

# ATPE Region 18 Bylaws ---

## Article I: Name and Purpose

### Section 1: Name

This organization shall be known as the Region 18 Association of Texas Professional Educators (ATPE) (hereinafter referred to as “the Region”).

### Section 2: Purpose

The Region is organized to promote the purposes and guiding principles of ATPE, as defined in the state bylaws, including: ~~The Region is organized purpose include:~~ 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.

- (a) That compulsory membership in any organization shall not be required as a condition of obtaining or retaining employment as a professional educator;
- (b) That strikes and boycotts, or the threats thereof, and organized work stoppages, actual or threatened, are detrimental to professional educators, to the students, and to the public served by professional educators; and
- (c) That there should be continued local public control of the public school systems; ~~;~~
- ~~(d) That the Region shall at all times maintain its own autonomy.~~

## 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 18 in its Texas School Directory updated October 1979, ~~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 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 Association bylaws, Article III, Section 3. Currently, the state membership year runs from August 1 through July 31 of the following year.

#### Section 4: Charter Procedures

~~Each regional organization~~ The Region will submit a copy of its duly adopted bylaws and its officers list, upon amendment, to the ATPE state office.

#### Section 5: Voting Rights

All professional, associate, ~~teacher trainee~~ student teacher, college student and retired members of the Region shall be entitled to vote when a matter is submitted to such vote. The only voting rights accorded to the membership of the Region 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.

#### ~~Section 6: Nomination of Officers~~

~~Officers shall be nominated in the following manner:~~

- ~~(a) Presidents of local units will, after soliciting their memberships, submit names to the Regional Director for Regional officers. Nominations shall be submitted at least 2 weeks prior to the officer election.~~
- ~~(b) Nominations of regional officers shall be accepted from the floor at the election.~~

### **Article III: Region Officers**

#### Section 1: Region Officers

The officers of the Region shall be a President, a Vice President, a Secretary, a Treasurer, an Immediate Past President, a Director and other officers deemed necessary and elected by the ~~r~~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.~~
- (a) All Region officers shall take office on August 1 following his or her election, and shall serve a two-year term of office that runs through July 31 two years following his or her election.
- (b) The officers shall be elected to staggered two-year terms. A President and a Secretary shall be elected during odd-numbered years, and a Vice President and a Treasurer shall be elected during even-numbered years.
- (c) No person may be elected to more than two consecutive terms in the same office.
- (d) The Director shall be elected and shall serve a term as defined by the ATPE State Bylaws.

(e) No more than two members from one local unit may serve as a Region officer at the same time.

### Section 3: Qualifications

All region officers shall be members of the Region.

### Section 4: Election

An election may be conducted by mail, e-mail or other means established by the Nomination/Election Committee and approved by the Region Executive Committee, provided the election process, as described by these bylaws, is followed. The officers of the Region shall be elected by a majority vote of the delegates present and voting during the ~~last regular election meeting of the year, or by a majority vote of the members voting by email or mail.~~ The Region Executive Committee shall appoint a Nomination/Election Committee to receive nominations of candidates 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. ~~An election may be conducted by mail, e-mail or other means established by the Nomination/Election Committee, provided the election process, as described by these bylaws, is followed.~~ Nominations received at least ~~thirty (30)~~ forty-five (45) days prior to the ~~annual Spring meeting of the Region Assembly at which the election shall be held, or 45 days prior to the~~ scheduled commencement of a mail or e-mail election, shall be included by the Nomination/Election Committee on the ballot of nominated candidates. ~~Only nominations received at least fourteen (14) days prior to the date of the election shall be included by the Nomination/Election Committee on the list of nominated candidates.~~ Additionally, nominations may be submitted from the floor of the Region Assembly, or as a write-in candidate on the ballots distributed as part of a mail or e-mail election. A list of the nominated candidates shall be given to the ~~Local Unit Presidents~~ members of the Region at least ~~ten (10)~~ thirty (30) days prior to the ~~regular annual Spring election meeting, of the Region Assembly or the commencement of a mail or e-mail election.~~

~~The officers of the Region shall be elected by a majority vote of the delegates present and voting during the election meeting, or by a majority vote of the delegates members voting by mail or e-mail.~~ Each officer shall hold office until his or her successor has been duly elected and has qualified.

### Section 5: Removal

Any officer may be removed for cause by an 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 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 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, Article V, Section 7.

#### Section 7: Duties

The officers of the Region shall have and shall exercise the duties as 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.

#### 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~~ duties:

- (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 and 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 annual 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 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 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 notice being 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. If delivered by electronic mail, such notice shall be deemed to be delivered when the electronic communication is sent. 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 and voting 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 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 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, unless said election is held via mail or email as outlined in Article III, Section 4; 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 procedures outlined below.~~

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 Region Assembly voting delegates shall meet annually at the Region 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 a referendum~~ members of the Region 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~~ member of the Region 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, not less than sixty (60) 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 or substance.

## 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 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: Term of ~~Office~~ Delegate Service

Unless otherwise specified herein, a delegate who serves in the annual Region Assembly shall continue in his or her ~~office~~ role 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 ~~President~~ 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.

## **Article VI. Committees**

### Section 1: Standing Committees

The Standing Committees of the Region may include:

- (a) Nomination/Election
- (b) Resolutions
- (c) Legislative
- (d) Bylaws
- (e) Membership
- ~~(f) Services~~
- ~~(g f) Public Information~~
- ~~(h) Minority and Diverse Population Recruitment~~

### 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.
- (c) Legislative. 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 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 f) 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 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 Office

Each member of a committee shall serve until ~~September 1, 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: Chairperson

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 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

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, agents 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 of the Region.

#### 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.

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

The Region shall keep:

- (1) Correct and complete books and records of account;
- (2) Minutes of its committee meetings, Regional meetings, Regional 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 purpose at any reasonable time.

### **Article IX: 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. Currently the fiscal year runs from August 1 through July 31 of the following year.

### **Article X: Miscellaneous Provisions**

#### Section 1: Rebates

Rebates received from the State Association may be used for expenses deemed appropriate by the Region 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 proceedings established first in the ATPE state bylaws and second in *Robert's Rules of Order*, as the current edition now provides, or as it may be hereafter 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 ~~majority~~ 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 ~~thirty~~ 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 Signatures**