



**BYLAWS FOR THE
ASSOCIATION OF
BROWNSVILLE EDUCATORS**

REGION 1A/AOBE

Adopted
11/11/2014

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ARTICLE I - Name

This organization's local board and officers, are one in the same as regional board and officers, and shall be known as Association of Brownsville Educators, Region 1A. It will be located in Brownsville Texas and will be affiliated with the Texas State Teachers Association (TSTA) and the National Education Association (NEA).

ARTICLE II-Mission and Purpose

MISSION STATEMENT

The Association of Brownsville Educators will organize teachers and the community around public education to ensure and provide a quality public school.

PURPOSE

In order to shape public education in Brownsville, AOBE will:

- Promote a commitment to public education that will enable each student to realize their maximum potential.
- Promote district-wide changes that will improve the working conditions of all employees and learning environment of all students by working with the superintendent, administrative staff and school board members.
- Be result oriented and develop and influence public opinion positively in favor of education.

ARTICLE III – Membership and Dues

Section 1. Eligibility

1. AOBE Membership shall be open to all employees of Brownsville Independent School District.
2. Membership shall not be denied on the basis of national origin, race, beliefs, sex or sexual orientation.

Section 2. Membership

1. Professional Membership-All certified personnel who are employed by the Brownsville Independent School District, are eligible for professional membership in the local association.
2. Educational Support Members-All non-certified personnel who are employed in the Brownsville Independent School District are eligible for educational support membership in the local association.
3. Life Members-Must pay local dues in order to be a member of the local.

Section 3. Local Dues

1. Annual local dues for active certified members will be \$60.00. Classified dues will be \$30.00.

Section 4. Affiliate Membership

All members of this association shall be members of TSTA and NEA, except as provided otherwise in TSTA Bylaws for certain TSTA Life members.

ARTICLE IV - MEMBER MEETINGS

Section 1. There shall be at least four (4) AR meetings and at least two (2) all member meetings from August to June (the board may decide to have more if necessary).

Section 2. A quorum for any business at an all-member meeting shall be ten (10) members, except that a quorum for the business of amending the Bylaws shall be twenty (20) members. An attempt to notify all members shall be in evidence.

ARTICLE V – EXECUTIVE OFFICERS

The officers of the Association shall be the President, Vice-President, Secretary and Treasurer. All officers shall be elected to a three year term and shall not serve more than two consecutive terms in the same office. Officers shall assume office on July 15th, except for the 1st year of bylaws when bylaws were written where officers will serve an extended term.

Section 1. Terms

- 1) No person except a member of the Association shall be eligible for any office.
- 2) No member is eligible to hold an executive officers position if they are currently a member of any competing organization.

Section 2. Duties of the President

The President shall:

1. Approve all communication to be sent out by the Technology and Communications committee.
2. Follow TSTA compliance standards.

3. The President may/can co-sign checks with the Vice-President or Secretary and treasurer.
4. Sign all legal instruments concerned with the business and professional activities of the Association, with the approval of the Executive Board.
5. Serve as delegate to the Regional and State House of Delegates.
6. Serve as representative on the TSTA Board of Directors.
7. Shall ensure training or workshops are provided to all Executive Board members and committees.
8. Implement the decisions voted upon by the Executive Board.
9. The President will submit a monthly summary of activities and/or business done on behalf of the association.

Section 3. The Duties of the Vice-President

The Vice-President shall:

1. Act for the President when the President is unable to perform the duties of the office which includes serving as a delegate to the Regional and State House of Delegates and serve as policy leader,
2. Coordinate training for members and Association representatives,
3. Succeed to the office of President upon the death, resignation, or incapacitation of the President,
4. Perform other duties as delegated by the President with the approval of the Executive Board,
5. Have authority to co-sign checks with the President, Secretary and Treasurer,
6. Assist the President and the Budget Committee in the preparation of a budget for submission to the Board of Directors,
7. Maintain and present to the Executive Board a calendar of the activities he/she has undertaken for the benefit of the Association on a monthly basis,
9. Will complete and submit to TSTA the results of elections for delegates to the TSTA HoD and the NEA RA Conferences with assistance from the election committee.

Section 4. The Duties of the Secretary

The Secretary shall:

1. Record, prepare and submit for approval minutes of ALL meetings of the Executive Board, AR meetings and all member meetings. The minutes will be saved on the AOB E USB and a hard copy will be kept in the AOB E office,
2. Bring copies of AOB E meeting minutes to all Regional, State, and National conferences that the local board attends,
4. When not attending the Regional, State, and/or National conferences, ensure that a delegate has a copy of the approved minutes on their person for presentation if asked by TSTA/NEA officials,
5. Keep attendance records of all meetings and other matters of the Executive Board and Association membership and ensure these records are delivered to his or her successor as Secretary,

6. Have authority to co-sign checks with the President, Vice-President and/or Treasurer.
7. Notify Executive Board members of meetings a minimum of five (5) days prior by telephone, text messaging, e-mail or any combination of,
9. Maintain and present to the Executive Board a calendar of the activities he/she has undertaken for the benefit of the Association on a monthly basis,
10. Maintain a record book in which the Bylaws and standing rules are entered with any amendments to those documents properly recorded and to have the current record books on hand at every meeting.

Section 5. The Duties of the Treasurer

The Treasurer shall:

1. Be chairperson of the Budget Committee and cooperate with external auditor to ensure proper accounting of all association funds,
2. Keep an accurate account of all receipts and disbursements,
3. In the absence of the President, the Treasurer shall have the Vice-President or Secretary co-sign checks,
4. Present a current financial report at all Executive Board and Membership Association meetings if unable to attend meeting ensure that the President have a copy of the current financial report to present,
5. With the assistance of the Budget Committee ensure that the President has the necessary information and records to meet TSTA compliance standards,
6. Submit all Association financial records to the new Treasurer at the conclusion of the term of office,
7. Be bonded to ensure any loss or misappropriation of Association funds if TSTA does not provide it,
8. Ensure that all funds budgeted for officers are used appropriately for purposes of the Association,
9. Have AOB Board approved training in accounting and bookkeeping with the assistance of a TSTA financial representative within 4 months of being elected or appointed,
10. All expenditures over \$500 not provided in the budget shall require approval by the Executive Board,
11. Maintain and present to the Executive Board a calendar of the activities he/she has undertaken for the benefit of the Association on a monthly basis.

Section 6. Vacancies

1. In the event of the absence of an officer for three scheduled meetings, with the exception of job related duties or activities and/or immediate family or personal medical emergencies, his/her office may be declared vacant by a majority vote of the AOB Board of Directors.
2. Such vacancies shall be filled by the AOB Board of Directors with the exception of the offices of President and Vice President.

3. If the Vice President does not wish to ascend to the presidency the position of President shall be filled by the Secretary. If the Vice President and Secretary do not wish to ascend to President the position, shall be filled by the Treasurer. If the Vice President, Secretary and Treasurer do not wish to ascend to President, it is the duty of the AOB E Board of Directors to elect a President.
4. The individual that ascends to President shall, with the approval of the AOB E Board of Directors, appoint and fill any vacancies.

Section 7. Executive Officer Expenses

See AOB E budget.

Section 8. Committees

The following committee chairs will be appointed by the AOB E Executive Board: Elections Chair, Consultation Chair, Legislative Chair, Communications and Technology Chair and Public Relations Chair, and any other committee deemed necessary by the Executive Board.

ARTICLE VI – EXECUTIVE BOARD

Section 1. Composition

The Executive Board shall consist of the Executive officers and Place 1-Administration, Place 2-Non Certified, Place 3-Certified, Place 4-Certified, Place 5-Certified.

Section 2. Terms

All terms shall be for (3) years. No **elected** officer shall serve more than two consecutive terms. Executive Board members shall take office on July 15th, except for the 1st year of bylaws when bylaws were written where officers will serve an extended term.

Section 3. Suspension of Term Limits

The provision of the Article that limits officers to no more than (2) consecutive terms in the same office, may be suspended at any meeting of the membership where an election for the office in question is to be held. There shall be a vote cast amongst voting members and the majority shall be four-fifths of those present and voting. Any such suspension shall come only on a motion to suspend the limit for a specific office, to allow an additional term for a specific person.

Section 4. Duties of the Executive Board

The Executive Board shall:

1. Be responsible to the membership in all matters,
2. Implement the policies of the Association,
3. Attend all Executive Board meetings, three (3) excused absences per year (Sept. 1st. –

Aug. 31st) will be allowed,

4. Attend to the business of the Association between meetings of the members,
5. Serve as liaison to committees as assigned by the President,
6. Approve all members of committees and task forces,
7. Take care of any real property owned by the Association,
8. Receive all reports submitted by or requested from committees,
9. Set election dates and member meeting dates,
10. Act on an annual budget and present that budget to the AR meeting no later than October 31,
11. Annually review the Association Bylaws and present any proposed amendments to an all-member meeting for approval,
12. Establish Association policy and share it with the members (Association policy can be changed by the members voting at a meeting of the membership),
13. Approve or disapprove all expenditures and reimbursements made by the Treasurer and other officers. Board has the right to question the Treasurer and any officer/board member on any expenditures and reimbursements,
14. Consist of the elected officers, Consultation Chair and Members who sit on the TSTA Board of Directors,
15. Oversee and control the expenses of officers so that AOB funds are used for the purposes of the Association.

Section 5. Quorum

A quorum shall consist of a majority of the elected members present at a meeting of the Executive Board.

Section 6. Meetings

The Executive Board shall meet at least six (6) times a year. The President may call special meetings or a majority of the Executive Board with a minimum of 72 hours advance notice to all board members, however, the President still presides over the meeting. The dates of the Executive Board meetings shall be set at the first meeting held after July 15 or as soon as possible thereafter.

Section 7. Minutes & Agenda

The President shall set the agenda with members having the opportunity to add items when the agenda is presented for adoption. The minutes shall be printed for distribution to the members of the Executive Board for their review at the meeting.

Section 8. Rights of Members

Any member of this Association shall have the right to attend the meeting and address the Executive Board, by signing in prior to the meeting and stating purpose. A 15-minute Public Forum will be allowed prior to the meeting for any statements or questions. No officer of the Executive Board may respond. The member will be allowed only three (3) minutes to

Speak before the Executive Board. Member must make his/her points on issues in a constructive and courteous fashion pursuant to Robert's Rule of Order. The Board has the right to limit the speaker from speaking on the same comments month after month.

Section 9. Proportional Representation

The Executive Board shall guarantee ethnic-minority representation at least proportionate to Association ethnic-minority membership. If, after all elections, the Executive Board is out of compliance with the proportional representation requirement, then a special election shall be held as provided under Article VI, Elections, to elect enough appropriate At-Large Board members to bring the Executive Board back into compliance.

Section 10. Vacancies

Vacancies in the position of the Committee Chairs shall be filled by the AOB Board of Directors at the first AOB Board of Directors meeting after the vacancy occurs.

Section 11. Hearing Committee

The Hearing Committee shall serve at the pleasure of the President and approved by the Executive Board and be appointed no later than the second (2nd) Executive Board meeting. Within five (5) days after receiving charges, the President shall contact the Hearing Committee consisting of a chair and four (4) other members. The committee shall hear charges against the officers, Executive Board members, or individual members of the Association. No member of the Executive Board may be on the Hearing Committee. If the charges are against the President, then the charges shall be filed with the Vice-President and the Vice-President shall contact the committee. The Hearing Committee shall establish and follow appropriate procedures as necessary with the advice of TSTA legal counsel.

1. Hearing Committee

A. Composition

- a. The Hearing Committee shall be composed of five (5) members appointed by the Executive Board.
- b. The Executive Board shall appoint the members of the Hearing Committee annually.
- c. Should charges be brought against a member of the Hearing Committee, said members shall be suspended from serving on the Hearing Committee until the charges have been resolved.

B. Purpose

The Hearing Committee shall hear charges against officers, Executive Board, or individual members of AOB.

- a. An officer or Executive Board member of AOB may be impeached and

- removed for misfeasance, malfeasance, or nonfeasance in office.
- b. A member who fails to adhere to any of the conditions of membership shall be subject to censure, suspension, or disaffiliation.

ARTICLE VII – ELECTIONS

Section 1. Eligible Voters

All active members are eligible to vote in Association elections.

Section 2. Open Nominations for All Elected Positions

Notification to all members as to how to obtain a nomination form for any election must either be sent by mail, or by e-mail to all members of the Association, or included in an all member publication, as well as being placed on the website. Any qualifications for office must be printed on nomination forms. All eligible names returned on a nomination form by the established deadline shall be placed on a ballot, except that no name shall be placed on a ballot without prior acceptance from the nominee. An eligible candidate for office must have been a member for at least two (2) years in good standing. Elections shall be conducted using a method established by the Executive Board prior to October 1st of each year which will include, but not be limited to electronic voting.

Section 3. Election Guidelines

The Executive Board shall establish any other necessary guidelines for elections consistent with these Bylaws.

Section 4. Secret Ballot

Elections shall be conducted by secret ballot shall mean a procedure for voting on slips of paper (or a voting machine) on which the voter may mark the vote in secrecy. Elections, by secret ballot for each individual position shall mean that slate voting shall not be permitted; however, electronic voting shall be considered secret ballot.

Section 5. Votes

Candidates receiving the highest number of votes shall be declared the winner. In the event of a tie, there must be a runoff election.

Section 6. Results of the Election

The Election Committee shall tally the votes and announce the results within two (2) days of the deadline established for receiving ballots.

Section 7. Challenges

Any challenges to an election shall be filed in writing within five (5) working days to the AOB Election Chair upon official announcement of the election results on the website. At the request of a challenge by a member affected by the decision of the Election Committee, the challenge shall be put in writing. Consistent with the Bylaw, any member shall have the right to appeal the decision of the Election Committee to the TSTA Executive Director within ten (10) days after receiving the written decision of the Election Committee.

ARTICLE VIII – ASSOCIATION REPRESENTATIVES

Section 1. Duties

The Association Representative shall:

1. Be appointed and can be removed by the President with the approval of the Executive Board, and follow AOB, TSTA By-Laws on Due Process,
2. Serve as the representative of the Association in the building,
3. Listen to members in the building and articulate their concerns to the Executive Board,
4. Be knowledgeable about the Association and its activities and keep members informed about Association actions and concerns,
5. Promote membership in the Association and carry out the membership drives of the Association under the direction of the Membership Committee,
6. Maintain an accurate list of members in the building and keep the treasurer/Cluster Coordinator/Membership Chairs informed on any changes in addresses or membership status,
7. Keep members informed about the TSTA Help Center and the process for solving problems including grievances,
8. Transmit records (example application, grievance intake, sign-in sheets, minutes from campus meetings) to the Association,
9. Ensure that every potential member in the building is invited to join and has a membership form,
10. Attend Association Representative meetings and trainings.

Section 2. Representation

The President shall, with the approval of the Executive Board, appoint at least one (1) Association Representative in each building. To the extent possible, one (1) additional Association Representative shall be appointed for each twenty (20) members in a building or a fraction thereof.

Section 3. Meetings and Training

Association Representative or AR shall meet together at least four (4) times during the membership year. The President shall arrange for TSTA to provide training for all AR's during at least one (1) of these meetings. In addition, one (1) training shall be provided for Association Representatives serving in their first year. Any AR that misses more than four (4) meetings during a year or misses training for two (2) consecutive years shall be replaced.

ARTICLE IX – COMMITTEES & TASK FORCES

Section 1. General Provisions

1. Standing committees and task forces shall be appointed by the President and approved by the Executive Board. All standing committees and task forces shall be composed of the number of members determined by the President and approved by the Executive Board, except as provided below.
2. All committee and task force reports shall be submitted to the Executive Board prior to, or at submission to the member meeting.
3. No member, be either the chair or co-chair, shall serve on more than one (1) standing committees.

Section 2. Responsibilities of Committee & Task Force Chairs

The Chair of a committee or task force shall:

1. Schedule Meetings,
2. Notify all members of meetings,
3. Advise the President of committee activities,
4. Recommend committee members to the President,
5. Make regular committee reports to the Executive Board,
6. Ensure that the committee operates within its budget,
7. Recommend programs and policies to the Executive Board,
8. At the request of the Executive Board, prepare and present a report to an all-member meeting.

Section 3. Standing Committees

The following Standing Committees are hereby established with the charges, duties and responsibilities traditionally held by such committees. The Executive Board may add to the charges for any committee:

1. Membership Committee & Elections Committee
2. Budget (shall be chaired by the Treasurer)
3. Consultation & Political Action Committee
4. Hearing Committee

5. Communications & Technology Committee
6. Public Relations Committee
7. Grievance Committee

Section 3A. District Standing Committees

All Executive Board members and Officers shall serve on one (1) School District committee for the duration of his/her term. They are:

1. Budget Committee
 2. Insurance Committee
 3. Policies Committee
 4. Curriculum Committee
 5. And any other committee that the Board may commit to.
- This does not include any Ad Hoc Committee.
- A report shall be submitted at the next Executive Board meeting.

Section 4. Task Force and Ad hoc Committee

Task Forces and ad hoc committees may be established by the President with the approval of the Executive Board to address issues of concern to the Association.

Section 5. Removal

Any committee member absent from three (3) meetings, within a year, with the exception of, AOB/BISD, job related duties, or activities and/or immediate family, or personal medical emergencies, his/her office may be declared vacant by a majority vote of the AOB Board of Directors. The President may remove any committee member with the concurrence of the Executive Board.

ARTICLE X – DUE PROCESS

The Association shall guarantee that no member will be censored, suspended or expelled without a due process procedure which shall include an appellate procedure as indicated in TSTA Bylaws and in AOB Bylaws, Article VI, Section 11, #2 and #3.

The Association shall guarantee that no member of the Executive Board shall be impeached and removed from office without a due process procedure which shall include an appellate procedure as indicated by TSTA Bylaws, and in AOB Bylaws Article VI, section #2 and #3.

The Executive Board shall approve rules and procedures to implement these due process guarantees; except that any such rules and procedures may be amended by the vote at an all-member meeting.

ARTICLE XI – PARLIAMENTARY AUTHORITY

Robert's Rules of Order (Newly Revised Edition) shall be the authority on all questions of procedure not specified in these Bylaws and Standing Rules.

Section1. Parliamentarian

A Parliamentarian when present at the Executive Board meeting shall enforce the Robert's Rule of Order and to maintain the integrity of the meeting. The Board will make every attempt to have a Parliamentarian at every meeting.

ARTICLE XII – PROCEDURE TO CHANGE AMENDMENTS

Any Association member at any meeting of the Executive Board may propose amendments to these AOB Bylaws. The proposed amendment shall be drafted by the proponent and submitted to the Executive Board.

The Executive Board, or a sub-committee of the Board named for this purpose, shall ensure the proper wording and prepare the amendments for printing and submit them to an all-member meeting at least two (2) weeks prior to the first all-member meeting after the amendment was proposed. Proposed amendments shall be approved by two-thirds vote of the members present and voting at an all-member meeting.

ARTICLE XIII – LIMITATION OF AUTHORITY

Any act, either by the Executive Board, or an all-member meeting in conflict with the AOB Bylaws or policies of TSTA or NEA, shall be null and void.