

# Region 20 Bylaws

## Article I: Name and Purpose

### Section 1: Name

This organization shall be known as the Association of Texas Professional Educators Region 20 (hereinafter referred to as "the Region"). *It is incorporated as a non-profit corporation pursuant to the Texas Non-Profit Corporation Act, Article 1396-1.01 et seq., V. T.C.S.*

### Section 2: Purpose

The Region is organized to promote the purposes and guiding principles of the Association of Texas Professional Educators, as defined in the State Bylaws. The Region is organized for the following purposes: to provide a framework and organization for implementing the State Association's programs and objectives; to provide leadership in assisting ATPE local units within the Region; to implement the programs and objectives of the state and regional organizations; and, to assist in the promotion of items of concern to Region members. No part of the net earnings of the Region Association shall inure to the benefit of any private individual, except that reasonable compensation may be paid for services rendered to or for ATPE affecting one or more of its purposes.

## Article II: Membership

### Section 1: Boundaries

In accordance with Article VIII, Section 1 of the ATPE State Bylaws, the Region shall coincide with the boundaries established by the Texas Education Agency (TEA) for Education Service Center Region 20 in its Texas School Directory dated October, 1979, with the sole exception that Waller County shall be considered a part of Region VI. *The following counties and areas shall comprise the boundaries of Region 20. They are Atascosa, Bandera, Bexar, Dimmit, Edwards, Frio, Kerr, Kinney, La Salle, Maverick, McMullen, Medina, Real, Uvalde, Val Verde, Wilson, and Zalava Counties; and Boerne Independent School District.*

### Section 2: Membership

As stated in the ATPE State Bylaws, ATPE members within the boundaries of a region are members of that respective regional 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 the Region, and who have not otherwise had their state memberships suspended will be members of the Region.

### Section 3: Membership Year

The membership year shall run concurrently with the state ATPE membership year as established in the state Association bylaws. Article III, Section 3.

### Section 4: Charter Procedures

Each regional organization will submit a copy of its duly adopted bylaws and its officer list, upon amendment, to the ATPE State Office.

## **Section 5: Voting Rights**

*Each local in the jurisdiction of the Region, as described in Article II, Sections 1, 2, 3, and 4, shall have the right to send delegates to the Region Assembly. Any member, with the exception of public members, in attendance at the Region meeting shall be considered a delegate. No proxy voting shall be recognized.*

## **Article III: Region Officers**

### **Section 1: Region Officers**

The officers of the Region shall be a President, a Vice President, a Secretary, a Treasurer, Immediate Past President, a Director and other officers deemed necessary and elected by the region. No two offices may be held simultaneously by the same person.

### **Section 2: Tenure/Term**

(a) All officer terms of the region shall run concurrently with the state ATPE officer terms as established in the state Association bylaws, Article IV, Section 6.

(b) The Director shall serve a term of office as defined by the ATPE State Bylaws, Article VIII, Section 6.

### **Section 3: Qualifications**

All region officers shall be members of the Region.

### **Section 4: Election**

The Officers, with the exception of the Immediate Past President and the second year of the biennium of the Director's term, shall be elected at the last meeting of the year and shall be elected by a majority vote.

A. An independent entity or member versed in parliamentary procedure as laid out in Robert's Rules of Order, selected by the Executive Committee of the Region, shall attend the officer election meeting.

B. The Parliamentarian will render a decision on the legality, within the scope of parliamentary procedures, of the election process.

### **Section 5: Removal**

Any officer may be removed for cause by affirmative vote of two-thirds (2/3) of the Region 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 Executive Committee. A vacancy may be due to choice, illness, relocation out of region, or the inability to fulfill the duties of 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 Region Director, may be filled for the unexpired portion of the term by:

- (a) *The President will declare an election to be conducted at the next scheduled Region meeting to fill the vacant position.*
- (b) *A qualified member may declare candidacy for the election to fill the vacant office.*
- (c) *A qualified member may be nominated from the floor of the Region Assembly to fill the vacant office.*
- (d) *The unexpired portion of this term will not count as one of the two terms for which a member may serve.*

## **Section 7: Inability to Serve**

*If the Region Director becomes unable to complete his/her term due to choice, illness, relocation out of region, is absent from two Board of Directors meetings, and/or is declared incapacitated by physician, family member or self, for at least 4 months, she/he will forfeit the remainder of the term.'*

- (a) *The Executive Committee will meet to confirm the next director and inform the runner up of his/her new position.*
- (b) *The runner up from the last election will be (named? designated?) Director.*
  - a. *If the director position is filled by the runner up, then no time will be considered towards the allotment of the director position.*
  - b. *If the runner up declines the Director position, then an election will be held for this position.*
  - c. *If the Director position was unopposed, then an election will be held at the next region meeting provided at least a month and one half time period has transpired from the last Board of Directors meeting attended by the Director and the election has been announced on the Region's Web site for at least one and one half month period, thus considering all candidates write-ins:*
  - d. *If the director position is filled by an election and the time remaining is more than eight months (1/3 of term), then this will be defined as one term, according to the state bylaws for directors' term.*

*If the Immediate Past President is unable to serve, the designation will go back through the line of succession of Past Presidents.*

A vacancy in the office of the Region Director will be filled in accordance with the terms outlined in the ATPE State Bylaws, Article V, Section 7.

## **Section 7: Duties**

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

## **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 the Region shall be managed by the Region Executive Committee.

### **Section 2: Region Executive Committee**

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

(a) *Only Professional, Associate, and Retired members of ATPE may hold a Region position.*

### **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 and appoint members to all standing committees.  
From the committee members so appointed, the President shall have the authority to designate the chairman.
- (b) Appoint such special committees as considered necessary or desirable.
- (c) Require each Region officer, including the Region Director, and all 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, review, and present to the Region Assembly the annual report of the Treasurer and the auditor's annual report of financial matters of the Region: Following approval, the auditor's report shall be printed and distributed to each member of the Region Assembly at its annual meeting.
- (e) Have final authority in setting the annual budget of the Region.
- (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 the Region policy not inconsistent with the policies established by the Region Assembly and the 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 four times 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 notice delivered personally, by U.S. mail or electronic mail to each Region Executive Committee member, including the 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 so 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 a quorum is present shall be the act of the Region Executive Committee, unless the act of a greater number is required by law or by these bylaws.

*(a) A minimum of twenty-five (25) members for bylaw changes and the election of officers*

*(b) A minimum of twenty-five (25) members for general business meetings*

*(c) A minimum of four (4) members of the Executive Committee.*

### **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 the Region, giving overall direction and mandating policy for the operations of the Region. 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 the Region;

(b) Elect all officers of the Region; and

(c) Establish appropriate policies for the operations of the Region.

### **Section 2: Composition**

The Region Assembly shall include voting members in accordance with the procedure outlined below.

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

### **Section 3: Meetings**

The Region Assembly voting delegates shall meet annually at the Region annual convention, which shall be held at a time determined by the Region Executive Committee. All members of the Region 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, electronic mail or by an official publication, in which such notice occupies a prominent position, which has been sent to every local unit and region officer at least sixty (60) days prior to the meeting. The Region Executive Committee, or such of its members as might be empowered by the Region Executive Committee, shall prepare and publish an agenda for the meeting. In the event the agenda includes a proposed bylaws change, a sixty (60) day notice to all members of the wording of the proposed bylaws change shall be provided.

### **Section 5: Quorum**

A majority of the duly certified delegates who have been verified in attendance at the annual meeting of the Region Assembly or 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: Term of Office**

Unless otherwise specified herein, a delegate who serves in the annual Region Assembly shall continue in his or her office until a duly selected successor serves.

### **Section 7: Presiding Officer**

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

### **Section 8: Certification of Delegates**

The Region Secretary shall be responsible for certifying and updating the names of the delegates in attendance at the Region Assembly.

### **Section 9: Agenda**

If an item has not been placed on the agenda of the Region Assembly, any member of the Region 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.

### **Section 10: Delegates**

All Region Executive Committee members' valid and individual expenses shall be paid by the Region funds, not to exceed rates established by the State's. The Executive Committee shall have the authority to set a reasonable per diem rate for the Region officers and forfeiting all additional local monies.

## **Article VI: Committees**

### **Section 1: Standing Committees**

The Standing Committees of the Region may include:

- (a) Nomination/Election
- (b) Resolutions
- (c) *Legislative/Educational Policy and Curriculum*
- (d) Bylaws
- (e) Membership
- (f) Services
- (g) Public Information
- (h) Minority and Diverse Population Recruitment
- (i) *Special*

### **Section 2: Duties of Standing Committees**

The Standing Committees of the Region shall have the following duties and responsibilities:

- (a) Nomination/Election. To receive all nominations for region officers, to propose a slate of candidates for the Region Executive Committee, and to recommend for approval by the Region Executive Committee the rules to govern the election of region officers at the Region Assembly. These rules are to be presented to the Region Executive Committee prior to the date necessary to give notice.
- (b) Resolutions. To review and/or propose resolutions to be considered by the Region Assembly. Any adoption of the bylaws and resolutions adopted by the State HOD of ATPE shall be incorporated into the Region's bylaws and resolutions.
- (c) Legislative/Educational Policy and Curriculum. To work with the local units to develop proposals for the State Legislative Committee and recommend innovative programs in the education field and provide information of interest to the membership. To research, draft, and promote legislation to be endorsed or opposed by the Region; to represent the Region in any activities involving legislation; and to monitor political activities that would affect the membership of the Region, the state Association or education in Texas.
- (d) Bylaws. To present all proposed changes in the bylaws of the Region to the Region Assembly for its consideration; to place the proposals in the 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.
- (e) Membership. To promote the growth of the Region by the development and implementation of recruitment programs and materials.
- (f) Services. To design all region-sponsored programs involving services for the membership of the Region.
- (g) Public Information. To recommend to the Region Executive Committee methods that would increase public awareness of the association's goals, objectives and accomplishments.
- (h) 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.
- (i) Special. To be created by the President with the approval of the Executive Committee, to serve during that President's term of office.

### **Section 3: Appointment**

The members of Standing Committees shall be appointed from among Region members. A list of proposed Standing Committee appointments shall be submitted to the Region Executive Committee by the President. 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 members, such special committees as are considered necessary or desirable.

### **Section 5: Term of Service**

Each member of a committee shall serve for one year from the date of appointment, or until the duties of the committee are fulfilled unless the committee shall be terminated sooner, or the member be removed, or cease to qualify.

### **Section 6: Chairmen**

One member of each committee shall be designated chairman by the Region President.

### **Section 7: Vacancies**

Vacancies in any committee may be filled by appointment by the Region President.

### **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 governance 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 by the Region Assembly.

### **Section 10: Limitation of Service on Committees**

No member of the Region may simultaneously serve on more than two (2) committees of the Region, whether standing or special.

## **Article VII: Contracts, Checks, Deposits and Funds**

### **Section 1: Contracts**

The Region Executive Committee may authorize any officer or officers, agent or agents of the Region, 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 the Region. 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 the Region shall be signed by such officer or officers, agent or agents of the Region 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 the President or Vice President of the Region.

- (a) Reimbursements shall be made and must be submitted within 60 days of incurring the expense. It is the intent of the Region to make reimbursements up to 100% or actual cost of an expense. Shared expenses between a local and the Region shall not exceed 100% of the actual expenditures. Receipts must accompany the Region Expense Voucher.*

## **Section 3: Deposits**

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

## **Section 4: Budget and Expenditures**

*A budget will be present at the Region Assembly at the first meeting of the year.*

- (a) All funds received will be used for the promotion of the good of all the Region's members.*
- (b) Any major deviation in a category line item expenditure will require the approval of the Region Assembly.*
- (c) All necessary and approved individual expenses incurred by members of the Executive Committee or the Region including, but not limited to mileage, lodging, meals, and registration, while carrying out the Region's business, will be paid for from the Region's Treasury. Travel expenses for the Region officers will be paid at a rate no lower than State ATPE reimbursement rates, and up to a single room rate.*
- (d) Throughout the year, when a quorum of the Executive Committee deems appropriate, gifts, certificates, and awards may be presented to outstanding members of the region for their contributions.*
- (e) Other approved Region expenses will be reimbursed from the Region's Treasury.*

*(f) All locals shall submit copies of approved budget and bank statement(s) to the Region's Treasurer.*

- a. A copy of the local budget shall be submitted to the Region Treasurer no later than September 30<sup>th</sup> of the current year.*
- b. Bank statement(s) must reflect local ATPE account activity through May 31<sup>st</sup> of the current year*
- c. Bank statement(s) must reflect ATPE Local Name and not individual or personal names of members.*
- d. Locals who are not current on bank statement(s) and/or budget submittal may be denied any local monetary incentives or assistance, including scholarships or other awards offered by the Region*

## **Article VIII: Books and Records**

### **Books and Records**

The Region shall keep:

- (1) Correct and complete books and records of account,
- (2) Minutes of its committee meetings, Regional meetings, Region Assembly, and Region Executive Committee; and
- (3) A listing of the names and addresses of all Region members and local unit officers.

All books and records of the Region may be inspected by any member or his agent or attorney for any proper purpose at any reasonable time.

## **Article IX: Fiscal Year**

### **Fiscal Year**

The fiscal year shall run concurrently with the state ATPE fiscal year as established in the state Association bylaws, Article XIV, Section 1.

## **Article X: Miscellaneous Provisions**

### **Section 1: Rebates**

Rebates received from the State Association may be used for expenses deemed appropriate by the regional executive committee and/or the region assembly.

### **Section 2: Procedure**

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

## **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 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 forty-five (45) 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 Signature Minimum of two (2) signatures required.

Certified as the true and correct bylaws of the Region, as amended and adopted on July 9, 2009 and effective immediately. This certification executed on the 9<sup>th</sup> day of July, 2009.

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