

# Ysleta Teachers Association/Region 2B Bylaws

## (Approved March 17, 2015)

### Article I Name

The name of this organization shall be the Ysleta Teachers Association/Region 2B, hereinafter known as YTA/Region 2B. Headquarters shall be maintained within Ysleta Independent School District boundaries in El Paso, El Paso County, Texas.

### Article II Mission

As the strongest voice for Ysleta employees today, YTA/Region 2B will unite, organize and empower public education advocates to shape public education in Ysleta ISD thus providing a quality public school for every child.

### Article III Members

#### Section 1. Membership

It is specifically provided that each YTA member is a member of the National Education Association, the Texas State Teachers Association /Region 2B.

#### Section 2. Type

- A. A member shall be any employee of the Ysleta Independent School District or meet eligibility for membership in TSTA by virtue of serving as an elected officer of YTA/Region 2B.
- B. All members shall have the right to vote and hold an elected or appointed office.

#### Section 3. Dues

- A. Annual dues for membership in the Association shall not exceed .0035 of the beginning district\_salary rounded off to the nearest fifty cents (50¢).
- B. Dues for NEA and TSTA shall be provided for in the By-laws of each association.
- C. Annual dues by members must be paid for in a manner approved by the Board of Directors annually.
- D. No local dues increase shall exceed the sum of ten dollars (\$10.00) in any fiscal year (the Association fiscal year shall be September 1st through August 31st)

#### Section 4. Membership Year

The membership year of the Association shall be September 1st through August 31<sup>st</sup>.

**Article IV**  
**Officers Of The Association**

**Section 1. Officers**

Officers of the Association shall be the President, Vice President, and Secretary.

**Section 2. Qualifications**

All officers must be members of YTA/TSTA/NEA in good standing.

**Section 3. Terms of Officers**

The officers elected by the members shall take office on June 1. The President and Vice-President shall serve for a term of three years but not to exceed two consecutive terms.

**Section 4. Duties of the Officers**

A. The President shall:

1. Preside at all meetings of the Association of the Board of Directors and prepare the agenda for the Board and the Campus Leaders Meeting.
2. Co-sign all vouchers with the Treasurer as authorized by the Board of Directors.
2. Be an ex-officio member of all committees except the OAEC, and direct the work of the Association.
3. Notify the membership of vacancies and of all committee chairperson(s) and elected officer(s) when they occur.
5. Appoint his/her past president and all committees not otherwise provided for.
6. Approve all official communications sent out in the name of the Association.
7. Recommend new and/or updated policies/by-laws as he/she may deem it wise for the Association.
8. Be responsible for notifying TSTA and NEA, of any changes of officers in the Association.
9. Be responsible for maintaining contact and coordinate efforts with NEA and TSTA.
10. Be provided two dollars (\$2.00) per member to be used for Association business.
11. Serve as delegate to NEA, TSTA, and YTA/Region 2B House of Delegates.
12. Serve as local Association spokesperson or appoint designee when necessary.

B. The Vice President shall:

1. Assume the duties of the President in case of temporary absence or vacancies of that office.
2. Be chairperson of the Organizational Affairs and Election Committee.
  - a. Continually study the Bylaws and Standing Rules of the Association to improve and revise them.

- b. Study the Constitutions of the district, state and national associations.
- 3. Carry out the duties as assigned by the President and the Board of Directors:
  - a. Serve as local Association spokesman, in the absence of the President or at the request of the president.
  - b. Assist in local Association program implementation within the committees,
  - c. Attend various professional and Association activities,
  - d. Maintain and coordinate efforts with NEA, TSTA, and other locals.
  - e. Be provided one dollar (1.00) per member to use for association business.
- 4. Serve as delegate to NEA, TSTA, and YTA/Region 2B House of Delegates.

C. The Secretary shall:

- 1. Keep a record of all the meetings of the Association and the Board of Directors.
- 2. Call to roll when requested.
- 3. Make the minutes and records available to any member upon request (during normal business hours at the Association office).
- 4. Furnish delegates with credentials.
- 5. Sign all certified copies of Association records.
- 6. Maintain record book(s), in which the Bylaws, Standing Rules, and Minutes are entered, with any amendments to those documents properly recorded, and to have the current record book(s) on hand at every meeting.
- 7. Serve as delegate to NEA, TSTA, and YTA/Region 2B House of Delegates.
- 8. Perform other essential duties as requested by the President.
- 9. Be excluded from term limits

**Section 5. Nominations and Elections**

Nominations and elections are provided for in Article V, Section 4 of the Bylaws.

**Section 6. Vacancies and Successions**

- A. The Vice President, in the event of death or resignation of the President, shall accede to that office and serve the remainder of the term.
- B. All other vacancies shall be filled by election by the Executive Board until the next regularly scheduled Association election. If the vacancy occurs in the middle of a term, the election shall be for the remainder of the term.

**Section 7. Removal**

Officers may be impeached and removed for misfeasance, malfeasance and/or nonfeasance in office with due process procedures.

**ARTICLE V  
Board of Director**

**Section 1. Composition**

A. The Board of Directors shall consist of fifteen (15) members: President, Vice President, Secretary, Area Representatives: Ysleta, Del Valle, Bel Air, Hanks, Parkland, Eastwood, and Riverside, YTA-Retired, YTA-ESP, Multi-media Specialist and Past President. YTA-R will serve as an ex-officio member.

B. Elected Area Representatives shall:

1. Be responsible for maintaining communication with all AR's in each specific area.
2. Organize and supervise the membership campaigns, and will report the results of the membership campaign to the Board of Directors and the ARs.
3. Lead and promote membership.
4. Report monthly membership to Board and AR's.

C. ESP Representative shall:

The elected representative of the membership of Support Professionals will hold this position.

1. Has the responsibility of communicating with all ESP's.
2. Keeps ESP's informed about meetings and current events.
3. Holds at least 4 meetings annually and keeps record of attendance.
4. Reports to Board of Directors and Campus Leaders.

E. The Past President shall:

1. Perform duties as requested by the President.
2. Serve as an advisor to the OAEC Chair.
3. Serve as Past President for year appointed by President.

F. Multimedia Coordinator shall:

1. Have primary responsibility for all association publications.
2. Be responsible for the update of all social media to include events and news

**Section 2. Qualifications of Board Members**

- A. All active Professional Board of Directors, must hold at least a valid Texas teaching certificate, be a member of YTA and continue membership during their term in office.
- B. Support Professional Board of Director member, must be a member of YTA/Region 2B and continue membership during their term in office.

**Section 3. Terms of Office**

- A. The Board of Directors members shall take office of June 1st following their election and shall serve three (3) year terms until their successor is duly elected and certified.
- B. Members may not hold two (2) elected positions in the Association.
- C. Members of the Board of Directors shall not serve as AR Leaders or represent faculty members at the AR Meeting.

**Section 4. Nominations and Elections**

- A. The Association shall conduct all elections by secret ballot and majority rule.
- B. Utilize the open nomination procedure to fill elected positions.
- C. Nominations for elections shall be closed at the April AR Meeting. The elections shall be held no later than the first week in May.
- D. Election guidelines shall be provided for, in the standing rule.

**Section 5. Duties and Powers of Directors**

- A. The meeting shall be the policy making body and conduct business of the Association.
- B. Shall be responsible to the membership in all matters.
- C. Carry out the policies of the Campus Leader Meeting.
- D. Serve as liaisons to committees.
- E. Have charge of any real property owned by the Association.
- F. Employ legal counsel to defend any officer, committee chairperson, committee member, staff member, other official of the Association whether elected or appointed, either individually or collectively, against any legal action instituted or threatened against such person either personally or in their official capacity with the Association, arising out of or pursuant to the performance of duties by, or the decision of such persons as a recognized representative of the Association.
- G. Employ an auditor who shall make a report to the Board of Directors.
- H. Enter into unbudgeted financial transactions of eight hundred dollars (\$800) or more.
- I. Approve all appointed members of committees.
- J. Receive all reports submitted by committees.
- K. Act on the annual budget at the Board Retreat Meeting for approval.

- L. Make available all official documents for inspection at the Association office.

**Section 6. Removal**

- A. Any member of the Board of Directors who is absent for three (3) consecutive regular meetings or a total of four (4) meetings of the Board during an Association year shall forfeit his/her office unless the absence is for official association business.
- B. Board members are expected to be prompt and stay for the duration of the meeting.
- C. Board members may be impeached and removed for misfeasance, malfeasance, and nonfeasance in office, under due process. (See Article IX, Section 2 of the YTA Bylaws, by Appellate Process).

**Section 7. Meeting**

The Board of Directors shall meet monthly and at other times at the call of the President or majority of the Board.

**Section 8. Quorum**

A quorum for the Board of Directors meeting shall be a majority of the voting members.

**ARTICLE VI**

**Provision for Delegates to the Regional, State, and National Convention**

**Section 1.**

The YTA/Region 2B shall elect Delegates to the Region, State, and National Convention as apportioned in the Bylaws, of YTA/Region 2B, The Texas State Teachers Association, and the National Education Association.

**Section 2.**

No person except a member of the YTA/Region 2B shall be eligible for candidacy to the Regional, State and National Conventions.

**Section 3.**

- A. Those persons not elected as Delegates to the TSTA House of Delegates shall be Alternates to the Delegates; those persons not elected as Delegates to the NEA-RA shall be Successors to the Delegates; and each shall be listed by the number of votes cast from most to least.
- B. Whenever the Delegates submit to the President of the YTA/Region 2B his/her written declaration that he/she is unable to discharge the powers and duties of his/her delegacy such powers and duties of his/her delegacy such powers and the Alternate or Successor shall assume duties.

**Section 4.**

The YTA/Region 2B House of Delegates shall consist of the members of the YTA/Region 2B.

**Section 5.**

The YTA/Region 2B shall elect and transmit to the TSTA a certified roster of the Delegates and Alternates fifteen days prior to the convening of the TSTA House of Delegates.

**Article VII  
TREASURER**

**Section 1. Treasurer**

There is hereby established the position of Treasurer. The Board of Directors may establish such qualifications' as they believe essential for the person picked for this position. Upon recommendation of the President, the Board of Directors shall approve the hiring of the Treasurer, who shall also serve as Office Manager. The Board of Directors shall establish a salary for the Treasurer and may adjust it annually when approving the budget.

**Section 2. Duties and Responsibilities**

The Treasurer shall manage the operations of the Association and the YTA Office and shall supervise and direct any additional office staff approved for hiring by the Board of Directors.

**Section 3. Function as Treasurer**

The Treasurer shall function as the Chief Financial Officer (CFO) for YTA/Region 2B. In this capacity the Treasurer shall:

- A. Receive and disburse all monies subject to the order of the President and the approval of the Board of Directors.
- B. Keep an accurate ledger of receipts and expenditures.
- C. Report the financial status at each meeting of the Association; such reports shall meet the standards established in policy by the TSTA Board of Directors.
- D. Furnish a monthly written budgetary statement to the Secretary for the minutes.
- E. Serve as a consultant and advisor to the Budget and Finance Committee and prepare a budget as directed by that committee.
- F. All expenditures over eight hundred dollars (\$800) not provided in the budget shall require approval by the Board of Directors.
- G. Recommend to the Board of Directors for their approval an appropriate and qualified auditor to conduct an outside audit of the finances of the Association and provide such support as is required to that auditor.
- H. Provide all necessary records and data for review by the Audit Committee.
- I. File all federal, state and association forms in an accurate and timely manner.
- J. Perform such other duties as from time to time designated by the President and the Board of Directors."

**ARTICLE VII  
Association Representative (s)**

**Section 1. Association Representative(s)**

- A. There shall be a least one (1) Association (AR) approved by the President and approved by the Board of Directors for each campus. For every twenty-five (25) members one AR shall be representative and one (1) for each additional major fraction thereof.
- B. The number appointed AR's shall be based on membership in each campus at the time of the election.

- C. The number of Association's Representative for each campus shall be adjusted on the first day of September. This adjustment shall be based on the number of members of the Association on each campus on the aforementioned date.

**Section 2. Alternate(s)**

There should be an equal number of alternates as Association Representatives in each building.

**Section 3. Qualifications**

- A. Association Representative shall be a member of YTA.
- B. Association's Representatives from campuses newly incorporated into the district may be appointed immediately providing they meet the above requirements of membership.

**Section 4. Duties**

- A. Association Representative and/or alternates shall:
  - 1. Be the primary organizer at a campus/worksite.
  - 2. Promote membership in the Association.
  - 3. Attend all AR meetings.
  - 4. Bring the concerns of the members to the AR meetings.
  - 5. Keep members informed about Association actions and concerns.

**Section 5. Vacancies**

- A. Association members on the campus shall fill a AR vacancy where the vacancy exists.
- B. The President shall appoint an AR to fill a vacancy with ratification of the Board of Directors at the first meeting following the appointment.
- C. In the event that an AR is not elected by the campus/or no one volunteer's, the President will have authority to appoint the AR Leader(s).

*Ysleta Teachers Association*  
**ARTICLE VIII**

**Association Representative Meeting**

**Section 1. Members**

The AR Meeting shall consist of the AR's and both the elected and members of the Board of Directors.

**Section 2. Duties**

The AR meeting shall act as the liaison group between Association members of each campus and the Association at large.



**Section 3. General Membership**

Whenever the majority at the AR meeting deems an issue of vital importance to the overall membership of the Association, it may, by majority vote of the AR's present and voting, refer the issue to the general membership for voting by secret ballot.

**Section 4. Referendum**

- A. Whenever the general membership of the Association determines that the passage or reflection of a measure brought before the AR Meeting is not in the best interest, the general membership may within thirty (30) days, by petition signed by not less than twenty-five (25) percent of the members, call for a referendum vote.
- B. The voting shall be by secret ballot within two (2) weeks after the submission of the petition. Voting shall take place through electronic measures.
- C. Any measure approved by the majority of the voting membership shall become forthwith a part of the by-laws.

**Section 5. Special Meetings**

- A. Special meetings shall be held at the call of the President.
- A. The President shall also call a special meeting of the general membership when a request in writing signed by twenty-five (25) percent of the membership and has been delivered to the office of the Association. This meeting shall be no later than ten (10) days following the request. The membership will be given notice of the date, time, and place, of the meeting not less than five (5) days prior to the special meeting.

**ARTICLE IX  
Due Process**

**Section 1. Meeting Guarantee**

The Association shall guarantee that no member will be censured, suspended or expelled without due process procedure that shall include an appellate procedure.

**Section 2. Board of Directors Guarantee**

The Association shall guarantee that no member shall be impeached and/or removed from office without due process procedure that shall include an appellate procedure.

**Section 3. Minority Guarantee**

The Association shall guarantee ethnic minority representation in all elective and appointed positions at least equal to the proportion identified ethnic minority membership.

**ARTICLE X  
Amendments**

**Section 1. Proposal of Amendments**

Amendments may be proposed by a member, Board of Directors, AR's or committees of the association.

## Section 2. Adoption of Amendments

- A. Proposed amendments as prescribed in Section 1 shall be adopted by a majority vote of the Association Representative Assembly.
- B. Proposed amendments from the floor shall require a two-thirds (2/3) vote of the AR Assembly.
- C. Any amendment to these Bylaws shall become effective immediately upon the ratification of the majority of Delegates voting.



*Ysleta Teachers Association*