

# **ATPE Region 19 Bylaws**

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## **Article I: Name and Purpose**

### Section 1: Name

This organization shall be known as the Region 19 Association of Texas Professional Educators (Region 19 ATPE).

### Section 2: Purpose

Region 19 ATPE is organized for the following purposes:

To further education as a service and as a professional through support of public schools in Region 19; the promotion of activities, services and training for educators; and the development and maintenance of high standards of professional ethics among all professional educators.

## **Article II: Membership**

### Section 1: Definitions

Where used herein, the following terms shall have the following meanings:

- (a) "Educator" – those persons eligible for membership in ATPE as a professional, associate, retired member, student teacher or college student in the Texas Education Agency Region 19.
- (b) "Participating chapter" – an ATPE chapter chartered and operating within the boundaries of Region 19 ATPE.
- (c) "Region Assembly" – the meeting of the general membership from participating chapters twice a year. More than two participating chapters must be represented by the members attending.
- (d) "Member in good standing" – those members whose chapter is a participating chapter of Region 19 ATPE or who are members-at-large, if there is no local chapter, and who otherwise have not had their individual membership terminated.

### Section 2: Membership

Those persons eligible for membership in the Association of Texas Professional Educators as a professional, associate, retired, student teacher, college student, and public member.

### 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. Currently, the membership year of the Association shall be from August 1 through July 31 of the following year.

### Section 4: Charter Procedures

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, student teacher, college student and retired members of Region 19 ATPE shall be entitled to vote when a matter is submitted for a vote. The only voting rights

accorded to the membership of Region 19 ATPE 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: Boundaries**

#### Section 1: Boundaries

In accordance with Article VIII, Section 1 of the ATPE state bylaws, Region 19 ATPE shall coincide with the boundaries established by the Texas Education Agency (TEA) for Education Service Center Region 19 in its Texas School Directory updated October 1979.

### **Article IV: Officers and Duties**

#### Section 1: Officers

The elected officers of Region 19 ATPE shall be a President, a Vice-President, a Secretary, a Treasurer, and a Director. The President shall automatically succeed to the office of Immediate Past President. No two offices may be held simultaneously by the same person.

#### Section 2: Director

Region 19 ATPE shall elect one (1) person to serve on the ATPE Board of Directors. Each Director shall be elected and shall serve a term as defined by the ATPE State Bylaws, Article VIII, Section 6.

#### Section 3: Duties of Officers and Director

The Officers shall have and exercise the following duties:

- (a) **President.** The President of Region 19 ATPE shall plan the meetings of the association. He/She shall preside at all meetings of Region 19 ATPE, direct the planning of all regional programs, establish an agenda in advance in consultation with the Executive Committee, and perform all duties incident to the office of President and all other duties as he/she deems necessary. The President may seek approval of the Executive Committee.
- (b) **Vice-President.** In the absence of the President, or in the event the President is unable or refuses to act, the Vice-President shall perform the duties of the President, and when so acting shall have all the powers of, and be subject to, all the restrictions placed upon the President. The Vice-President shall perform such other duties as from time-to-time may be assigned to him/her by the President.
- (c) **Secretary.** The Secretary shall keep the minutes of all meetings of Region 19 ATPE and in general perform all duties incident to the office of Secretary and such other duties as from time-to-time may be assigned to him/her by the President.
- (d) **Treasurer.** The Treasurer shall have charge and custody of, and be responsible for, all funds of Region 19 ATPE. In general, the Treasurer shall perform all the duties incident to the office of Treasurer and such other duties as from time-to-time may be assigned to him/her by the President. He/She shall keep the Officers and Director fully informed of the

financial condition of Region 19 ATPE and shall render a written report of said financial condition at least annually.

(e) **Immediate Past President.** The Immediate Past President shall serve as a member of the Executive Committee and shall perform such other duties as may be assigned to him/her from time-to-time by the Executive Committee.

(f) **Director.** As a member of ATPE's Board of Directors, the Director shall perform the duties as outlined in Article V of the state bylaws. In addition, he/she shall act as advisor to the Region President, the Region Executive Committee, and the Region Assembly in their respective planning and policy-making functions, being responsible for the coordination of all activities between the state association and Region 19 ATPE. He/She shall aid region efforts in the formation of local chapters.

#### Section 4: Meetings

The Region Executive Committee shall meet no less than three times during the period August 1<sup>st</sup> through July 31<sup>st</sup> of the following year.

#### Section 5: Term of Office

All officer terms of Region 19 ATPE shall run concurrently with the state ATPE officers terms as established in the ATPE State Bylaws, Article IV, Section 6. Currently, state officer terms run from August 1 through July 31 of the following year.

#### Section 6: Voting Rights

The officers of Region 19 ATPE and the Director shall automatically be voting delegates in the ATPE House of Delegates under the provisions of Article VIII, Section 7, of the State Bylaws.

#### Section 7: Removal

Any officer may be removed for cause by an affirmative vote of two-thirds of the Executive Committee after an appropriate hearing. An officer who is unable or unwilling to fulfill the duties of his/her office during the prescribed term must submit a letter of resignation to the Executive Committee. The President will, with the approval of the Executive Committee, appoint someone to fill the vacancy for the remainder of the term. Acceptance of the resignation will be acknowledged.

#### Section 8: Vacancies

A vacancy in the office of Region 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 the Executive Committee by appointment from the membership within the respective participating chapter.

#### Section 9: Voting Rights

The President, Vice-President, Secretary, Treasurer, Immediate Past President, Director and each participating local chapter president or his/her designee shall each have one vote on the Executive Committee.

#### Section 10: 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 Region Director. The President shall automatically succeed to the office of Immediate Past President. Only nominations received at least 30 days prior to the meeting at which the election shall be held, shall be included by the Nomination/Election Committee on the ballot of nominated candidates. Additionally, nominations may be submitted from the floor of the Region Assembly. A list of the nominated candidates shall be given to the Local Unit Presidents of the Region at least ten (10) days prior to the meeting at which the election shall be held.

The officers of the Region shall be elected by a majority vote of the delegates present and voting during the regular meeting at which the election shall be held, unless an electronic election is held as outlined in Article IV, Section 11 of these bylaws. Each officer shall hold office until his/her successor has been duly elected and qualified.

#### Section 11: Electronic Elections

The Region Executive Committee shall have the option to conduct region officer elections through electronic balloting. In such case, the Region Executive Committee shall appoint a Nomination/Election Committee to propose rules to govern the electronic election, with such rules to be approved by the Executive Committee prior to the implementation of the election.

If elected via electronic ballot, the officers of the Region shall be elected by a plurality vote of the members participating in the election. Each officer shall hold office until his/her successor has been duly elected and qualified.

### **Article V: Executive Committee**

#### Section 1: General Power

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

#### Section 2: Composition

The Region President, Vice President, Secretary, Treasurer, Immediate Past President, and Director, along with the president of each participating local chapter or his/her designee, 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 Region19 ATPE in the management of the Region. In addition, the Region Executive Committee shall have the following authority:

- (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 House of Delegates, 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 House of Delegates 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 House of Delegates and to provide the minutes of such meetings.
- (g) Set Region policy that is consistent with the policies established by the Region House of Delegates and ATPE State Association.

#### Section 4: Presiding Officer

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

#### Section 5: 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. If sent electronically, 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 6: 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 these bylaws.

#### Section 7: 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 may result, after an appropriate hearing, in an immediate vacancy.

## **Article VI: Region Assembly**

### **Section 1: Duties and Responsibilities**

The Region Assembly shall be the supreme policy making governing body of Region 19 ATPE, giving overall direction and policy mandates for the operation of the region. In the event of conflicts between actions or policies of the Regional Assembly and the Executive Committee, the actions and policies of the Region Assembly shall prevail.

The Region Assembly shall:

- (a) Approve all change in the Bylaws of Region 19 ATPE.
- (b) Elect all officers and Director of Region 19 ATPE, unless such election is conducted by US mail or email.
- (c) Establish appropriate policies for the operations of Region 19 ATPE.

### **Section 2: Composition**

The Region Assembly shall be composed of members from each participating chapter or at-large members if there is no local chapter. Each member attending the Region Assembly shall be considered a voting member.

### **Section 3: Meetings**

The Regional Assembly shall meet twice annually as determined by the Executive Committee. All members of participating chapters or who are members at-large if there is no local chapter shall be entitled to attend meetings of the Region Assembly.

### **Section 4: Quorum**

A majority of the duly certified delegates, who have been verified in attendance at any 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 5: Presiding Officer**

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

### **Section 6: Notice and Agenda**

Each member shall be notified of the time and place of a meeting of the Region Assembly by U.S. Mail, by electronic communication, or by an official publication, that has been sent to every member not less than sixty (60) days prior to 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 local unit and region officers at least 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.

If an item has not been placed on the agenda of the Region Assembly, any member of a participating chapter of the Region may file a request with the 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. The agenda will be sent to all chapter presidents at least twenty-one (21) days prior to the Region Assembly. The notification to all members of the time and place of the meeting and the agenda shall be the responsibility of the Region President.

## **Article VII. Committees**

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

The only Standing Committees of Region 19 ATPE shall be the Executive Committee, which will include all Region officers and the presidents of each participating local chapter or his/her designee.

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

To have and exercise the authority to manage Region 19 ATPE between meetings of the Region Assembly. This committee may not amend, alter or repeal the Bylaws. Specific duties assigned to the Executive Committee are outlined in Article V, Section 3 of these bylaws.

### **Section 3: Ad Hoc Committees**

The Ad Hoc Committees of Region 19 ATPE shall be the following:

- (a) Membership
- (b) Resolutions
- (c) Services
- (d) Bylaws
- (e) Legislative
- (f) Educational Policy and Curriculum

### **Section 4: Duties of Ad Hoc Committees**

The Ad Hoc Committees shall have the following general duties and responsibilities when called to serve:

- (a) Membership – to promote the growth of ATPE in the Region by the development and implementation of recruitment programs and materials.
- (b) Resolutions – to develop and propose resolutions to be considered by the Region Assembly.
- (c) Services – to design all programs involving services for the membership, including, but not limited to discount programs, placement, insurance and travel programs.
- (d) Bylaws – to recommend appropriate amendments to the Bylaws of Region 19 ATPE.
- (e) Legislative -- to research, draft, and promote legislation to be endorsed (or opposed) by the state association, to represent ATPE in any appropriate activities involving legislation, and to monitor political activities which would affect the membership of ATPE and public education in Texas.

(f) Educational Policy and Curriculum – to recommend innovative programs in the education field; to be informed and provide information about the issues of teacher certification, teacher retirement, curriculum, and other issues of importance to educators.

#### Section 5: Appointment

Membership in Ad Hoc Committees shall be appointed by the President, in consultation with the Executive Committee, in such numbers as deemed appropriate.

#### Section 4: Other Committees

The Region Executive Committee shall appoint, from among Region 19 ATPE members, such special committees as are considered necessary or desirable.

#### Section 5: Term of Office

Each member of a committee shall continue as such until July 31<sup>st</sup> following his/her appointment, unless the committee shall be sooner terminated or unless such member shall cease to qualify as a member thereof.

#### Section 6: Chairperson

Each committee shall elect its own Chairperson.

#### Section 8: Quorum

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 and the State Bylaws.

#### Section 10: Vacancies

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

### **Article VIII: Miscellaneous Provisions**

#### Section 1: Procedure

Unless otherwise specifically provided, the proceedings of Region 19 ATPE shall adhere to standards of procedures established in *Robert's Rules of Order*, as the current edition now provides, or as it may be hereinafter updated.

#### Section 2: Checks

All checks or other evidences of indebtedness issued in the name of Region 19 ATPE shall be signed in the manner determined by the Region Executive Committee.

#### Section 3: Referendum Provision



(a) A referendum of the membership on any issue may be called for by either of the following methods:

(1) The Region Assembly may call for a vote of the membership on any issue by approving the form of the ballot by a three fourth (3/4) majority of the attendees of the Region Assembly.

(2) Any member of a participating chapter may call for a vote of the membership on any issue by gathering signatures on petitions setting out the exact wording of the question to be voted upon; the petitions must contain signatures of individual members of participating chapters totaling a number at least equal to ten (10) percent of the membership of all participating chapters combined as of February 1<sup>st</sup> of the immediate preceding year.

(b) Any issue approved for a vote of the membership by either of the foregoing methods shall be put to all members of the participating chapters by the mailing of ballots to those members by May 1<sup>st</sup> and received by the Region Secretary by May 7<sup>th</sup>. The ballot shall call for a vote of "yes" or "no", or "for" or "against", the question put. The result of the vote, including the number of votes cast, shall be announced as soon as possible to the Executive Committee and published in the next Region newsletter.

#### Section 4: 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 5: 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 6: Books and Records

The Region 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 Region members and local unit officers. All books and records of the Region may be inspected by any member or his/her agent or attorney for any purpose at any reasonable time. The Executive Committee may, from time to time, require an audit or financial review by a professional.

#### Section 7: Fiscal Year

The fiscal year of Region 19 ATPE shall run concurrently with the state ATPE fiscal year as established in the State Association bylaws, Article XIV, Section 1 which currently runs August 1 through July 31 of the following year.

### **Article IX: 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 (3/5s) vote of the members present at any meeting of the Region Assembly at which 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. Notice shall be provided to all participating chapters at least thirty (30) days prior to consideration of any amendment. It will be the responsibility of the Region President to give such notice.

#### Section 2: Submission Requirements

All proposed amendments to these Bylaws shall be submitted to the Region President in writing, signed by the ATPE member making the proposal, at least forty-five (45) days prior to the announced date of the next Region Assembly meeting.

#### Section 3: Effective Dates of Adopted Bylaws

Unless otherwise noted, Bylaws that are adopted by the Region Assembly are effective immediately.

#### Section 4: Extenuating Circumstances

In the event that the amendment process breaks down in the Region Assembly, each Chapter President shall select a representative to a committee from those chapter members present to complete the amendment process. The chairman of the committee shall be selected by the committee. The committee will be required to complete the process of amending the Bylaws.

The empowerment of this committee would imply approval of the committee decisions. Results of the committee's work will be given to the President within fourteen (14) days of the selection of the committee. The President shall call a meeting of the Executive Committee to announce the results and shall publish the results in the next Region newsletter.

