

TSTA Region 18 Bylaws

Revised April 7, 2018

ARTICLE I NAME

The name of this organization shall be Region 18 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 Staff 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 Texas Future Teachers of America and Texas Student Education Association; ;hold a regional House of Delegates annually; develop in consultation with TSTA and the TSTA Staff an adequate program of governance activities, training, and calendar of events; take any other action consistent with the TSTA Bylaws; and not oppose, outside of the Association's policy making process, any policy or program of TSTA.

ARTICLE III MEMBERSHIP

Section 1. Membership

The membership in the 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: Regional Dues

Local associations in Region 18 will be assessed regional membership dues for the number of members in their association on the basis of \$2.00 for each full time equivalent (FTE), by the amount approved annually and increases shall be limited to \$1.00 annually. Regional dues must be paid in order for delegates to be seated at the annual House of Delegates of Region 18. The regional treasurer shall notify local associations of the amount due annually based on membership reports.

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 Directors member, a Vice President who shall also serve as the alternate State Board of Director member; a secretary, an assistant secretary, and a treasurer. All officers must maintain membership status and educational position within TSTA during the term of office. The President and Vice-President shall be elected to three - year terms and shall not serve more than six consecutive years in the same office. The Treasurer, Assistant Treasurer, Secretary, Assistant Secretary and Webmaster shall be elected to three - year terms not serving more than six consecutive years in the same office.

Section 1: The President

A. Qualifications

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

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

C. Majority Minority Regions

If a Region in majority minority and does not elect a minority Regional President for six consecutive years, then the region shall elect a minority Regional President at its next House of Delegates.

Section 2: Vice President

A. Qualifications

The qualifications for Vice President are: be actively engaged in education profession within the state at the time of election; have held active, ESP or Life membership in TSTA for at least three consecutive years preceding election be employed as a non-supervisory member; and be employed within the Region.

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 and Area Organizing Team;
4. Succeed to the office of President upon the death or resignation of the President;
5. Coordinate the Regional Association Representative Training; and
6. Serve as liaison to TSTA-R, TSEA, and ESP organizations in the Region.

Section 3. Secretary

A. Qualifications

The qualifications for secretary, are: be actively engaged in education profession within the state at the time of election; have held active, ESP, or Life membership in TSTA for at least three consecutive years preceding election; be employed as a non-supervisory member; and be employed or retired within the Region at the time of election. The member must continue to pay active membership dues to the region if retired during the term of office.

B. Duties

The Secretary shall:

1. Be responsible for sending notification of all meetings to the Regional Board of Directors meetings;
2. Keep records of all the meetings of the Regional Board of Directors and House of Delegates; and
3. Send a copy of the minutes to all members of the Regional Board of Directors and the TSTA Organizing Center for Affiliate and Leadership Development after each meeting.

Section 4. Assistant Secretary

A. Qualifications

The qualifications for assistant secretary, are: be actively engaged in education profession within the state at the time of election; have held active, ESP, or Life membership in TSTA for at least three consecutive years preceding election; be employed as a non-supervisory member; and be employed or retired within the Region at the time of election. The member must continue to pay active membership dues to the region if retired during the term of office.

B. Duties

The Assistant Secretary shall:

1. Perform duties as assigned by the Secretary.
2. Assist the Secretary in the discharge of his/her duties
3. Assume all duties and responsibilities if the Secretary is unable to function or attend a meeting.

Section 5. Treasurer

A. Qualifications

The qualifications for treasurer, are: be actively engaged in education profession within the state at the time of election; have held active, ESP, or Life membership in TSTA for at least three consecutive years preceding election; be employed as a non-supervisory member; and be employed or retired within the Region at the time of election. The member must continue to pay active membership dues to the region if retired during the term of office.

B. Duties

The Treasurer shall:

1. Be chair of the Budget Committee;
2. Keep an accurate account of all receipts and disbursements for the district treasury;

3. Make a report at all Regional Board of Directors meetings and the House of Delegates;
4. Cooperate fully with the Audit Committee; and
5. Co-sign all checks with the President.

Section 7. Ex-Officio

A. Webmaster

1. Qualifications

The qualifications for webmaster, are: be actively engaged in education profession within the state at the time of election; have held active, ESP, TSTA- Retired, or Life membership in TSTA for at least three consecutive years preceding election; be employed as a non-supervisory member; and be employed or retired within the Region at the time of election. The member must continue to pay active membership dues to the region if retired during the term of office.

2. Duties

The webmaster shall:

1. Maintain all websites delegated by the organization
2. Ensure that the sites along with the pages attached to them are in working order
3. Review each site and mark out the changes required in it
4. Check the level of security in each site and update it
5. Make sure that the sites are secured and the user data they may incorporate is also safeguarded
6. Ensure that the sites are user friendly and easy to navigate, as these factors affect the performance
7. Appointed by the President

B. TSTA-Retired

When the state TSTA-Retired President resides in the region the president becomes a non-voting member of Region 18 board of directors.

Section 8. Vacancies

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

ARTICLE V 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, TSEA, and TFA locals, additional local representative(s) for each 200 members or major fraction thereof, and at-large members as needed. Each local that receives additional representatives shall establish a procedure for electing them. The Regional Board of Directors shall meet at least four (4) 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.

Section 2. Duties

The Regional Board of Directors 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 coordinating leadership training programs;
10. Coordinate and assist local membership promotion efforts; and
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. At large member vacancies shall be filled by election by the Regional Board of Directors until the next House of Delegates.

Members of the Regional Board of Directors who are absent from three scheduled meetings or who work actively for a competing organization may 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 4. Quorum

A quorum of the Regional Board of Directors shall consist of a majority of its members.

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 non-supervisory 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.

The function of the Program and Budget Committee shall be to: prepare a program budget; and to 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 VI COMMITTEES

Section 1. Committees

There shall be the following standing committees: Audit and Hearing. 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. The Regional President and the Treasurer are automatic members of the Audit Committee because of their elected positions. 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 and ending August 31 of the current year to the Regional Board of Directors. In addition a copy of the audit must be transmitted to TSTA within sixty days from the end of the terms of the outgoing region officers for the year that has just concluded.
2. The Hearing Committee shall hear charges against the officers, Regional Board of Directors members, or individuals of the Association.
3. Any other committees shall coordinate programs and activities to meet the needs of the members of the Region.

Section 2. Special Task Forces

Other task forces may be initiated by the President, Regional Board of Directors or House of Delegates (e.g., convention, credentials, elections).

ARTICLE VII HOUSE OF DELEGATES

Section 1. Composition

The composition of the Regional House of Delegates is stipulated in the TSTA Bylaws Article IV, Section 2, D, 1. The ration for local delegates shall be one for each twenty-five or major fraction thereof. Locals of

less than twenty-five delegates shall cluster with other local associations in the Region. The election and seating of delegates to the Regional House of Delegates shall be conducted according to TSTA Board of Director Policy **EP-12**.

Section 2. Purposes

The Regional House of Delegates shall:

1. Adopt regional bylaws/standing rules amendments;
2. Elect regional officers;
3. Receive reports and act on recommendations of the officers, Regional Board of Directors, and other committees;
4. Act as the highest decision-making body of the region except when the TSTA Bylaws give exclusive power to the officers or to the Regional Board of Directors;
5. Elect the Audit Committee.

Section 3. 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 4. Quorum

A quorum shall consist of the majority of the delegates.

Section 5: 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.

Section 6. Elections Appeals Process

Challenges to the regional elections shall be referred first to the Regional Elections Committee for a clarification of the process and the counting of the ballots. The Elections Committee shall respond in writing to the appeal. If the appeal is not answered to the member's satisfaction, the member has the right to appeal in writing the decision of a Regional Elections Committee to the Regional Hearing committee. If the appeal is not answered to the member's satisfaction, the member has the right to appeal in writing the decision of the Regional Hearing Committee to the Executive Director of TSTA. The appeal to the Executive Director must be delivered or postmarked on or before the tenth day after receiving the written decision of the Regional Elections Committee.

ARTICLE VIII 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, Currently Revised shall be the authority on all questions 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.

Adopted February 18, 2017
Revised and adopted on April 7, 2018