

# TEXAS STATE TEACHERS ASSOCIATION REGION 4C



2015-2016

## REGION 4C BYLAWS

Amended by TSTA Region 4C HOD, March 21, 2015

# TSTA REGION 4C BYLAWS

As amended by TSTA Region 4C House of Delegates, March 21, 2015  
Approved by TSTA Region 4C Board of Directors, June 13, 2015

## ARTICLE I

### Name

The name of this organization shall be Region 4C of the Texas State Teachers Association, hereafter known as TSTA Region 4C. Headquarters shall be maintained in Fort Worth, Tarrant County, Texas.

## ARTICLE II

### Purpose

TSTA Region 4C will promote membership, communication, cooperation, leadership development and program delivery; make recommendations to the state TSTA President, state TSTA Board of Directors and TSTA standing and special committees as well as state TSTA House of Delegates; encourage our youth to join the teaching profession; take any other action that is consistent with the state TSTA Bylaws; and not oppose, outside the Association's policy-making process, any policy or program of the Association.

## ARTICLE III

### Membership

#### Section 1. Eligibility

TSTA Region 4C shall consist of Active and Educational Support Professionals as well as Supervisory members within the geographical boundaries set by the state TSTA Board of Directors. TSTA Region 4C shall guarantee ethnic-minority representation which is at least proportionate to its ethnic-minority membership. The membership qualifications shall be those defined in state TSTA Bylaws, Article III, Section 2.

#### Section 2. Dues

State TSTA Bylaws require all Active members to maintain membership in the region, state and national associations where eligible, and to remit dues to the region, state and national associations. TSTA Region 4C dues are \$2 per member and are paid annually.

#### Section 3. Privileges

Per state TSTA Bylaws, Region 4C Active-Professionals shall be eligible to vote, hold elective position, serve as a delegate to both the regional and the state House of Delegates; and are entitled to the full rights and privileges of membership.

#### Section 4. Censure, Suspension, Expulsion

TSTA Region 4C shall guarantee due process to members in matters of censure, suspension, or expulsion as described in state TSTA Bylaws Article IX. Due Process.

#### Section 5. Membership Year

Per state TSTA Bylaws, TSTA Region 4C's membership year shall be September 1 through August 31.

**ARTICLE IV**  
**Officers**

Section 1. Officers

TSTA Region 4C officers shall be President, Vice President, Secretary and Treasurer.

Section 2. Term of Office

The term of office shall be three (3) years or until successors are elected. The President and Vice President shall serve for more than two (2) terms in the office to which elected. Officers shall assume office on July 15 following the election at TSTA Region 4C House of Delegates.

Section 3. Duties

A. President

1. Chair TSTA Region 4C's House of Delegates
2. Serve as automatic delegate to the state House of Delegates, as a voting member of the state TSTA Board of Directors
3. Chair TSTA Region 4C's caucus at the state House of Delegates
4. Serve on the state TSTA Board of Directors and fulfill the stated responsibilities in state TSTA Bylaws Article VII. Board of Directors
5. Appoint all standing committee members, with the approval of TSTA Region 4C Board of Directors
6. Plan and preside at TSTA Region 4C Board of Director's meetings
7. Approve all communications between TSTA Region 4C and members
8. Countersign or have a designee countersign, along with the Treasurer, all checks drawn on the TSTA Region 4C bank account
9. To enforce, uphold and abide by the state and region Constitution and/or Bylaws

B. Vice President

1. Act for the President when the President is unable to perform the duties of the office
2. Serve as alternate to the state TSTA Board of Directors, if the President is unable to attend
3. Attend TSTA Region 4C Board of Director's meetings
4. Serve with the President in approving region publications
5. Countersign or have a designee countersign, along with the Treasurer, all checks drawn on the TSTA Region 4C bank account

C. Secretary

1. Keep accurate records of the proceedings of all TSTA Region 4C Board of Director's meetings
2. Publish minutes of TSTA Region 4C Board of Director's meetings
3. Maintain an updated contact list for TSTA Region 4C Board of Director's
4. Attend TSTA Region 4C Board of Director's meetings
5. Serve as alternate to the state Board of Directors, if designated by the President in the absence of the President and Vice President

D. Treasurer

1. Responsible for the safekeeping and accounting of all TSTA Region 4C funds
2. Provide financial reports at the TSTA Region 4C Board of Directors and House of Delegates
3. Deposit all monies promptly into the TSTA Region 4C bank account
4. Disperse monies in accordance with TSTA Region 4C's budget and plan as approved by TSTA Region 4C Board of Directors

5. Conduct a yearly audit of financial transactions
6. Transmit a copy of the yearly region audit to state TSTA by October 31 following the close of the prior fiscal year
7. Countersign with the President, or President's designee all checks drawn on the TSTA Region 4C bank account
8. Attend TSTA Region 4C Board of Director's meetings
9. Serve as alternate to the state Board of Directors, if designated by the President in the absence of the President and Vice President

Section 4. Vacancies and Succession

In the event of a vacancy in the office of the President, the Vice President shall succeed to the office. In the event of a vacancy in the office of Vice President, TSTA Region 4C Board of Directors shall elect a Vice President to fill the unexpired term. In the event of death or resignation of both the President and Vice President, TSTA Region 4C Board of Directors shall elect a President and Vice President to fill only the unexpired term.

Section 5: Removal

An officer may be impeached or removed for misfeasance, malfeasance or nonfeasance in office. TSTA Region 4C will guarantee due process to officers in matters of impeachment and removal as described in the state TSTA Bylaws Article XI. Due Process.

**ARTICLE V  
Region Board of Directors**

1. Composition

TSTA Region 4C Board of Directors shall be composed of elected region officers and region local presidents, or their designee, at-large members as needed, and additional local representative(s) based on (1) representative for each additional 200 members or a major fraction thereof.

2. Purpose

TSTA Region 4C Board of Directors will:

- a. Act for the region between TSTA Region 4C House of Delegates
- b. Receive reports from committees
- c. Approve the day, time and location for TSTA Region 4C's House of Delegates
- d. Adopt policies to implement the Bylaws and mandates from TSTA Region 4C House of Delegates
- e. Adopt procedures to fill officer vacancies except as otherwise provided in these Bylaws
- f. Develop an adequate program of governance activities, training and calendar of events
- g. Adopt an annual planned activity budget
- h. Submit a list of officers and a copy of current Bylaws to state TSTA by June 1
- i. Submit a region plan and budget to state TSTA by August 1
- j. Fill TSTA Region 4C local presidents and alternate position vacancies according to procedures found in the local association Bylaws and/or constitution

3. Weighted Vote

TSTA Region 4C Board of Directors shall utilize the weighted vote process on request by a member of the executive committee to implement the one-person/one-vote standard.

#### 4. Censure

According to state TSTA Bylaws, if a region fails to comply with standards set forth in these and state TSTA Bylaws, the region shall not receive a dues rebate from the state and shall be subject to censure after a due process hearing.

#### 4. Grants

State TSTA will award region affiliates in compliance with minimum standards a one thousand (\$1,000) dollar governance grant. In addition, each region shall receive a grant, as determined by the state TSTA Board of Directors, as defined in the state TSTA Bylaws, E. Regional Board of Directors, G. Grants.

### **ARTICLE VI Region House of Delegates**

#### 1. Composition

TSTA Region 4C's House of Delegates shall be composed of all elected region officers, Region Board of Directors and state Board of Director members; local affiliate delegates shall be elected on the ratio set by state Bylaws, under D. House of Delegates, 1. Composition. TSTA Region 4C will also provide for proportional representation between nonsupervisory and supervisory members.

#### 2. Purpose

TSTA Region 4C House of Delegates shall:

- a. Adopt Bylaws consistent with state TSTA Bylaws
- b. Adopt the rules and agenda for TSTA Region 4C House of Delegates
- c. Elect TSTA Region 4C officers
- d. Elect an Audit Committee
- e. Receive reports and act on recommendations of TSTA Region 4C officers, Board of Directors, and standing and special committees
- f. Enact other measures as may be necessary to achieve the goals and objectives of state
- g. Conduct other appropriate business
- h. Act as the highest decision-making body of the region, except when region Bylaws give exclusive powers to the TSTA Region 4C Board of Directors or officers

#### 3. Meeting

TSTA Region 4C House of Delegates shall meet annually. A quorum shall be a majority of the number of delegates registered.

#### 4. Nomination and Election

During the TSTA Region 4C House of Delegates, open nominations as well as use of secret ballot applying the one-person/one-vote principal for officer elections will be guaranteed. The President shall appoint an Election Committee prior to the House of Delegates to tabulate all ballots. The Election Committee chair will certify the results in the meeting.

In the event that there is only one candidate for a position, secret balloting may be waived, and the candidate declared elected. If no candidate receives a majority, a runoff election shall be held between the two candidates receiving the greatest number of votes.

To resolve election challenges, a region Election Committee will be appointed by the President and approved by the TSTA Region 4C Board of Directors. The appeals process shall include a member's right

to appeal in writing, the decision of the region Election Committee to the state TSTA Executive Director. The appeal to the state TSTA Executive Director must be delivered or postmarked on or before the tenth day after receiving the written decision of the region Election Committee.

**ARTICLE VII**  
**Committees**

There shall be two standing committees, the Audit Committee and Hearing Committee.

- A. Composition
  1. The Audit Committee shall be comprised of three members who are elected by TSTA Region 4C House of Delegates.
  2. The Hearing Committee shall be comprised of three or more members who are appointed by the President and approved by TSTA Region 4C Board of Directors.
  
- B. Purpose
  1. The Audit Committee will review and submit an audit report to the TSTA Region 4C Board of Directors
  2. The Hearing Committee shall hear charges against TSTA Region 4C officers, Board of Directors or individual members of TSTA Region 4C.
    - a. An officer or TSTA Region 4C Board of Directors member who fails to adhere to any conditions of membership shall be subject to censure, suspension or expulsion.
    - b. The Hearing Committee shall follow the due process guidelines laid out in state TSTA Bylaws Article XI. Due Process.

**ARTICLE VIII**  
**Financial Policies**

TSTA Region 4C's fiscal year shall be September 1 through August 31. State TSTA Bylaws require a region to use a local plan and budget to establish and adhere to appropriate financial and operational standards consistent with the standards set forth in state Board Policy, including ethical conduct, internal controls, and conflict of interest policies to protect region resources; conduct a yearly audit of financial transactions; and transmit a copy of this yearly audit to state by October 31 following the close of the prior fiscal year.

**ARTICLE IX**  
**Parliamentary Authority**

The latest version of *Robert's Rules of Order Newly Revised* shall be the authority on all questions of procedure not specified in these and/or state TSTA Bylaws or in the Standing Rules of the appropriate governance bodies.

**ARTICLE X**  
**Amending Bylaw Procedures**

TSTA Region 4C Bylaws may be amended by the voting members at the TSTA Region 4C House of Delegates with a two-thirds vote. All voting shall be by secret ballot and changes shall become effective sixty days after adoption.