

## **TSTA Region 2 Bylaws**

### **ARTICLE I**

#### **NAME**

The name of this organization shall be: Region 2 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 Area Organizing Team (AOT) develop programs and a program delivery system that assists local affiliates in promoting membership, communication, cooperation, and leadership development; make 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;

### **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 Texas Bylaws.

##### **Section 2. Fiscal and Membership Year**

The fiscal and membership year shall be from September 1 to August 31. Annual dues are \$2.00 per member.

### **ARTICLE IV**

#### **OFFICERS**

All officers shall be elected by the House of Delegates and shall take office on July 15. The officers of the Association shall consist of a President who shall also serve as the State Board of Director member, a Vice President who shall also serve as the alternate State Board of Director, a secretary, and a treasurer. These officers shall be called the Executive Board. All officers, except for the President, shall be elected to a two-year term and shall not serve more than four consecutive years in the same office. The President will be elected to a three-year term and shall not serve more than two consecutive terms in the same office. The President and Secretary shall be elected in odd numbered years. The Vice President and Treasurer shall be elected in even numbered years. Officers shall be responsible for transferring all records, materials, and

equipment pertinent to their office to the newly elected officials by July 15<sup>th</sup>.

## **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; be employed as a non-supervisory member; be employed within the Region; and maintain membership status and educational position within TSTA during the term of office.

### **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, updated bylaws and constitution and compliance documents.

### **C. Majority Minority Regions**

If a Region is majority minority and does not elect a minority Regional President for four 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 the 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; be employed within the Region; and maintain membership status and educational position within TSTA during the term of office.

### **B. Duties**

The Vice President shall:

1. Assist the president in all official duties;
2. Preside in the absence of the President;
3. Be responsible for planning the Regional House of Delegates;
4. Be the alternate to the TSTA Board of Directors;
5. Succeed to the office of President upon the death or resignation of the President;
6. Attend all Executive Board meetings, Board of Directors meetings, Regional House of Delegates;

7. Coordinate the Regional Association Representative Training; and
8. Serve as liaison to TSTA-R, TSEA, and ESP organizations in the region.

### **Section 3. Secretary**

#### **A. Duties**

The Secretary shall:

1. Be responsible for sending notification of all meetings to the Regional Executive Board and Regional Board of Directors;
2. Keep records of all the meetings of the Regional Executive Board, Regional Board of Directors and House of Delegates;
3. Send a copy of the minutes to all members of the Regional Board of Directors no later than seven (7) calendar days after each meeting;
4. Maintaining a systematic file of the permanent secretary's minutes, communications received, letters received, copies of letters sent, copies of reports, roster of committee personnel, and an up-to-date copy of the constitution and bylaws;
5. Carrying on the correspondence of the region;
6. Distribute notices of all regular and special meetings of the region;
7. Assisting the president and/or the executive board in preparing, in advance, the agenda for each meeting of the Regional Executive Board, Regional Board of Directors and House of Delegates;
8. Taking charge of the meeting in the absence of the president and vice president;
9. Counting and recording rising votes;
10. Providing promptly all records to the new secretary upon relinquishing the office; and
11. Attend all Regional Executive meetings, Regional Board of Directors meetings and House of Delegate.

### **Section 4. Treasurer**

#### **A. Duties**

The Treasurer shall:

1. Be chair of the Budget Committee;
2. Keep an accurate account of all receipts and disbursements for the region;
3. Use and maintain region checking and savings accounts on the provided TSTA electronic software;
4. Submit receipts to TSTA for reimbursement no later than 30 days upon receipt from the local(s);
5. Reimburse locals in accordance with the regional plan;
6. Submit a written financial report at all Executive Board meetings, Regional Board of Directors meeting and the House of Delegates;
7. Cooperate fully with the Audit Committee;
8. Co-sign all checks with the President;
9. Perform duties pertaining to the office as defined in the Bylaws or as assigned by the Regional Executive Board;
10. Provide promptly all records to the new treasurer upon relinquishing the office; and
11. Attend all Executive Board meeting, Regional Board of Directors meetings, the House of Delegates and Budget Committee meetings.

### **Section 5. Vacancies**

Vacancies in the office of President and Vice President shall be filled in accordance with TSTA Bylaws

Section Article VII, Section 7, C, D, and 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 additional 200 members of major fraction thereof and at-large members as needed. Each local that receive additional representatives shall establish a procedure for electing them. The Regional Board of Directors shall meet at least five (5) 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.

#### **A. 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 submissions to TSTA;
8. Develop and evaluate the Regional's Program Plan;
9. Assist locals in obtaining and coordinate leadership training programs; and
10. Organize for effective political action.

#### **Section 2. Vacancies/Removal from Office**

Each local shall develop its own election procedure for filling its vacant positions on the Regional Board Directors. At-large member vacancies shall be filled by the Regional Board of Directors until the next House of Delegates.

Any members of the Regional Executive Board who is absent from three scheduled executive and/or committee meetings or who works actively for a competing organization shall be removed from office. He/she shall have the right to appeal the decision to the Regional President within 15 days of the notification of removal. The president shall convene the Regional Hearing Committee within 15 calendar days of the notification of appeal. The Regional hearing committee shall have final authority. The Regional President and Vice President can be removed from office only by action of the TSTA Hearing Committee.

#### **Section 3. Quorum**

A quorum of the Regional Board of Directors shall consist of the members present.

#### **Section 4. 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 5. Weighted Vote**

The Regional Board of Directors shall use the weighted vote process on request by a member of the Regional Board of Directors to implement the on-person/one-vote standard.

#### **Section 6. Subcommittees of the Regional Board of Directors**

##### **A. Program and Budget**

The program and Budget Committee shall be composed of the President or the Vice President, three 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 Budget Committee shall be responsible for updating and maintaining the Region Plan.

##### **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 President and Treasurer may not run for a position on the Audit Committee.
2. The Hearing Committee shall consist of three members elected from the Board of Directors. Vacancies shall be filled by Presidential appointment.

##### **B. Purpose**

1. The Audit Committee shall submit an audit report covering all receipts and disbursements

- beginning September 1<sup>st</sup> and ending August 31<sup>st</sup> of the current year to the Regional Board of Directors. In addition, a copy of the audit must be transmitted to TSTA no later than October 31.
2. The Hearing Committee shall hear charges against the officers, Regional Board of Director members, or individual members of the Association.
  3. Any other committees shall coordinate programs and activities to meet the needs of the members of the region.

## **Section 2. Task Forces**

The President, Regional Board of Directors or the House of Delegates may initiate task forces as needed (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 ratio for local delegates shall be one delegate for each twenty-five members or major fraction thereof. Local 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-4.

### **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 the Regional Board of Directors; and
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 a majority of the delegates registered.

### **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.

## **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, Newly 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.