

Region 4 ATPE

Procedural Manual

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Financial Procedures

Region 4 ATPE Budget

The region president with the help of the treasurer and past president will propose a budget for the next fiscal year. Prior financial records will be used to determine the next's year's budget. A budget will need be proposed to the Region 4 Executive Committee prior to the beginning of the fiscal year. The budget should include possible income as well as anticipated expenses. The Expense Budget should not be more than the anticipated income (new money) and the beginning checkbook balance (old money) combined.

Currently, in the Scholarships/Grants category, grants are expensed in the current year and scholarships are expensed in the following year.

Expenses paid for Region 4 ATPE Officers

Summit – Up to \$650 for room, travel*, food

This amount is for the full convention and will be prorated for less days.

Lobby Day – Up to \$300 for room, travel*, food

*Travel expense will be the current rate of travel reimbursement paid by the State ATPE at the time when the expense was occurred.

Meals – Not to exceed:
\$10.00 Breakfast
\$10.00 Lunch
\$25.00 Dinner

All expenses must be submitted with a Region 4 Expense Reimbursement Form with attached receipts. No receipts – no reimbursement.

No officer may sign their own reimbursement check. If a reimbursement is to the president/treasurer and the check has already been signed by that officer, then an additional signature will be required.

Reimbursement paid for Region 4 ATPE Locals

Reimbursement for locals to attend the Summit and Lobby Day is contingent that the locals collect dues of at least \$5 for the current year and have submitted a current officer list.

Summit Assistance for Region 4 ATPE Local Units

- Each year Region 4 ATPE provides assistance to each local based on the number of voting delegates. Non-voting delegates and guests of a local will not be included in determining the rebate amount.
- The rebate amount for the Summit will be as follows:
 - \$600 for the 1st person plus \$125 for each additional voting delegate up to a maximum rebate of \$2,350 (15 voting delegates)
This amount is for the full convention and will be prorated for less days.
- In order to receive the rebate, all voting delegates must be in attendance and sign in at the following events:
 - Wednesday, – 3:30 – 5:30 PM House of Delegates
 - Thursday, – 8:00 – 9:30 AM Region 4 Caucus
 - Thursday, – 10:00 AM – 4:00 PM House of Delegates**(Any voting delegates who do not sign in and attend all three events will not be included in the count for the local rebate. Exceptions will be considered on individual basis and thus prorated.)**
- Rebate checks will be mailed to presidents after convention and will need to be deposited within 90 days.

Lobby Day Assistance for Region 4 ATPE Local Units

Lobby Day – Based on number from a local attending.

| Number of Member Attending | Amount of Reimbursement |
|----------------------------|-------------------------|
| 1 | \$150 |
| 2 | \$200 |
| 3 | \$250 |
| 4 or more | \$300 |

Also, the state provides reimbursement on travel based on distance, and the amount of members attending.

Cost of Region 4 ATPE Functions

Fall Meeting – Local Presidents and Vice-Presidents attend Free. State ATPE guests, state staff and speakers are free. Local members \$10.

Spring Assembly – Local Presidents and Vice-Presidents attend free, Local members \$15. State Executive board members and state staff attend free. Spouses and other guests - \$15.

Financial Review of Region 4 ATPE Financials

The financial records of the region will undergo a financial review at the conclusion of the fiscal year. The review can be an internal review by a committee of the region members or the treasurer and president can submit the required information to the state ATPE for a financial review of the records.

Region 4 ATPE Fiscal Year

Region 4 ATPE fiscal year runs August 1 to July 31 matching the state ATPE fiscal year. This enables the state ATPE to complete needed tax information to be processed to the federal government

Uncashed Region 4 ATPE Checks

Locals will have 90 days from the writing of the check to cash rebates or reimbursement checks. After 90 days, a local has two options. The region treasurer will be monitoring uncashed checks on a monthly basis and contact those locals who have not deposited funds.

Option One: The local will return the uncashed check to the Region 4 ATPE Treasurer to have a new check reissued.

Option Two: When the local can not find the lost check (i.e. the local can not produce the check to be rewritten), the bank fee for stop payment will be deducted from the original amount of the check.

Start up Funds for new/inactive Locals

Region 4 ATPE wants to encourage members to start locals within their school districts. In order to facilitate that goal, it is our desire to help locals get started financially. In order for a school district to receive the funds, the local must be a new local or the reactivation of a local after being inactive for three years.

To receive the start up money, new locals will need to do the following:

1. Have a meeting to elect officers
2. Approve a set of local bylaws
3. Send Bylaws both to the State ATPE and to Region 4 ATPE
4. Send Region 4 ATPE a proposed budget
5. Collect local dues from each of members who wish to be a part of the local - at least \$5 (this will enable your local to receive assistance from region and state). Local dues stay within the local so locals will need a **checking account**. The region encourages locals to take advantage of payroll deduction; then, members won't need to fill out an application each year.

When the above is completed, the Region 4 Treasurer will send the new or reactivated local the startup funds of \$500.

6. At the end of the year, send a report to Region 4 ATPE of how the money was spent.



Region IV ATPE REIMBURSEMENT REQUEST
Association of Texas Professional Educators



Date Submitted _____

Person Submitting Request _____

Event _____ Date of Event _____

Expense Category (Receipts must accompany all reimbursement requests.):

- | | | |
|---|---|--|
| <input type="checkbox"/> The Summit | <input type="checkbox"/> Donation (Convention- Recruitment) | <input type="checkbox"/> Postage |
| <input type="checkbox"/> Fall Meeting | <input type="checkbox"/> Executive Committee Meetings | <input type="checkbox"/> Spring Assembly |
| <input type="checkbox"/> Leader U | <input type="checkbox"/> Promo Items/Gifts/Door Prizes | <input type="checkbox"/> Office Supplies |
| <input type="checkbox"/> Lobby Day | <input type="checkbox"/> Leadership Team Meetings | <input type="checkbox"/> Comm. Meetings |
| <input type="checkbox"/> Special Projects | <input type="checkbox"/> Scholarship/Grants | <input type="checkbox"/> Check Reissue |

Travel Expenses:

Hotel _____ X _____ nights = _____

Mileage to/from _____ miles X \$0.50 = _____

Meals (total and attach receipts) _____

Not to exceed:

\$10.00 Breakfast

\$10.00 Lunch

\$25.00 Dinner

Meals covered through event registration are not reimbursable.

(ie: banquets, box lunches, breakfast, etc.)

Other (please explain reason for expense, total and attach receipt(s)): _____

Total Expenses: _____

Less Amount Already Received: _____

Total Reimbursement Owed to: _____

Address _____

Phone _____

For office use:

Paid Check # _____

Date _____

Send reimbursement request and receipts to:

Eli Rodriguez, Region 4 ATPE Treasurer, 11130 Timbertree Ln, Houston, TX 77070-2859

Region 4 ATPE 2011-12 Budget

| Budget Category | Budget | Actual Expenses | Budget Balance |
|---------------------------------|---------------------|------------------------|-----------------------|
| Bank Fees | \$ 100.00 | \$ - | \$ 100.00 |
| Check Reissue (prior years) | \$ 1,000.00 | \$ - | \$ 1,000.00 |
| Committee Meetings | \$ 2,000.00 | \$ - | \$ 2,000.00 |
| Convention | \$ 30,000.00 | \$ - | \$ 30,000.00 |
| Donations (Convention-Leader U) | \$ - | \$ - | \$ - |
| Exec Board Meetings | \$ 700.00 | \$ - | \$ 700.00 |
| Fall Meeting | \$ 2,000.00 | \$ - | \$ 2,000.00 |
| Leadership Meeting | \$ 3,500.00 | \$ - | \$ 3,500.00 |
| Leader U | \$ - | \$ - | \$ - |
| Lobby Day | \$ - | \$ - | \$ - |
| Office Supplies | \$ 200.00 | \$ - | \$ 200.00 |
| Postage | \$ 300.00 | \$ - | \$ 300.00 |
| Promo Items/Gifts/Door Prizes | \$ 2,000.00 | \$ - | \$ 2,000.00 |
| Scholarships/Grants | \$ 6,500.00 | \$ - | \$ 6,500.00 |
| Spring Meeting | \$ 5,500.00 | \$ - | \$ 5,500.00 |
| Special Projects | \$ 3,000.00 | \$ - | \$ 3,000.00 |
| Website | | | |
| Scholarship Fund Transfer | | \$ - | \$ - |
| Total | \$ 56,800.00 | \$ - | \$ 56,800.00 |
| | | 0.00 | |
| As of August 1, 2011 | | \$ - | |

2009 Rebate received - \$55,206.30

2010 Rebate received - \$57,061.50

2011 Rebate received - \$58,117.35

Committee Information

Region 4 ATPE Committees Responsibilities

Bylaws – To present all proposed changes in the bylaws of ATPE Region IV to the Region Assembly for its consideration; to place the proposals in proper wording for inclusion into the bylaws; to correct all grammatical errors; to combine proposals of like substance; to recognize authors of proposed amendments during the committee presentation to the Region Assembly; and to offer the recommendations of the committee regarding the usefulness and propriety of each proposed amendment.

Public Information - To recommend to the Region Executive Committee methods that would increase public awareness of the association's goals, objectives, and accomplishments. To produce an electronic scrapbook that would be accessible from the website.

Hospitality - The members of this committee are to facilitate the preparation of the facility for the Region IV Spring Assembly by providing a coordinated theme decorations for the tables and to serve as greeters for the occasion.

Legislative/PAC – To promote ATPE PAC committee support at region functions and within the local units. Also, to research, draft, and promote legislation to be considered by ATPE Region IV; to represent ATPE Region IV in any activities involving legislation; and to monitor political activities that would affect the membership of ATPE Region IV, the State Association, or education in Texas.

Membership - To promote the growth of ATPE Region IV by the development and implementation of recruitment programs and materials.

Nominations/Elections – To receive all nominations for region officers, to prepare a list of candidates for the Region Executive Committee, and to review and carry out the standing nomination/election rules that govern the nomination and election of region officers at the Annual Region IV ATPE Spring Assembly; to prepare the ballots; to accept nominations from the floor; and to submit to the Region Executive Committee any proposed changes to the rules for vote at a subsequent meeting of the members.

Resolutions - To review the ATPE Legislative Program and Resolutions. The committee can propose changes or resolutions to be endorsed by Region IV at the Region IV Assembly or board to be considered at the next convention.

Scholarship/Grants – This committee will collect applications for the Region IV ATPE Scholarships and Apple 4 Kids Grants and select the winners. The winners will be present at the Region IV ATPE Spring Assembly. The committee may propose process changes concerning this committee to the Region IV Executive Committee.

Service - To design all region-sponsored programs involving services for the membership of Region IV.

Executive – The executive committee represents the membership of Region 4 ATPE. The members of this committee are elected by majority vote of the attending members at the Region 4 ATPE Spring Assembly. These elected members act on behalf of the region at meetings and have the responsibility of keeping Region 4 ATPE financially sound. Besides finances, they plan and conduct the region meetings.

Region Officer Committee Responsibility

| Office | Officer | Committee |
|----------------|----------------|---------------------------------|
| Past President | Julie Sanders | Service, Nominations/Elections |
| President | Ron Fitzwater | Bylaws, Executive |
| Vice President | Stacey Ward | Public Information, Resolutions |
| Secretary | Eli Rodriguez | Membership, Legislative-PAC |
| Treasurer | Juan Venegas | Scholarship & Grants |
| Director | Ann Petrillo | Hospitality |

It is the officer's responsibility to be in contact with the committee throughout the year. If the committee has a meeting to do or plan their committee work, it is the responsibility to the officer to attend or arrange another to attend. Some committees such as the Scholarship/Grants Committee may not have a committee as a whole meeting but the board liaison needs to be in contact with the chair person throughout the year and make reports on behalf of their committee.

Region members can serve up to six years on any one committee and be on two standing committees at the same time. It is suggested that the second year that a member is a chairperson of a committee that a CIT (Chair in Training) be appointed to take over the committee the following year.

REGION 4 ATPE COMMITTEE SERVICE FORM

2011-12

The Region 4 president must receive this form by **May 30, 2011**.

- ▶ If you have questions regarding the duties of any of these committees, please visit www.atpe.org/Region4.
- ▶ Indicate your preferences by numbering the committees in the spaces below, with 1 being your top choice.
- ▶ If you know of ATPE members who might be interested in serving, please give them copies of this form.

___ I am interested in serving on **any** committee.

Region 4 ATPE Committees

- ___ Bylaws
- ___ Public Information
- ___ Hospitality
- ___ Legislative-PAC
- ___ Membership
- ___ Nomination/Election
- ___ Resolutions
- ___ Scholarships/Grants
- ___ Service

Please print

I pledge that if I am selected to serve on a committee, I will make every effort to attend its meetings and be an active participant. I understand that submitting this form does not guarantee an assignment, but it does guarantee consideration for the committees I've selected. (It is not necessary to send more than one information sheet per person.)

Name (last, first) _____

Home address _____

City/state/ZIP _____

Home telephone _____

Home e-mail _____

Local unit name _____

Current employment position _____

Elementary Secondary

Other _____

Age _____ Years of education experience _____

Comments _____

Applicant's signature _____



SUPPORTING YOUR FREEDOM TO TEACH™

MAIL THIS FORM TO: Ron Fitzwater, 5301 Spring Circle Dr.,
Pearland, TX 77584. You may also e-mail a scanned copy to
rfitzwater@alvinisd.net, or turn it in at the Annual Spring
Region 4 Assembly.

Region 4 ATPE Scholarship & Grant Information

Members may apply to both the scholarship and grant. However, in any given year they can only receive one of the two. Also, if a person receives a grant one year, they can not receive a grant the next year. Likewise, if a person receives a scholarship one year, they can not receive a scholarship the next year.

If a grant winner is no longer in the position for which the grant was applied, then the grant will be given to the next applicant as rated by the committee. Scholarship winners must be members of Region 4 ATPE the year they apply for reimbursement.

Members of the Region 4 Executive Board are ineligible from applying for scholarships and grants given by Region 4 ATPE.



ATPE Region IV Scholarship Application Association of Texas Professional Educators Region IV



2012 Scholarship Information

Region IV Association of Texas Professional Educators awards scholarships on an annual basis to members, professional and associate, who are pursuing an education degree, a graduate degree in education, or attending an education workshop. The scholarship monies, up to \$1,000, may be applied toward the cost of tuition, fees, books or the workshop. The Scholarship Award was established to honor and reward distinguished, dedicated educators that wish to continue pursuing educational excellence.

Award Criteria:

1. Applicant must be an ATPE member within the Region IV area.
2. Applicants must use the 2011 ATPE Region IV Scholarship Application.
3. Application should be word processed.
4. A degree in the field of education is being pursued or an education workshop will be attended.
5. Attach a personal statement. Make a personal statement either about the impact that education has had on your life thus far and tell about the vision you hold for your future based on your education journey **or** describe how the awarding of this scholarship will help you become a better educator. The statement must be **one** page, double-spaced using **with 12 pt. font**. Applications exceeding the one page limit will not be considered.
6. Two letters of recommendation from administrators or co-workers are required and must be submitted **with the application**.
7. Applicants can not be winners of a 2011 ATPE Region IV Scholarship.
8. **Completed application, including personal statement, must be postmarked no later than midnight Tuesday, January 31, 2012.**

Selection Process:

1. Applications must be **postmarked** no later than midnight January 31, 2012. The committee will not consider late, incomplete, or illegible submissions.
2. The Scholarship Selection Committee members will review the applications.
3. The scholarship winners will be announced at the Region IV Spring meeting.
4. The scholarship monies will be awarded upon receipt of proof of completion by the Region IV Treasurer. Upon completion of course or in-service, a transcript or a certificate of completion must be submitted to the Region IV ATPE Treasurer. This scholarship must be used between June 1, 2012 and May 31, 2013.

Mail completed application, including personal statement and letters of recommendation to:

**Region IV ATPE Scholarship
c/o Teresa Toliver, Chairperson
10500 Fountainlake Dr. #1327
Stafford, Texas 77477**

For questions contact Teresa Toliver at teresa.toliver@aliefisd.net or 832-651-5411

Applications must be postmarked no later than Midnight Tuesday, January 31, 2012.



**2012 ATPE Region IV
Member Scholarship Application**

(Word process only.)

Personal Information:

NAME: _____

ATPE Local Unit: _____ How long have you been a member? _____

Please Check One: Professional Member _____ Associate Member _____

Home Address: _____

City, State & Zip: _____

Home Telephone: _____ Home Email: _____

Employment Information:

School District: _____ How Long? _____ Telephone: _____

Current Position/Campus: _____

School E-mail _____

Previous Positions: Place, Position, Years _____

Highest Degree Held: _____

Degree/Certification Sought: _____

University/Location: _____

OR

Workshop Title: _____

Location: _____

I assert that all information included on this application is true and accurate:

Applicant Signature: _____ Date: _____

All applicants will receive consideration for the ATPE Region IV Scholarship without regard to sex, race, color, national origin or ancestry, religion, age, handicap, or marital status.



2012 ATPE Scholarship Application Data Collection Sheet

Word process only. List information pertaining to the last three (3) years.

Applicant: _____

| ATPE Involvement | Local, Region, or State Level? | Year(s) |
|------------------|-----------------------------------|---------|
| | | |
| | | |
| | | |

| Honors and Awards | Explain | Year |
|-------------------|---------|------|
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| | | |

| School Activities/Responsibilities | Explanation if Needed |
|------------------------------------|-----------------------|
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| | |

| Community Activities | Explanation if Needed |
|----------------------|-----------------------|
| | |
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ATPE Region IV Scholarship Application Current College Student Region IV ATPE



2012 Scholarship Information

Region IV Association of Texas Professional Educators awards scholarships on an annual basis to members, professional and associate, who are pursuing an education degree, a graduate degree in education, or attending an education workshop. The scholarship monies, up to \$1,000, may be applied toward the cost of tuition, fees, books or the workshop. The Scholarship Award was established to honor and reward distinguished, dedicated educators that wish to continue pursuing educational excellence.

Award Criteria:

1. Applicant must be an ATPE college member attending a college within the Region IV area.
2. Applicants must use the 2011 ATPE Region IV Scholarship Application.
3. Application should be word processed.
4. A degree in the field of education is being pursued or an education workshop will be attended.
5. Attach a personal statement. Make a personal statement either about the impact that education has had on your life thus far and tell about the vision you hold for your future based on your education journey **or** describe how the awarding of this scholarship will help you become a better educator. The statement must be **one** page, double-spaced using **with 12 pt. font**. Applications exceeding the one page limit will not be considered.
6. Two letters of recommendation from administrators or co-workers are required and must be submitted **with the application**.
7. Applicants can not be winners of a 2011 ATPE Region IV Scholarship.
8. **Completed application, including personal statement, must be postmarked no later than midnight Tuesday, January 31, 2012.**

Selection Process:

1. Applications must be **postmarked** no later than midnight January 31, 2012. The committee will not consider late, incomplete, or illegible submissions.
2. The Scholarship Selection Committee members will review the applications.
3. The scholarship winners will be announced at the Region IV Spring meeting.
4. The scholarship monies will be awarded upon receipt of proof of completion by the Region IV Treasurer. Upon completion of course or in-service, a transcript or a certificate of completion must be submitted to the Region IV ATPE Treasurer. This scholarship must be used between June 1, 2012 and May 31, 2013.

Mail completed application, including personal statement and letters of recommendation to:

Region IV ATPE Scholarship
c/o Teresa Toliver, Chairperson
10500 Fountainlake Dr. #1327
Stafford, Texas 77477

For questions contact Teresa Toliver at teresa.toliver@aliefisd.net or 832-651-5411

Applications must be postmarked no later than Midnight Tuesday, January 31, 2012.



2012 ATPE Region IV Member Scholarship Application

(Word process only.)

Personal Information:

NAME: _____

ATPE Local Unit: _____ How long have you been a member? _____

Please Check One: Professional Member _____ Associate Member _____

Home Address: _____

City, State & Zip: _____

Home Telephone: _____ Home Email: _____

Employment Information:

School District: _____ How Long? _____ Telephone: _____

Current Position/Campus: _____

School E-mail _____

Previous Positions: Place, Position, Years _____

Highest Degree Held: _____

Degree/Certification Sought: _____

University/Location: _____

OR

Workshop Title: _____

Location: _____

I assert that all information included on this application is true and accurate:

Applicant Signature: _____ Date: _____

All applicants will receive consideration for the ATPE Region IV Scholarship without regard to sex, race, color, national origin or ancestry, religion, age, handicap, or marital status.



2012 ATPE Scholarship Application Data Collection Sheet

Word process only. List information pertaining to the last three (3) years.

Applicant: _____

| ATPE Involvement | Local, Region, or State Level? | Year(s) |
|------------------|-----------------------------------|---------|
| | | |
| | | |
| | | |

| Honors and Awards | Explain | Year |
|-------------------|---------|------|
| | | |
| | | |
| | | |
| | | |

| School Activities/Responsibilities | Explanation if Needed |
|------------------------------------|-----------------------|
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| | |

| Community Activities | Explanation if Needed |
|----------------------|-----------------------|
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Apple Grant 4 Kids Application

Association of Texas Professional Educators Region IV



2012 Apple Grant 4 Kids Information

The ATPE Region IV Apple Grants 4 Kids acknowledges outstanding and creative ATPE members who develop programs or proposals intended to improve the quality of education for the children they serve. Grants are available for professional or associate members of the Region IV area and are exclusively for projects that directly affect students.

Award Criteria:

1. Applicant must be an ATPE member within the Region IV area.
2. Applicants must use the 2012 ATPE Region IV Apple Grant 4 Kids Application.
3. Applications must be word processed.
4. Grant proposals must be solely for projects directly involving students.
5. Applicants should include an itemized cost analysis of all components of their proposals; an itemization of additional funds, if any, to be used for their proposed programs; and an explanation identifying the source of these funds. Individual grant request can not to exceed \$500.00
6. Grant recipients are required to show outcomes of the project in a power point presentation at following Region 4 Spring Assembly.
7. Applicants can not be winners of a 2011 Apple Grant 4 Kids.
8. **Completed application must be postmarked no later than midnight Tuesday, January 31, 2012.**

Selection Process:

1. Applications must be **postmarked** no later than midnight **Tuesday, January 31, 2011**. The committee will not consider late, incomplete, or illegible submissions.
2. The Grant Selection Committee members will review the applications.
3. The grant winners will be announced at the Region IV Spring meeting.
4. The grant monies will be distributed upon submission of original receipts.

**Mail completed grant application to: ATPE Region IV Apple Grant 4 Kids
Teresa Toliver, Chairperson
10500 Fountainlake Dr. #1327
Stafford, Texas 77477**

For questions contact Teresa Toliver at teresa.toliver@aliefisd.net or 832-651-5411

**Grant applications must be postmarked no later than
Midnight Monday, January 31, 2012.**



ATPE Region IV

2012 Apple Grant 4 Kids Application Cover Sheet

Category: Professional Member Associate Member

Type or print clearly using black ink.

Name of Applicant _____

Home Address _____

City/State/Zip _____

Home Phone _____

Home E-mail _____

Position/Teaching Assignment _____

School District _____

Campus/Building _____

Campus Address _____

City/State/Zip _____

School Phone _____

School E-mail _____

I assert that all information included on this grant application is true and accurate:

Applicant Signature: _____ *Date:* _____

All applicants will receive consideration for the ATPE Region IV Apple Grant 4 Kids without regard to sex, race, color, national origin or ancestry, religion, age, handicap, or marital status.



ATPE Region IV

2012 Apple Grant 4 Kids Essay Questions

Each applicant must answer the essay questions below and attach them to the application form when returning it to the committee chairman. Limit responses to one typed or printed double-spaced 8 1/2" x 11" page per question. Type or print clearly using black ink.

Pages exceeding the one-page-per-question limit will not be considered by the judging committee.

Essay Questions

1. Describe the project and/or identified need. How many students will be affected by your project? (Itemized expenses should not exceed \$500.00.)
2. How do you plan to put the grant to use? If the grant will not cover planned expenditures, how will you generate additional funds?
3. How does the learning experience in this proposal relate to the school curriculum?
4. Provide any additional comments/information you think might be helpful.

When complete, mail this form and your essay question answers to:

**Region IV Apple Grant 4 Kids
c/o Teresa Toliver, Committee Chairperson
10500 Fountainlake Dr. #1327
Stafford, Texas 77477**

For questions: Contact Chairperson, Teresa Toliver at teresa.toliver@aliefisd.net or 832-651-5411.

**Grant applications must be postmarked no later than
Midnight Tuesday, January 31, 2012**

Copy as needed.

Duties of Region IV ATPE Director

Many of a region director's general BOD duties can be found in Article V, Section 3, and Article VIII, Section 5, of the [ATPE State Bylaws](#). Some of the director duties include:

- Determining the number of members of standing committees and appointing members to such committees annually.
- Appointing special committees.
- Determining the location of all offices of the corporation.
- Hiring the executive director, subject to House of Delegates (HOD) confirmation.
- Establishing all other employment positions.
- Employing legal, audit, consulting and specialized services.
- Requiring each association officer, the executive director and all committees to submit periodic and annual reports.
- Receiving, reviewing and presenting to the HOD the annual treasurer's report and the auditor's annual report.
- Using final authority in setting the association's annual budget, taking into consideration the executive committee's budget recommendations.
- Setting the time and place of annual and special HOD meetings and approving the minutes of the meetings.
- As deemed appropriate, granting the executive committee the authority to supervise association matters between BOD meetings.
- Setting association policy consistent with HOD-established policies.
- Chartering local units and regional organizations.

Directors attend quarterly BOD meetings. In addition, they receive training on matters appropriate to their roles as [fiduciaries](#) of the state association and in the state association's decision-making processes. Training also covers confidentiality and conflicts of interest. BOD service requires a two-year commitment, and attendance expectations are set forth in the [ATPE State Bylaws](#).

Duties of Region IV ATPE President.

The President shall...

plan the meetings
preside at those meetings,
direct the planning of all programs,
assist in the coordination of the activities between Region IV ATPE and the local organizations

perform all duties incident to the office of president

- Be a liaison between designated committee(s) and Region IV Board
- The region president with the help of the treasurer and past president will propose a budget for the next fiscal year. – Region 4 Procedural Manual
- Treasurer and president can submit the required information to the State ATPE for a financial review of the records. - Region 4 Procedural Manual
- Publish Region newsletter three times a year
- Be the official liaison between Region 4 and the State ATPE for submission to the region's web page

perform duties given to him by Region 4 ATPE Bylaws

- Designate chairperson of committees – Article IV, Section 3: (c) & Article VI, Section 6: Chairperson
- Determine Region Executive Committee meeting dates – Article IV, Section 5: Meetings
- Contact Region Executive Committee members who miss two consecutive meetings - Article IV, Section 8: Attendance
- Obtain a Region 4 local presidents mailing addresses, phone numbers, and mail labels from state. Article VI, Section 2: (a) Nomination/Election.
- Obtain a list of Region 4 members from the state to be used at the annual Spring Assembly for the Nominations/Election committee - Article VI, Section 2: (a) Nomination/Election.
- Make a proposed list of members of the standing committees - Article VI, Section 3: Appointment
- Sign checks - Article VII, Section 2: Checks and Drafts

Duties of Region IV ATPE Vice President

Region vice presidents are flexible leaders who are learning about the region presidency. They actively support the president by willingly assuming assigned duties and/or by actively suggesting ideas in region executive meetings.

The Vice President Shall...

Perform the [duties of the president](#) in his/her absence.

Be aware of all region matters.

Assist the president in achieving region goals.

Vice presidents' responsibilities

- 1. Work with the region president to make sure region bylaws are upheld as the region conducts its business.**
- 2. Work with the region president to develop the [region's election system](#).** Refer to Region 4 ATPE bylaws for guidance.
 - Determine if elections will be conducted via mail or e-mail.
 - Set election meeting dates.
 - Ensure that a fair member-notification system is in place.
- 3. Understand and assume [fiduciary](#) responsibility for the region budget.**
 - Talk with the executive officer team about making sure the appropriate financial safeguards are in place.

Duties of the Region IV Secretary

The Secretary shall perform general duties...

- Record meeting minutes and circulate copies of the previous meeting's minutes.
- Create and distribute communications to the local units in the region and the ATPE state office.
- Maintain the region bylaws and archives.
- Assist with region elections.

The Secretary's responsibilities...

Work with the president to establish a procedure for conducting meetings.

- Follow parliamentary procedure to ensure organized, effective meetings. The accepted guide for parliamentary procedure is Robert's Rules of Order. However, if this is too formal for your region, work with your fellow officers to establish your own rules.
- Help with the processes of the meeting, but don't chair it. (That's the president's job.) Know the basics of how to walk a motion through the voting process, how to determine if a quorum exists and how to record meeting minutes.
- Keep the region bylaws updated and refer to them when necessary. (If your region changes its bylaws, submit a revised copy to the state office for record-keeping purposes. Each and every time that bylaws are updated, they should be dated and signed by at least two region officers. Send a copy to the ATPE state office to be placed in the region's file.)
- Verify that meeting attendees are indeed ATPE members before they vote on region matters. Before a vote is taken, announce the number of voting delegates present.

Take care of correspondence.

- Work with the executive team to facilitate region communications.
- Communicate with the local units in the region and the ATPE state office when necessary.
- Forward a copy of your region bylaws to the state office when changes are made.
- Maintain a supply of region letterhead that includes the names and contact numbers of the current officers.
- Proofread, proofread, proofread.

Maintain and/or establish a record-keeping/archives system.

- History is often our best teacher, so become familiar with your region's archives and keep good records. (Learn from your predecessors, and allow future secretaries to learn from you.)
- Leave your region's archive system in better organizational shape than you found it.

Duties of Region IV ATPE Treasurer

1. Keep track of the money.

Understand and assume [fiduciary](#) responsibility for the region budget.

Keep accurate records of region finances.

Maintain a checkbook with a clear explanation of each entry. Balance the checkbook monthly.

Make and record deposits of membership rebates and other receipts.

Write checks for ATPE events and region activities.

Present the treasurer's report at region executive committee meetings and at general membership meetings

2. Make sure financial safeguards are in place.

With the concurrence of the region president and director, treasurers may request financial analysis from the ATPE state office using the [Request for Financial Analysis form](#).

Be sure the prior treasurer gives you all financial records. Ask the ATPE state office for assistance immediately if you have problems obtaining these. Keep in touch with the previous treasurer in case you have questions about the prior year's financial records. Obtain from the previous treasurer any members' checks or state office checks that have not yet been deposited. Have financial records reviewed or audited by an independent third party on an annual basis.

Ensure that bank accounts require two signatures for disbursement of funds, but make sure all officers are authorized to sign checks. Doing so will make obtaining a second signature easier. Also, update the signature card at the bank.

Do not sign blank checks or allow them to be signed by other officers.

Do not write checks to "Cash."

Require supporting documentation for all disbursements (receipts, travel vouchers, etc.). Be sure details include who, when, why, where, what. Keep all such documents and your check register in one location.

Reconcile all bank statements upon receipt.

3. Set your region budget.

Think about and try to anticipate how your region will want to allocate its monies in order to achieve desired outcomes. Your region's budget is its blueprint for change.

Meet with your executive committee at the beginning of your region's fiscal year to prepare a budget based on goals you set together and to determine activities for the upcoming year.

Project total revenue (region rebates) and expenditures (travel and meeting expenses) for the year based on planned activities and expected membership.

Throughout the year, compare actual receipts and disbursements against your budget and address budget variances.

Be aware of important tax information.

There are two types of taxes a treasurer might deal with: sales tax and income tax.

ATPE's chartered local units and regions are classified as 501(c)(6) nonprofit organizations by the Internal Revenue Service (IRS). This means Region 4 ATPE is exempt from **federal** income taxes.

Regardless of the 501(c)(6) designation, ATPE still pays state property, sales and hotel occupancy taxes. When ATPE purchases office supplies and other taxable goods and services for its own use, the applicable state sales taxes are paid.

The region must pay sales tax when purchasing supplies that will be used for the benefit of the region. Unless regularly conducting sales, we suggest paying sales tax when purchasing items for resale. To claim sales-tax exemption for items your region resells, you must: apply for a sales tax number; issue a resale certificate; collect taxes at time of sale; and pay taxes to the Texas State Comptroller.

Generally, it is better to pay sales tax when purchasing items for region use in order to more readily guarantee an accurate and timely accounting of sales taxes. Income from dues, interest and occasional fundraisers is tax-exempt. Revenue not directly related to tax-exempt purposes may be taxable (e.g., regularly conducted bazaars, garage sales, etc.).

If your region normally generates more than \$25,000 in revenue, you must report it to the IRS, even though it may not be taxable. For assistance, call ATPE Accounting at (800) 777-ATPE.

Call ATPE Accounting if you receive IRS inquiries, and keep supporting documentation (receipts, invoices, statements, etc.) in order to comply with IRS reporting requirements.

4. Prepare financial reports, including those:

On the balances of funds on deposit (list of banks, accounts and balances in the accounts).

On region income and expenditures.

That compares actual region income and expenditures to the budget.

Provide financial reports to executive officers on the status of region finances at each executive meeting and to members at each region meeting.



**Bylaws
Of Region IV
Association of Texas
Professional Educators
(ATPE)**

ARTICLE I. NAME and PURPOSE

Section 1: Name

This organization shall be known as the Region IV Association of Texas Professional Educators (ATPE).

Section 2: Purpose

ATPE Region IV is organized to promote the purposes and guiding principles of the Association of Texas Professional Educators, as defined in the State Bylaws. These purposes include: to further education as a service and as a profession through support of public control of public schools in Region IV; to promote activities, services and training for educators; and, to develop and maintain high standards of professional ethics among all ATPE members. In addition, ATPE Region IV is organized for the following purposes: to provide leadership in assisting ATPE local units within Region IV; to implement the programs and objectives of the state and regional organizations; to assist in the promotion of items of concern to ATPE Region members; to ensure an uninterrupted education for all students, and preserve free choice for all educators; to act as a liaison between the members of Region IV and the state organization; to promote professional growth; and, to assist and promote the formation and development of college and local units within the region.

ARTICLE II. MEMBERSHIP

Section 1: Boundaries

In accordance with Article VIII, Section 1 of the ATPE State Bylaws, ATPE Region IV shall coincide with the boundaries established by the Texas Education Agency (TEA) for Education Service Center Region IV in its Texas School Directory updated October, 1979, (with the sole exception that Waller County shall be considered a part of Region VI), and includes Brazoria, Chambers, Fort Bend, Galveston, Harris, and Liberty counties.

Section 2: Membership

As stated in the ATPE State Bylaws, ATPE members within the boundaries of a region are members of that respective organization. As such, persons who have paid the prescribed ATPE state membership dues for the current membership year, who educate or reside within the boundaries of Region IV, and who have not otherwise had their state membership suspended will be members of Region IV. The membership year of the Association shall be from August 1 through July 31 of the following year.

Section 3: Charter Procedures

Region IV will submit a copy of its duly adopted bylaws and its officer list, upon amendment, to the ATPE state office.

Section 4: Voting Rights

All professional, associate, teacher trainee, college student, and retired members of ATPE Region IV shall be entitled to vote when a matter is submitted for a vote. The only voting rights accorded to the membership of ATPE Region IV shall be to participate in a Region assembly and in the election of a region director and region officers and to participate in referendums. No proxy voting shall be recognized.

ARTICLE III. REGION OFFICERS

Section 1: Region Officers

The officers of ATPE Region IV shall be a President, a Vice President, a Secretary, a Treasurer, an Immediate Past President, and a Director. No two offices may be held simultaneously by the same person.

Section 2: Tenure/Term

All region officers, with the exception of the Director and the President, shall take office on August 1, following his/her election, and shall serve a one-year (1) term of office, ending on July 31, of the following year. The President and Director shall take office on August 1, following his/her election, and shall serve a two-year (2) term of office, ending on July 31 at the end of the two-year term. The President and Director are elected on alternating years.

No officer may hold the same office for more than two years in succession, except for the President and the Director who may serve for four years if elected to a second term, and except that any person who assumes an office for the remainder of an existing term or terms may be elected to full terms in that office immediately following his/her partial term.

Section 3: Qualifications

All region officers shall be members of ATPE Region IV as dues paying members and be employed or retired from a public school district.

Section 4: Election

The Region Executive Committee shall appoint a Nomination/Election Committee to receive nominations for all offices except Immediate Past President, and including that of the Region Director. The President shall automatically succeed to the office of Immediate Past President. Only nominations received at least 30 days prior to the annual Spring meeting of the Region 4 Assembly at which the election shall be held, shall be included by the Nominations/ Election Committee on the ballot of nominated candidates. Additionally, nominations may be submitted from the floor of the ATPE Region IV Assembly. A list of nominated candidates shall be given to the Local Unit Presidents of Region IV at least ten (10) days prior to the regular annual Spring meeting of the Region IV Assembly.

The officers of ATPE Region IV shall be elected by a majority vote of the delegates present and voting during the regular annual Spring meeting of the Region IV Assembly. Each officer shall hold office until his/her successor has been duly elected and qualified.

Section 5: Removal

Any officer may be removed for cause by an affirmative vote of two thirds (2/3) of the Region IV Assembly, provided a notification indicating that there will be a vote on whether or not to remove an officer has been given to all members at least thirty (30) days in advance.

Section 6: Vacancies

An officer may resign by submitting a letter of resignation to the Region IV Executive Committee. A vacancy in the office of President shall be filled by succession of the Vice President to the office of President for the remainder of the term. A vacancy in any other office, except that of the Region Director, may be filled for the unexpired portion of the term by an appointee of the Region Executive Committee.

A vacancy in the office of the Region Director will be filled in accordance with the terms outlined in the ATPE State Bylaws: (a) if more than one third (1/3) of the term remains, the vacancy will be filled by an election within the region organization at the next Region Assembly; (b) if less than one third (1/3) of the term is remaining, the Board of Directors shall fill the vacancy by appointment from the membership within the respective region.

Section 7: Duties

The officers of the ATPE Region IV shall have and shall exercise the duties as outlined in the ATPE State Bylaws, Article VIII, Section 5.

(a) **President.** The President shall plan the meetings. He/she shall preside at those meetings, direct the planning of all programs, assist in the coordination of the activities between Region IV ATPE and the local organizations, and perform all duties incident to the office of president and all other duties given to him by the bylaws of the regional organization.

(b) **Vice-President.** In the absence of the President, or in the event the President is unable to act or refuses to do so, the Vice-President shall perform the duties of the President. When so acting, he/she shall have the powers of and shall be subject to all the restrictions placed upon the President. The Vice-President shall perform such other duties as may be assigned to him by the President or the regional organization.

(c) **Secretary.** The Secretary shall keep the minutes of all meetings, and perform all duties incident to the office of secretary and such other duties as may be assigned to him/her by the President.

(d) **Treasurer.** The Treasurer shall have charge and custody of and shall be responsible for all funds. He/she shall perform all the duties incident to the office of treasurer and such other duties as may be assigned to him/her by the President. He/she shall keep the officers duly apprised of the financial condition of the regional organization and shall render a written fiscal report at least annually.

(e) **Immediate Past President.** The Immediate Past President shall perform such duties as may be assigned to him/her from time to time by the President.

(f) **Director.** The Director shall perform the duties as outlined in the state bylaws Article V, Sections 3 and 10. In addition, he/she shall be responsible for the coordination of the activities between ATPE and his/her region and aid in the formation of local units.

ARTICLE IV. REGION EXECUTIVE COMMITTEE

Section 1: General Power

Subject to these bylaws and the overall policy directives of the Region Assembly, the affairs of ATPE shall be managed by the Region Executive Committee.

Section 2: Region Executive Committee

The President, Vice President, Secretary, Treasurer, Immediate Past President, and Director shall collectively constitute the voting members of the Region Executive Committee, and shall have duties as herein/after described. The Executive Committee may not amend, alter, or repeal the bylaws. Only the Region Assembly shall have that authority.

Section 3: Duties

The Region Executive Committee shall have and exercise the authority of

the Region in the management of the Region. In addition, the Region Executive Committee shall have the following powers:

- (a) Determine annually the number of members of, and appoint such members to, all standing committees. From the committee members so appointed, the President shall have the authority to designate the chairperson
- (b) Appoint such special committees as considered necessary and desirable.
- (c) Require each Region Officer, including the Region Director, and all such committees, to submit periodic and annual reports to the Region Executive Committee. Such reports shall be subject to such action as the Region Executive Committee may deem appropriate. Annual reports from standing committees shall be forwarded by the Region Executive Committee to the Region Assembly, and the Region Executive Committee shall have authority to present all others as appropriate.
- (d) Receive and review an annual report of financial matters of the Region from the Treasurer, and shall print and distribute to each member of the Region Assembly at its annual meeting.
- (e) Have final authority in setting the annual budget of ATPE Region IV;
- (f) Set the time and place of the annual, as well as any special meetings of the Region Assembly and to approve the minutes of such meetings;
- (g) Set ATPE Region IV policy that is consistent with the policies established by the Region Assembly and ATPE State Association.

Section 4: Presiding Officer

The Region President shall preside at all meetings of the Region Executive Committee.

Section 5: Meetings

The Region Executive Committee shall meet at least once annually, as determined by the Region President.

Section 6: Notice

Notice of any meeting of the Region Executive Committee shall be given at least ten (10) days prior to the meeting date by direct contact, by electronic communication, or by U.S. Mail to each Region Executive Committee member, including Region Director, at his or her address as shown on the records of the State Association. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail as addressed with postage thereon prepaid.

In case of an emergency meeting, at least five (5) days verbal notice shall be given. Any Region Executive Committee member may waive notice of any meeting. The attendance of a Region Executive Committee member at any meeting shall constitute a waiver of notice to such meeting, except where a Region Executive Committee member attends a meeting for the express purpose of

objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted nor the purpose of any meeting of the Region Executive Committee need be specified in the notice, or waiver of notice, of such meeting unless specifically required by law or by these bylaws.

Section 7: Quorum

A majority of the members of the Region Executive Committee shall constitute a quorum for the transaction of business. The act of a majority of the committee members present at a meeting at which quorum is present shall be the act of the Region Executive Committee, unless the act of a greater number is required by law or these bylaws.

Section 8: Attendance

A member of the Region Executive Committee who misses two (2) consecutive meetings without just cause, as determined by the Region Executive Committee, will be contacted by the President concerning the member's absence. Absence of the member at the following meeting shall result in an immediate vacancy.

ARTICLE V. REGION ASSEMBLY

Section 1: Duties and Responsibilities

The Region Assembly shall be the supreme policy making, governing body of ATPE Region IV, giving overall direction and mandating policy for the operations of ATPE Region IV. In the event of conflict between action or policy of the Region Assembly and the Region Executive Committee, that of the Region Assembly shall prevail.

The Region Assembly shall: (a) approve all changes in the bylaws of ATPE Region IV; (b) elect all officers of ATPE Region IV; and (c) establish appropriate policies for the operations of ATPE Region IV.

Section 2: Composition

The Region Assembly voting delegates will include each region member in attendance at the Region Assembly who has registered his/her name in the Region Assembly register provided at the Region Assembly.

Section 3: Meetings

The meetings of the Region Assembly shall be determined by the Region Executive Committee. All members of ATPE Region IV shall be entitled to attend meetings of the Region Assembly. Special meetings of the Region Assembly may be called by petition of one third (1/3) of the persons eligible to participate in referendum or by majority vote of the Region Executive Committee. In the event

of petition, such meeting shall be called not less than thirty (30) days after the Region Executive Committee received the membership petition.

Section 4: Notice

Each local unit and region officer shall be notified of the time and place of the annual or special meeting of the Region Assembly by U.S. Mail, by electronic communication, or by an official publication, not less than fifteen (15) days before the day of the meeting. The Region Executive Committee shall prepare an agenda for the meeting. If, in the event the agenda includes a bylaws change, then notice must be given to all members thirty (30) days prior to the meeting, and shall include the name of the person or persons who submitted the proposed bylaws change and the wording of the proposed bylaws change which will not be thereafter altered in subject substance.

Section 5: Quorum

A majority of the duly certified delegates, who have been verified in attendance at the annual meeting of Region Assembly or a special meeting of the Region Assembly, shall constitute a quorum for the transaction of business. The act of a majority of delegates present and voting at a meeting of the Region Assembly at which a quorum is present shall be the act of the Region Assembly, unless the act of a greater number is required by law or by these bylaws.

Section 6: Presiding Officer

The Region President shall preside at all meetings of the Region Assembly.

Section 7: Agenda

If an item has not been placed on the agenda of the Region Assembly, any member of ATPE Region IV may file a request with the Region Secretary to be heard at a time to be designated by the presiding officer and shall be allowed to speak not more than five (5) minutes.

ARTICLE VI. COMMITTEES

Section 1: Standing Committees

The Standing Committees of the ATPE Region IV are: (a) Nomination/Election; and (b) Bylaws. The Standing Committees of the ATPE Region IV may also include: (a) Resolutions; (b) Education Policy and Curriculum; (c) Legislative; (d) Membership; (e) Services; (f) Public Information; and (g) Minority and Diverse Populations Recruitment.

Section 2: Duties of Standing Committees

The Standing Committee of ATPE Region IV shall have the following duties and responsibilities.

(a) Nomination/Election. The Nominations/Elections Committee shall meet

no later

than February 15, to review rules and determine responsibilities for contacting each local unit president for possible nominations. The Committee shall ascertain, from the bylaws, which offices will need to be filled. The Region President shall obtain a list of the region's local unit presidents with mailing addresses, email addresses, phone numbers, and a set of mailing labels for the local unit presidents from the ATPE State Office for the Committee's use prior to February 15. Notices seeking nominations for region officers will be sent to local unit presidents via electronic communication by February 15 and will be mailed to local unit presidents by February 28 if confirmation of receipt of electronic communication is not received.

By March 15, all local unit presidents shall receive a follow-up call from a Nominations/Elections Committee member.

All nominees shall submit a letter or electronic communication to the Nominations/Elections Committee confirming that they desire to run for an office, designate the office for which they plan to run, and include contact information. All letters of confirmation must be received at least thirty (30) days prior to the annual spring meeting of the Region 4 Assembly to have the candidate's name placed on the printed ballot.

The Committee shall receive all nominations for region officers, and within ten (10) days, prepare a report including a list of candidates and any unsuccessful contacts, for the Region Executive Committee. Within seven (7) days of the report to the Executive Committee, copies of the Nominations/Elections rules shall be sent to all the candidates.

The Region President shall secure from the State Office a list of ATPE members in Region IV, and prepare a list of those members registering for the annual Spring meeting of the Region Assembly to be used by the Nominations/Elections Committee to verify eligible voters.

At the annual Spring meeting of the Region Assembly, the Nominations/Elections Committee shall present the candidates nominated for the Region Executive Committee and shall call for and accept nominations for office from the floor.

All candidates for office shall be allowed three (3) minutes for presentations to the members attending the annual Spring meeting of the Region Assembly.

The Nominations/Elections Committee shall prepare the ballots, deliver the ballots to the members attending the annual Spring meeting of the Region Assembly, collect, and tally the ballots. Candidates may choose a representative to observe the process.

A candidate must receive over fifty percent (50%) of the vote to be elected to the office for which he/she ran.

The chairman of the Nominations/Elections Committee shall announce the results and give procedures, if needed, for any run-off election.

No member of the Nominations/Elections Committee may run for office in the year he/she serves on the committee.

The Nominations/Elections Committee will make recommendations, if needed, for changes in the nominations and elections process to the Region Executive Committee.

(b) Bylaws. To present all proposed changes in the bylaws of ATPE Region IV to the Region Assembly for its consideration; to place the proposals in proper wording for inclusion into the bylaws; to correct all grammatical errors; to combine proposals of like substance; to recognize authors of proposed amendments during the committee presentation to the Region Assembly; and to offer the recommendations of the committee regarding the usefulness and propriety of each proposed amendment. The author of a proposed amendment shall have five (5) minutes to speak before the Region Assembly in defense of the change.

(c) Resolutions. To review and/or propose resolutions to be considered by ATPE Region IV Region Assembly.

(d) Educational Policy and Curriculum. To recommend innovative programs in the education field; to be informed and provide information about teacher certification, teacher recruitment, curricula, and other issues of importance to educators.

(e) Legislative. To research, draft, and promote legislation to be considered by ATPE Region IV; to represent ATPE Region IV in any activities involving legislation; and to monitor political activities that would affect the membership of ATPE Region IV, the State Association, or education in Texas.

(f) Membership. To promote the growth of ATPE Region IV by the development and implementation of recruitment programs and materials.

(g) Services.- To design all region-sponsored programs involving services for the membership of Region IV.

(h) Public Information. To recommend to the Region Executive Committee methods that would increase public awareness of the association's goals, objectives, and accomplishments.

(i) Minority and Diverse Population Recruitment. To promote the growth of ATPE among urban area educators, ethnic minorities, new teachers and student teachers by the development and implementation of recruitment programs and materials targeting these groups.

Section 3: Appointment

The members of Standing Committees shall be appointed from among Region IV members. A list of proposed Standing Committee appointments shall be submitted to the Region Executive Committee by the president after receiving nominations from the local unit presidents or individual region members. The Region Executive Committee will make necessary changes and approve the appointments.

Section 4: Other Committees

The Region Executive Committee shall appoint, from among Region IV members, such special committees as are considered necessary or desirable.

Section 5: Term of Office

Following his/her appointment, each member of a committee shall serve from the end of the Spring Region Assembly meeting until the end of the next Spring Region Assembly meeting, or until the duties of the committee are fulfilled, unless the committee shall be terminated at an earlier date, or the member is removed, or ceases to qualify.

Section 6: Chairperson

One member of each committee shall be designated chairperson by the Region President, subsequent to the candidate's approval by majority vote of the Region Executive Committee.

Section 7: Vacancies

Vacancies in any committee may be filled by appointment by the Region President, subsequent to the candidate's approval by majority vote of the Region Executive Committee.

Section 8: Quorum

Unless otherwise provided in the resolution of the Region Executive Committee designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 9: Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the Region Executive Committee. All recommendations for implementation of programs will be the responsibility of the Region Executive Committee unless these bylaws specify action of the Region Assembly.

Section 10: Limitations of Service on Committees

Members may simultaneously serve on up to two (2) Standing Committees,

in addition to one (1) Special Committee.

ARTICLE VII. CONTRACTS, CHECKS, DEPOSITS, AND FUNDS

Section 1: Contracts

The Region Executive Committee may authorize any officer or officers, agent or agents, or ATPE Region IV, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of ATPE Region IV. Such authority may be general or confined to specific instances.

Section 2: Checks and Drafts

All checks, drafts, orders for the payment of money, notes, or other evidences of indebtedness issued in the name of ATPE Region IV shall be signed by such officer or officers, agent or agents of ATPE Region IV in the manner determined by resolution by the Region Executive Committee. In the absence of such designation by the Region Executive Committee, the instruments shall be signed by the Treasurer and countersigned by any other Region IV officer.

Section 3: Deposits

All ATPE Region IV funds shall be deposited from time to time to the credit of ATPE Region IV in such banks, trust companies, or other depositories as the Region Executive Committee may select.

ARTICLE VIII. BOOKS AND RECORDS

ATPE Region IV shall keep: (1) correct and complete books and records of account; (2) minutes of its committee meetings, Region Assembly meetings and Region Executive Committee meetings; and (3) a listing of the names and addresses of all ATPE Region IV members and local unit officers. All books and records of ATPE Region IV may be inspected by any member or his/her agent or attorney for any proper purpose at any reasonable time. The Executive Committee may, from time to time, require an audit or financial review by a professional.

ARTICLE IX. FISCAL YEAR

The fiscal year of ATPE Region IV shall be from August 1 through July 31 of the following year.

ARTICLE X. MISCELLANEOUS PROVISIONS

Section 1: Procedure

Unless otherwise specifically provided, the proceedings of ATPE Region IV and its local units shall adhere to standards of proceedings established in Robert's Rules of Order, as the current edition now provides, or as it may be hereinafter updated.

Section 2: Referendum Provisions

A referendum of the membership on any issue may be called for by either of the following methods: (a) the Region Assembly may call for a vote of the membership on any issue by approving the form of the ballot by a three fourths (3/4) majority of the full membership of the Region Assembly; (b) any member of the ATPE Region IV may call for a vote of the membership on any issue of the question to be voted upon by presenting a petition.

The petition must contain the signatures at least equal to ten percent (10%) of the Region membership on February 1 of the immediate preceding year. Petitions must be presented to the Region Secretary on or before March 1 in order to be certified.

Any issue approved for a vote of the membership by either of the foregoing methods shall be put to the membership by the mailing of ballots to all members on April 1. Such ballots must be returned to the Nominations/Elections Committee or to the State ATPE Office, postmarked by May 1, and received by May 7. The ballots shall call for a vote of "yes" or "no", or "for" or "against", the question being put. The result of the vote, including the number of votes cast, shall be announced as soon as possible.

ARTICLE XI. AMENDMENTS TO BYLAWS

Section 1: Authority to Amend

These bylaws may be altered, amended, or repealed, and new bylaws may be adopted, by a three fifths (3/5) vote of the delegates present and voting at any meeting of the Region Assembly at which time a quorum is present, provided proper notice of the intention to alter, amend, or repeal these bylaws, or to adopt new bylaws at such a meeting, has been given in compliance with other provisions of these bylaws.

Section 2: Submission Requirements

All proposed amendments to these bylaws shall be submitted to the Region Executive Committee in writing and signed by the ATPE region member making the proposal at least thirty (30) days prior to the announced date of the next Region Assembly.

Section 3: Effective Dates of Adopted Bylaws

Unless otherwise noted, bylaws that are adopted by the Region Assembly are

effective immediately.

Certification and Signatures

Certified as the true and correct bylaws of ATPE Region IV, as amended and aligned with the State ATPE Bylaws on July 28, 2011, and effective immediately. This certification executed on the 11th day of September 2011, and signed by each regional officer.

The original signed document is on file at the ATPE state office.

Region 4 ATPE Directors

| | |
|---------|------------------------------------|
| 2011-12 | Ann Petrillo, Retired Houston ATPE |
| 2010-11 | Ann Petrillo |
| 2009-10 | Ann Petrillo |
| 2008-09 | Ann Petrillo |
| 2007-08 | Loyce Manahan, Galena Park ATPE |
| 2006-07 | Loyce Manahan |
| 2005-06 | Loyce Manahan |
| 2004-05 | Loyce Manahan |
| 2003-04 | Cathleen Duvall, Fort Bend ATPE |
| 2002-03 | Cathleen Duvall |
| 2001-02 | Cathleen Duvall |
| 2000-01 | Cathleen Duvall |
| 1999-00 | Cathleen Duvall |
| 1998-99 | Carolyn Cossey, Alief ATPE |
| 1997-98 | Carolyn Cossey |
| 1996-97 | Carolyn Cossey |
| 1995-96 | Jackie Smith, Galena Park ATPE |
| 1994-95 | Jackie Smith |
| 1993-94 | Jackie Smith |
| 1992-93 | Jackie Smith |
| 1991-92 | Cindy Petty, Cy-Fair ATPE |
| 1990-91 | Cindy Petty |
| 1989-90 | Beverly Sinkey Etzel, Cy-Fair ATPE |
| 1988-89 | Beverly Sinkey Etzel |
| 1987-88 | Fred Cloud, La Porte ATPE |
| 1986-87 | Fred Cloud |
| 1985-86 | Bill Crockett, Katy ATPE |
| 1984-85 | Bill Crockett |
| 1983-84 | Bill Crockett |
| 1982-83 | Bill Crockett |
| 1981-82 | Bill Crockett |
| 1980-81 | Bill Crockett |

Region IV ATPE Presidents

| | |
|---------|---|
| 2011-12 | Ron Fitzwater - Alvin |
| 2010-11 | Ron Fitzwater |
| 2009-10 | Ron Fitzwater |
| 2008-09 | Julie Sanders - Alief |
| 2007-08 | Julie Sanders |
| 2006-07 | Ann Petrillo - Houston |
| 2005-06 | Ann Petrillo |
| 2004-05 | Ann Petrillo |
| 2003-04 | Loyce Manahan—Galena Park |
| 2002-03 | Jean Brown—Alief—Inactive retired since 2006 |
| 2001-02 | Jean Brown |
| 2000-01 | Jean Brown |
| 1999-00 | Jean Brown |
| 1998-99 | Margaret Tipton—Channelview—Active officer in Channelview |
| 1997-98 | Margaret Tipton |
| 1996-97 | Gary Wodtly—Galena Park—inactive since 2000 |
| 1995-96 | Gary Wodtly |
| 1994-95 | Carolyn Cossey—Active officer in Spring Branch |
| 1993-94 | Carolyn Cossey |
| 1992-93 | Carolyn Cossey |
| 1991-92 | Cathy Duval—Fort Bend—Active officer in Fort Bend |
| 1990-91 | Cathy Duval |
| 1989-90 | Mary Gossett—Liberty—Cannot locate in our database |
| 1988-89 | Jackie Smith—Galena Park—Inactive since 2004 |
| 1987-88 | Beverly Sinkey—Cy-Fair—Active retired member |
| 1986-87 | Don Edwards—Deer Park—Inactive since 1996 |
| 1985-86 | Don Edwards |
| 1984-85 | Don Edwards |
| 1983-84 | Don Edwards |
| 1982-83 | Fred Cloud – LaPorte |
| 1981-82 | Fred Cloud |
| 1980-81 | Fred Cloud |

Appendix

Committee Appointments

| Hospitality | District | 2007-08 | 2008-09 | 2009-10 | 2010-11 | 2011-12 |
|-----------------------------|-------------------|----------------|----------------|----------------|----------------|----------------|
| Debbie Williamson | Galena Park | X Co-Chair | X Chair | X Chair | X Chair | X Chair |
| Bess Simple | Columbia Brazoria | X Co-Chair | X | X | X | |
| Linda Burks | Houston | | X | X | | |
| Cathy Harbour | Dayton | | X | | | |
| Gloria Greene | Cy | | X | X | | |
| Misty Beverly-Jones | Cy-Fair | | X | X | | |
| Rosie Kelly | Aldine | | X | X | | |
| Kellie Davis | Aldine | | X | X | | |
| Minnie Sanchez | Sweeny | | X | X | | X |
| Debra Griffin | Columbia Brazoria | | X | X | | |
| Wanda Giles | Aldine | | | X | | |
| Savonya DePland | Houston | | | | X | X CIT |
| Kathye Allen | Cy-Fair | | | | X | |
| Karen Bryant | Channelvie w | | | | | X |
| Martha Pierson | Clear Creek | | | | | X |
| Ana Munoz-Zepeda | | | | | | X |
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| Board Liaison: Ann Petrillo | | | | | | |
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| Membership | District | 2007-08 | 2008-09 | 2009-10 | 2010-11 | 2011-12 |
|------------------------------|-----------------|----------------|----------------|----------------|----------------|----------------|
| Doris Camp | Clear Creek | X Chair | X Chair | X | | |
| Maudie Reece | Houston | | X | X | X | X |
| Eleanor Gray | Houston | | X | X | | |
| Maja Dimitrijevic | Houston | | X | X | | |
| Gayle Sampley | Humble | | | X Chair | X Chair | X Chair |
| Tara Burns | Cy-Fair | | | | X | X |
| Jason Orlando | | | | | | X |
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| Board Liaison: Eli Rodriguez | | | | | | |
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| Nominations/Elections | District | 2007-08 | 2008-09 | 2009-10 | 2010-11 | 2011-12 |
|------------------------------|-----------------|----------------|----------------|----------------|----------------|----------------|
| Charles Jones | Aldine | X Chair | X Chair | | | |
| Albert Lemons | Houston | | X | X | X | |
| Savonya DePland | Houston | | X | X | X | X |
| Loyce Manahan | Galena Park | | | X Chair | X Chair | X Chair |
| Wanda Giles | Aldine | | | X | X | |
| Maudie Reece | Houston | | | X | X | |
| Rachel Martin | Spring | | | X | X | |
| Charlotte Anthony | Pasadena | | | | | X |
| Doris Camp | Clear Creek | | | | | X |
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| Board Liaison: Julie Sanders | | | | | | |
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| Legislative-PAC | District | 2007-08 | 2008-09 | 2009-10 | 2010-11 | 2011-12 |
|------------------------------|-----------------|----------------|----------------|----------------|----------------|----------------|
| Ron Fitzwater | Alvin | X Chair | | | | |
| Juan Venegas | Sheldon | X | X Chair | X | off | |
| Kay Zieschang | Anahuac | X | | | | |
| Judy Cureton | Deer Park | | X | X | | X |
| Helen Secrist | Katy | X | X | X | | X |
| Sheila Douthtery | Humble | X | X | X | | X |
| Joanne Brown | Cy-Fair | X | X | X | | X |
| Gina Lewis | Galena Park | X | X | X | | X |
| Martha Pierson | Clear Creek | | X | X | | X CIT |
| Cindy Woods | Spring Branch | | | X Chair | X Chair | X Chair |
| Paula Johnson | | | | X | | |
| Dorothy Hulett | Cy-Fair | | | | X | X |
| Franklin Burns | Cy-Fair | | | | X | X |
| Suzanne Bathe | Cy-Fair | | | | X | X |
| Michael Ratz | Spring | | | | | X |
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| Board Liaison: Eli Rodriguez | | | | | | |
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| SERVICE | District | 2007-08 | 2008-09 | 2009-10 | 2010-11 | 2011-12 |
|---------------------------------|-----------------|----------------|----------------|----------------|----------------|----------------|
| Wanda Giles | Aldine | X Chair | | | | |
| Herlinda Trevino | | | X Chair | X | X | |
| Marilyn Schmidt | Galena Park | | X | X | | |
| Lissa Shepard | Galena Park | | X | X | X | X CIT |
| Louis Werner | Alief | | | X Chair | X CoChair | X CoChair |
| Heriberto Ibarra- Abrego | Alief | | | | X CoChair | X CoChair |
| Glynis Flecher | | | | | | X |
| Stephanie Bailey | Cy-Fair | | | | | X |
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| Board Liaison: Julie Sanders | | | | | | |
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| SCHOLARSHIPS/ GRANTS | District | 2007-08 | 2008-09 | 2009-10 | 2010-11 | 2011-12 |
|---------------------------------|-----------------|----------------|----------------|----------------|----------------|----------------|
| Lissa Shepard | Galena Park | X Chair | | | | |
| Stephanye Sampley | Goose Creek | | X Chair | | | |
| Richain Matherne | Cy-Fair | | X | X | | |
| Glynis Flecher | Cy-Fair | | X | X | X | X CIT |
| Teresa Toliver | Alief | | | X Chair | X Chair | X Chair |
| Yolanda Figgs | Cy-Fair | | | X | X | X |
| Sandye Nelson | Humble | | | X | | |
| Lynette Smith | Galveston | | | | X | X |
| Judy Cureton | Deer Park | | | | X | X |
| Crystal Woodbeck | Dickinson | | | | X | X |
| Maudie Reece | Houston | | | | | X |
| Karen Bryant | Channelvie w | | | | | X |
| Doris Camp | Clear Creek | | | | | X |
| Marilyn Schmidt | Galena Park | | | | | |
| Michael O'Gea | Alvin | | | | | |
| Julie O'Gea | Alvin | | | | | |
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| Board Liaison: Juan Venegas | | | | | | |
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| RESOLUTIONS | District | 2007-08 | 2008-09 | 2009-10 | 2010-11 | 2011-12 |
|-------------------------------|-----------------|----------------|----------------|----------------|----------------|----------------|
| Kathy Duvall | Ft. Bend | | | | X Chair | X Chair |
| Martha Pierson | Clear Creek | | | | X | X |
| Karen Bryant | Channelvie w | | | | X | X |
| Debbie Williamson | Galena Park | | | | | X |
| Loyce Manahan | Galena Park | | | | | X |
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| Board Liaison: Stacey Ward | | | | | | |
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| Public Information | District | 2007-08 | 2008-09 | 2009-10 | 2010-11 | 2011-12 |
|----------------------------|-----------------|----------------|----------------|----------------|----------------|----------------|
| Debbie Carrell | Lamar | X Chair | | | | |
| Jay Guerrero | Cy-Fair | | X Chair | X Chair | X Chair | X Chair |
| Gloria Hawthorne | Cy-Fair | | X | X | X | X CIT |
| Eli Rodriguez | Cy-Fair | | X | | | |
| Lisa Reece | Houston | | X | X | | |
| Marilyn Schmidt | Galena Park | | X | X | | |
| Lissa Shepard | Galena Park | | X | X | X | X |
| Heriberto Ibarra-Abrego | Alief | | | X | X | X |
| Stephanie Bailey | Cy-Fair | | | X | X | X |
| Renee Ingram | Cy-Fair | | | | X | X |
| Jason Orlando | | | | | | X |
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| Board Liaison: Stacey Ward | | | | | | |
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| Office | Officer | Committee |
|----------------|----------------|---------------------------------|
| Past President | Julie Sanders | Service, Nominations/Elections |
| President | Ron Fitzwater | Bylaws |
| Vice President | Stacey Ward | Public Information, Resolutions |
| Secretary | Eli Rodriguez | Membership, Legislative-PAC |
| Treasurer | Juan Venegas | Scholarship & Grants |
| Director | Ann Petrillo | Hospitality |

It is the officer's responsibility to be in contact with the committee throughout the year. If the committee has a meeting to do or plan their committee work, it is the responsibility to the officer to attend or arrange another to attend. Some committees such as the Scholarship/Grants Committee may not have a committee as a whole meeting but the board liaison needs to be in contact with the chairperson throughout the year and make reports on behalf of their committee.