forty-five (45) days prior to the election. The Elections Committee shall send to each local President the names of all candidates for office at least thirty (30) days before the election C. Method of Election. Elections shall be held at the House of Delegates by secret ballot. Counting of ballots shall be done by official members of the Elections Committee in a closed session with results made public in a report to the House of Delegates. Any candidate for office may send a representative to the closed meeting to observe the count upon submission of a written request to do so. [Taken from TSTA Bylaws, Article IV, Section 2.C.4]

SECTION 3. AUDIT COMMITTEE. A. Membership. The Audit Committee shall be composed of five (5) members elected by the House of Delegates. No member of the Board of Directors shall be a member of the Audit Committee. The President shall appoint a chairperson from among the elected members who will be approved by the Board of Directors. B. Duties. The Audit Committee shall meet annually prior to October 31. It shall certify that the fiscal business of the

Association has been conducted in compliance with this Constitution and Bylaws and with the current fiscal policies of the Association as established by the Board of Directors. A written report shall be presented at the October meeting of the Board of Directors. The committee shall also file all reports pertaining to the audit as required by TSTA on or before October 31 of each year. [Taken from TSTA Bylaws, Article IV, Section 2.C.8]

SECTION 4. HEARING COMMITTEE. A. Membership. The Hearing Committee shall be composed of five (5) members elected by the House of Delegates. No officer, chairperson, or member of the Board of Directors shall be a member of the Hearing Committee. The President shall appoint a chairperson from among the elected members who will be approved by the Board of Directors. [Taken from TSTA Bylaws, Article IV, Section 2.C.5] B. Duties. The Hearing Committee shall meet as needed to hear and rule on charges brought against officers, Board of Directors' members, or individual members of the Association in accordance with Due Process Rules of the Association. Decisions in such hearings may be appealed to the TSTA Board of Directors.

ARTICLE VI SPECIAL COMMITTEES

SECTION 1. CREATION. Special committees may be established by the President with the approval of the Board of Directors.

SECTION 2. MEMBERSHIP. Each special committee shall be composed of five (5) or more members appointed by the President with the approval of the Board of Directors.

SECTION 3. DUTIES AND TERMS. Special committees shall be established to perform a specific task within a limited period of time. Upon completion of the task, the committee shall be disbanded. Such ad hoc committee chairpersons shall be ex-officio members of the Board of Directors and the House of Delegates.

SECTION 4. REPORTS. All reports of special committees shall be submitted to the Board of Directors for acceptance. Publication of special committee reports shall be subject to the approval of the Board of Directors.

ARTICLE VII QUORUMS

SECTION 1. EXECUTIVE COMMITTEE. A quorum for the Executive Committee shall be a majority of its members.

SECTION 2. BOARD OF DIRECTORS. A quorum for the Board of Directors shall be one-fourth ($\frac{1}{4}$) of its members.

SECTION 3. HOUSE OF DELEGATES. A quorum for the House of Delegates shall be one-fourth ($\frac{1}{4}$) of its members.

SECTION 4. COMMITTEES. A quorum for all committees shall consist of a majority of its members.

SECTION 5. ESTABLISHING A QUORUM. It shall be the duty of each committee chairperson to establish that a quorum exists at each committee meeting. It shall be the duty of the Secretary to establish that a quorum exists at meetings of the Executive Committee, Board of Directors, and House of Delegates.

ARTICLE VIII DUES AND FISCAL YEAR

SECTION 1. REGIONAL DUES. The annual dues for members of the Association shall be set by the House of Delegates.

SECTION 2. MEMBERSHIP AND FISCAL YEAR. The dues cover one (1) membership and fiscal year which shall be September 1 through August 31. [Taken from TSTA Bylaws, Article IV, Section 2.C.6]

ARTICLE IX GUARANTEES

SECTION 1. ELECTIONS. Region 16 shall conduct elections with open nominations and a secret ballot. [Taken from TSTA Bylaws, Article IV, Section 2.C.4]

SECTION 2. PROPORTIONAL REPRESENTATION. The Association shall provide proportional representation between its classroom teachers, administrators, and educational support personnel in all elected position. [Taken from TSTA Bylaws, Articles IV, Section 2.C.4]

SECTION 3. MINORITY GUARANTEE. The Association shall guarantee ethnic-minority representation in all elective positions at least in proportions to the identified ethnic-minority membership in Region 16. TSTA and NEA delegate ethnic-minority representation shall be based on the ethnic-minority population. [Taken from TSTA Bylaws, Article IV, Section 2.C.2]

SECTION 4. ONE-PERSON ONE-VOTE. The Association shall provide a voting procedure by which the vote of each member of the constituency has equal weight, so that in the elected governing body each delegate and Association representative represents approximately that same number of constituents as each and every other representative. [Taken from TSTA Bylaws, Article IV, Section 2.C.4]

SECTION 5. DUE PROCESS. The Association shall guarantee that no member may be censured, suspended, removed from office, or expelled without a due process hearing which shall included an appellate procedure. [Taken from TSTA Bylaws, Article IV, Section 2.C.5]

ARTICLE X RULES OF ORDER

SECTION 1. SOURCES. Robert's Rules of Order, Newly Revised shall be the authority on all questions of procedure not specifically stated in this Constitution and Bylaws. DEFINITIONS

SECTION 1. DEFINITION OF TERMS. As used in this Constitution, Bylaws, and the attached Standing Rules, the Association adopts and adheres to the following definitions of terms:

A. CLASSROOM TEACHER. Classroom teacher shall mean any person who is certified, where required, and who spends a major part of his/her time in direct contact with students or who performs allied work which places him/her on a local salary schedule for teachers.

B. ADMINISTRATOR. Administrator shall mean any person who is certified, where required, and who spends a major part of his/her time in supervisory and/or administrative tasks.

C. EDUCATIONAL SUPPORT PROFESSIONAL. Educational Support Professional shall mean any person who is not certified and is not an administrator.

D. RETIREE. Retiree shall mean any member of TSTA and NEA who is retired from active work in the educational profession and has maintained membership in TSTA/NEA-R.

E. ETHNIC MINORITY. Ethnic-minority shall mean those persons designated as ethnic-minority by statistics published by the United States Bureau of the Census. This designation shall specifically include American Indian/Alaskan Native, Asian/Pacific Islander, Black and Hispanic.

F. EX-OFFICIO. Ex-officio shall mean by virtue of office. This designation shall carry all rights except to make motions and vote.

G. ASSOCIATION LEADER. Association leader shall mean any member who holds an elective or appointive position in the Association.

ARTICLE XI

Amendments

Section 1. Proposal of Amendments

Amendments may be proposed by a member, the Regional Board of Directors or any committee appointed by the RBOD to amend the Bylaws.

Section 2. Adoption of Amendments

A. Proposed amendments must be sent to all delegates at least seven days prior to voting on them.

B. Proposed amendments shall require a two-thirds (2/3) vote of the Regional House of Delegates.

Section 3.

Any amendment to these Bylaws shall become effective immediately upon ratification.

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Feb. 24, 2001

Feb. 23, 2008 Feb. 27,

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