



**ATPE**<sup>TM</sup>

Your Ally. Your Voice.

**Region 4 ATPE  
Procedural Manual**

**2016-17**

# Table of Contents

## Contents

- Financial Procedures .....2
  - Region 4 ATPE Budget .....2
  - Expenses paid for Region 4 ATPE Officers .....2
  - Reimbursement paid for Region 4 ATPE Locals.....2
  - Summit Assistance for Region 4 ATPE Local Units .....3
  - Additional Summit Assistance.....3
  - Lobby Day Assistance for Region 4 ATPE Local Units.....4
  - Cost of Region 4 ATPE Functions.....4
  - Financial Review of Region 4 ATPE Financials .....4
  - Region 4 ATPE Fiscal Year.....4
  - Uncashed Region 4 ATPE Checks.....4
  - Start-up Funds for new/inactive Locals .....5
- Committee Information.....7
  - Region 4 ATPE Committees Responsibilities .....7
  - Region Officer Committee Responsibility.....8
  - Region 4 ATPE Scholarships & Grants Information.....8
- Region Officers’ Duties .....10
  - Duties of Region 4 ATPE Director .....10
  - Duties of Region 4 President-Elect.....11
  - Duties of the Region 4 Secretary .....11
  - Duties of Region 4 Treasurer .....12
  - Region Officer Vacancy .....13
- Historical Information.....31
- Forms .....32
  - Additional Region 4 ATPE Financial Assistance Request for Summit 2017 .....33
  - 2017 Scholarship Information.....35
  - 2017 Region 4 ATPE Scholarship Application .....36
  - 2017 Scholarship Information.....38
  - 2017 College Student Scholarship Application .....39
  - 2017 Apple Grant 4 Kids Information .....41

# 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 year's budget. A budget will need be proposed to the Region 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 \$900 for room, travel\*, food

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

Lobby Day – Up to \$500 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

\$15.00 Lunch

\$25.00 Dinner

All expenses must be submitted with a Region 4 Expense Reimbursement Form with attached receipts. No receipts – no reimbursement. On the back of the receipt, place your name, event, date and if a meal which meal.

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 and are on direct deposit.

## 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 1<sup>st</sup> person plus \$135 for each additional voting delegate up to a maximum rebate of \$2,760 (17 voting delegates)  
This amount is for the full convention and will be prorated for less days.
- In order for a local to receive the funds, all voting delegates must be in attendance and sign in at the following events: (Dates and times vary from year to year.)
  - House of Delegates
  - Region 4 Caucus
  - House of Delegates

**(Voting delegates will need to attend and sign in at all three events. The local's monetary assistance to attend the convention will be prorated for any sessions missed.)**

- Rebate checks will be mailed/deposited to locals after convention and will need to be deposited (if mailed) within 90 days.

## Additional Summit Assistance

From time to time locals may need additional assistance to attend the Summit. Region 4 ATPE makes funds available on an individual basis based on need. An application form for assistance can be downloaded from the Region 4 ATPE web page. A local will need to provide the current year's budget (income and expenses), current bank statement and/or treasurer's report and be submitted by deadline date on the application. A local cannot receive additional assistance if the local has additional funds in a savings account or CD's.

**(All voting delegates will need to attend and sign in at all three events. The local's additional Summit assistance to attend the convention will be prorated for any sessions missed.**

# 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	\$350

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 \$15.

Spring Assembly – Local Presidents and Presidents-Elect attend free, Local members \$15. Special Speaker, State Executive board members and state staff attend free. The winners of the Scholarships and Grants will attend free. Spouses and other guests - \$15. The winners of the Scholarships and grants will attend free.

In the event that a local or its members register for an event and does not attend, the local will be charged for the amount and deducted from their Summit Assistance.

## 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. On even number of years, the State ATPE will review Region 4 ATPE finances. The review on odd number of years 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 through 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 cannot find the lost check (i.e. the local cannot 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 local 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 - send list to the region & state ATPE
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. Submit a Direct Deposit Form with the State ATPE to receive state rebate
6. 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 up to \$500. This is subject to the amount of funds in ATPE escrow. The amount of money in escrow and the startup funds will not exceed \$500.**

7. At the end of the year, the new local will send a report to Region 4 ATPE of how the money was spent.

# Region 4 ATPE 2016-17 Budget

## Income

Beginning Checkbook Balance (old money)	\$50,649.12
Fall Meeting	\$400.00
Miscellaneous	\$100.00
Spring Meeting	\$600.00
State Rebate	\$54,000.00
Adjustments (from uncashed checks)	\$300.00
<b>Total:</b>	<b>\$106,049.12</b>

## Expenses

Bank Fees	\$100.00
Check Reissue (prior years)	\$300.00
Committee Meetings	\$1,500.00
Summit	\$61,499.12
Donations	\$5,000.00
Exec Committee Meetings	\$900.00
Fall Meeting	\$3,000.00
Leadership Meeting	\$3,000.00
Lobby Day	\$4,000.00
Office Supplies	\$150.00
Postage	\$100.00
Promo Items/Gifts/Door Prizes	\$2,000.00
Scholarships/Grants	\$5,000.00
Spring Meeting	\$6,500.00
Special Projects	\$2,000.00
Region Rep Supplemental	\$6,000.00
New/Reactivated Locals	\$5,000.00
<b>Total:</b>	<b>\$106,049.12</b>

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As of August 1, 2016:

2012 Rebate received - \$55,803.30  
2013 Rebate received - \$53,899.05  
2014 Rebate received - \$53,752.05  
2015 Rebate received - \$54,120.60  
2016 Rebate received - \$54,794.40

# Committee Information

## Region 4 ATPE Committees Responsibilities

**Bylaws** – To present all proposed changes in the bylaws of Region 4 ATPE 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 4 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 Region 4 ATPE; to represent Region 4 ATPE in any activities involving legislation; and to monitor political activities that would affect the membership of Region 4 ATPE, the State Association, or education in Texas.

**Membership** - To promote the growth of Region 4 ATPE 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 4 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 4 at the Region 4 Assembly or board to be considered at the next convention.

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



**Service** - To design all region-sponsored programs involving services for the membership of Region 4.

**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**

<b>Office</b>	<b>Officer</b>	<b>Committee</b>
President	Imelda Hernandez	Bylaws
President-Elect	Ryan Nassif	Public Information
Treasurer	Yvette Vickers-Jones	Scholarships and Grants
Secretary	Lannie Milon, Jr.	Membership, Legislative
Member at Large	Shawn Mustain	Resolutions
Past President	Martha Anne Pierson	Membership, Nominations
Director	Eli Rodriguez	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.

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 Scholarships & Grants 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 cannot receive a grant the next year. Likewise, if a person receives a scholarship one year, they cannot receive a scholarship the next year. The region will award up to three scholarships and up to 4 grants. Starting with 2015-16, grants and scholarships will be \$1,000 each.

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 and members of the Scholarship and Grant Committee are ineligible from applying for scholarships and grants given by Region 4 ATPE.

# Region Officers' Duties

## Duties of Region 4 ATPE Director

Many of a Region Director's general 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 Board of Director (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 4 ATPE President

The Region President is the presiding officer of the Executive Committee. As the presiding officer, some of their duties include:

- Plan the Region's meetings and prepare their agenda
- Preside at those meetings
- Direct the planning of all Region program
- Assist in the coordination of the activities between the Region and local organizations
- Perform all duties incident to the office of President
- Be a liaison between designated committee(s) and the Region Executive Committee
- Propose a budget for the next fiscal year with the help of the Treasurer and Past President
- Work with the Treasurer to submit the required financial information to the ATPE state office for financial review as required

- Publish a Region newsletter three times a year
- Be the official liaison between Region 4 and the ATPE state office for submission to the region's web page

They also perform duties given to them by Region 4 ATPE Bylaws, including:

- Designate a chairperson of each of the Region committees – Article 4, Section 3: (c) & Article VI, Section 6: Chairperson
- Determine Region Executive Committee meeting dates – Article 4, Section 5: Meetings
- Contact Region Executive Committee members who miss two consecutive meetings - Article 4, Section 8: Attendance
- Obtain Region 4 local presidents mailing addresses, phone numbers, and mail labels from the State ATPE office. 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 4 President-Elect**

The Region President-Elect is a flexible leader who is learning about the Region Presidency. They actively support the Region President by willingly assuming assigned duties and/or by actively suggesting ideas in Region Executive Committee meetings. Their specific responsibilities include:

- Perform the duties of the president in his/her absence
- Be aware of all Region matters
- Assist the Region President in achieving Region goals
- Work with the Region President to make sure Region bylaws are upheld as the Region conducts its business
- Work with the Region President to develop the Region's election system
- Understand and assume fiduciary responsibility for the region budget.

## **Duties of the Region 4 Secretary**

The Region Secretary has a number of important duties regarding accurate record-keeping and communications. These duties include:

- 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
- 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

- Help with the processes of the meeting, such as knowing 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 the Region changes its bylaws, submit a revised copy to the ATPE 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
- 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
- Work with the Executive Committee to facilitate Region communications
- Communicate with the local units in the region and the ATPE state office when necessary
- Maintain a supply of Region letterhead that includes the names and emails of the current officers
- Become familiar with your region's archives and keep good records

## Duties of Region 4 Treasurer

The Region Treasurer is the prime fiduciary agent of the Region, and as such is responsible for the accurate accounting, use, and disbursement of Region funds. Their specific duties include:

- 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
- 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
- Require 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
- 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, and what. Keep all such documents and your check register in one location. Each disbursement will have a reimbursement form attached for records
- Reconcile Region 4 financials on the 1<sup>st</sup> of each month
- Deposit funds within a week of receipt
- Set the Region budget:
  - Think about and try to anticipate how the Region will want to allocate its monies in order to achieve desired outcomes
  - Meet with the Executive Committee at the beginning of the 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 the 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.
  - 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 the 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
- 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 on the status of Region finances at each Executive Committee meeting and to members at each Region meeting.
  - Send monthly financial information electronically to the Executive Committee that includes a printout from the bank website, current Multi-year budget page and the Check Reconciliation page of the financial spreadsheet.

## Region Officer Vacancy

Vacancies of the Region 4's Director's position will be filled in one of the following methods:

- a) If more than one-third (1/3) of the term remains, the vacancy will be filled by an election at the next region meeting. Note: the Director's term is 24 months in length. If the Director has more than 8 months left of the term unserved, an election will have to be called to fulfill the unexpired term.
- 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 that respective region. If the Director has less than 8 months left of the term unserved, the Region 4 ATPE Executive Board will appoint a new director to fulfill the unexpired term.

In the event that the Region 4 President resigns or is elected to another office, the President-Elect will automatically become President. The board will make an appointment to fill the position of President-Elect. If the position is filled with a current board member, the board will then fill in any positions created by such a move in positions until all officers are filled. These officers will complete the one year term of the original officer.



**ATPE**<sup>TM</sup>  
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**Bylaws  
of the  
Region 4  
ATPE**

## **ARTICLE I. NAME and PURPOSE**

### Section 1: Name

This organization shall be known as the Region 4 Association of Texas Professional Educators (ATPE).

### Section 2: Purpose

ATPE Region 4 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 4; 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 4 is organized for the following purposes: to provide leadership in assisting ATPE local units within Region 4; 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 4 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 4 shall coincide with the boundaries established by the Texas

Education Agency (TEA) for Education Service Center Region 4 in its Texas School Directory updated October, 1979, and includes Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, and Waller 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 4, and who have not otherwise had their state membership suspended will be members of Region 4. The membership year of the Association shall be from August 1 through July 31 of the following year.

## Section 3: Charter Procedures

Region 4 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, student teacher, college student, and retired members of ATPE Region 4 shall be entitled to vote when a matter is submitted for a vote. The only voting rights accorded to the membership of ATPE Region 4 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 4 shall be a President, a President-Elect, a Secretary, a Treasurer, a Member at Large, 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 shall take office on August 1, following his/her election. The President, President-Elect, Secretary, Treasurer, and a Member at Large shall serve a one-year (1) term of office, through July 31, of the following year. The President-Elect shall automatically succeed to the office of President the following year. The Director shall take office on August 1, following his/her election, and shall serve a two-year (2) term of office, through July 31, at the end of the two-year term. The Director for Region 4 ATPE will be elected on even numbered years.

No officer may hold the same office for more than one year in succession, except for the Director who may serve for four years if elected to a second term. Any person who assumes an office for the remainder of an existing term 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 4 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 region offices except President (starting in 2017) and Immediate Past President. The Nomination/Election Committee will solicit nominations for Region Director during even numbered years or during a vacancy according to these and state bylaws. 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<sup>18</sup> 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 4 Assembly. A list of nominated candidates shall be given to the Local Unit Presidents of Region 4 at least ten (10) days prior to the regular annual Spring meeting of the Region 4 Assembly.

The officers of ATPE Region 4 shall be elected by a majority vote of the delegates present and voting during the regular annual Spring meeting of the Region 4 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 4 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 4 Executive Committee. A vacancy in the office of President shall be filled by succession of the President Elect 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 4 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 4 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) **President-Elect.** In the absence of the President, or in the event the President is unable to act or refuses to do so, the President-Elect 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 President-Elect 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) **Member at Large.** Member at Large will perform duties as assigned by the sitting president.

(f) **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.

(g) **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, President Elect, 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 4;

(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 4 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 4, giving overall direction and mandating policy for the operations of ATPE Region 4. 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 4; (b) elect all officers of ATPE Region 4; and (c) establish appropriate policies for the operations of ATPE Region 4.

#### 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 4 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 4 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 4 are: (a) Nomination/Election; and (b) Bylaws. The Standing Committees of the ATPE Region 4 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 4 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 4, 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 4 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 4 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 4; to represent ATPE Region 4 in any activities involving legislation; and to monitor political activities that would affect the membership of ATPE Region 4, the State Association, or education in Texas.

(f) Membership. To promote the growth of ATPE Region 4 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 4.

(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 4 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 4 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 4, 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 4. 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 4 shall be signed by such officer or officers, agent or agents of ATPE Region 4 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 4 officer.

### Section 3: Deposits

All ATPE Region 4 funds shall be deposited from time to time to the credit of ATPE Region 4 in such banks, trust companies, or other depositories as the Region Executive Committee may select.

## **ARTICLE VIII. BOOKS AND RECORDS**

ATPE Region 4 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 4 members and local unit officers. All books and records of ATPE Region 4 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 4 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 4 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 4 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 sixty (60) 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 4, as amended and aligned with the State ATPE Bylaws on April 9, 2016, and will be effective at the 2016 Region 4 ATPE Fall Meeting. This certification executed on the 11th day of September, 2016, and signed by each Region 4 ATPE officer.

**A signed copy of these bylaws is on file with the State ATPE office.**

# Historical Information

<b>Year</b>	<b>Director</b>	<b>President</b>
2016-17	Eli Rodriguez - Cy-Fair	Imelda Hernandez – Galena Park
2015-16	Ron Fitzwater - Alvin	Martha Anne Pierson – Clear Creek
2014-15	Ron Fitzwater	Eli Rodriguez – Cy-Fair
2013-14	Ron Fitzwater	Stacey Ward – Humble
2012-13	Ron Fitzwater	Stacey Ward
2011-12	Ann Petrillo - Houston	Ron Fitzwater – Alvin
2010-11	Ann Petrillo	Ron Fitzwater
2009-10	Ann Petrillo	Ron Fitzwater
2008-09	Ann Petrillo	Julie Sanders – Alief
2007-08	Loyce Manahan - Galena Park	Julie Sanders
2006-07	Loyce Manahan	Ann Petrillo - Houston
2005-06	Loyce Manahan	Ann Petrillo
2004-05	Loyce Manahan	Ann Petrillo
2003-04	Cathleen Duvall - Fort Bend	Loyce Manahan – Galena Park
2002-03	Cathleen Duvall	Jean Brown – Alief
2001-02	Cathleen Duvall	Jean Brown
2000-01	Cathleen Duvall	Jean Brown
1999-00	Cathleen Duvall	Jean Brown
1998-99	Carolyn Cossey - Alief	Margaret Tipton – Channelview
1997-98	Carolyn Cossey	Margaret Tipton
1996-97	Carolyn Cossey	Gary Wodtly – Galena Park
1995-96	Jackie Smith - Galena Park	Gary Wodtly
1994-95	Jackie Smith	Carolyn Cossey – Spring Branch
1993-94	Jackie Smith	Carolyn Cossey
1992-93	Jackie Smith	Carolyn Cossey
1991-92	Cindy Petty - Cy-Fair	Cathy Duval – Fort Bend
1990-91	Cindy Petter	Cathy Duval
1989-90	Beverly Sinkey Etzel - Cy-Fair	Mary Gossett – Libery
1988-89	Beverly Sinkey Etzel	Jackie Smith – Galena Park
1987-88	Fred Cloud - La Porte	Beverly Sinkey Etzel – Cy-Fair
1986-87	Fred Cloud	Don Edwards – Deer Park
1985-86	Bill Crockett - Katy	Don Edwards
1984-85	Bill Crockett	Don Edwards
1983-84	Bill Crockett	Don Edwards
1982-83	Bill Crockett	Fred Cloud – La Porte
1981-82	Bill Crockett	Fred Cloud
1980-81	Bill Crockett	Fred Cloud



# Forms

# *Additional Region 4 ATPE Financial Assistance Request for Summit 2017*

Name of Local: \_\_\_\_\_  
 Date of Request: \_\_\_\_\_ / \_\_\_\_\_ / 2017  
 Address of Local or Officer: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Print Name of Person Requesting: \_\_\_\_\_

Office Held: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Print Name of Additional Person Verifying Request: \_\_\_\_\_

Office Held: \_\_\_\_\_

Signature: \_\_\_\_\_

Amount of Funds in the Local's Savings Account: \$ \_\_\_\_\_

Amount rec'vd from State: \$ 0 Amount of local budget: \$ \_\_\_\_\_

\*\*\*\*\*

Registration: \$125 x \_\_\_\_\_ (number of delegates) = \$ \_\_\_\_\_

Total Room Cost (at 4 people to a room) = + \$ \_\_\_\_\_

Summit Meals –

Membership Awards Luncheon: \$25 x \_\_\_\_\_ = + \$ \_\_\_\_\_

HOD Lunch: \$15 x \_\_\_\_\_ = + \$ \_\_\_\_\_

Awards Banquet: \$35 x \_\_\_\_\_ = + \$ \_\_\_\_\_

Travel: \_\_\_\_\_ miles at \$0.55 per mile = + \$ \_\_\_\_\_

Total cost (added from above) = \$ \_\_\_\_\_

Minus Region 4 Regular assistance\* - \$ \_\_\_\_\_

Minus Local Summit Budget - \$ \_\_\_\_\_

**Amount requested from Region 4: = \$ \_\_\_\_\_**

\*Region 4 regular assistance is based on the following formula: \$600 for the first voting delegate attending, plus \$135 for each additional voting delegate up to a maximum rebate of \$2,490 (15 voting delegates). This form is for requesting *additional* money beyond this regular assistance. **Regular assistance does not require a form.**

**Required attachments checklist:** \_\_\_\_\_ Local unit budget  
 \_\_\_\_\_ Current bank statement with checking and savings

## ***Additional Region 4 ATPE Financial Assistance Request for Summit 2017***

**Important note:** In order to receive the full amount of regular financial assistance as well as any additional money requested with this form, all registered voting delegates must sign in at both sessions of the House of Delegates as well as at the Region 4 Caucus. **Failure to do so will result in the appropriate prorating of these funds.**

This application for additional funds must be **postmarked on or before the 25<sup>th</sup> of May** and must include the required attachments (local budget and current bank statement). The Region 4 ATPE Executive Committee will review the application and make their decision. Allocation of financial assistance will be based on financial need and amount of funds available; it is for Region 4 ATPE Locals only.

**Please send to: Imelda Hernandez, 13323 Myrna Lane, Houston, TX 77015**

\*\*\*\*\*

### **For Region 4 Executive Committee Use Only**

Date Received: \_\_\_\_\_ / \_\_\_\_\_ / 2017

Required Items Checklist:

\_\_\_\_\_ Does the local have a savings account?

\_\_\_\_\_ Did the local attach a budget?\*

\_\_\_\_\_ Did the local attach a bank statement?\*

\*\* If either is not attached, then the application must be disqualified.

\_\_\_\_\_ Application Approved

\_\_\_\_\_ Application Denied

\$ \_\_\_\_\_ Amount Awarded

\_\_\_\_\_ Check Number

Signature of First Region 4 ATPE Officer Approving: \_\_\_\_\_

Signature of Second Region 4 ATPE Officer Approving: \_\_\_\_\_



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## Region 4 ATPE Scholarship Application

### 2017 Scholarship Information

Region 4 Association of Texas Professional Educators awards scholarships on an annual basis to educators 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 a public school educator within the Region 4 area.
2. Applicants must use the 2017 ATPE Region 4 Scholarship Application.
3. Application must 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 cannot be winners of a 2016 ATPE Region 4 Scholarship.
8. Completed application, including personal statement, must be postmarked no later than midnight, January 31, 2017.
9. **Applicants will be expected to attend the Region 4 ATPE Spring Assembly in April.**

#### Selection Process:

1. Applications must be **postmarked** no later than midnight January 31, 2017. 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 4 Spring meeting.
4. The scholarship monies will be awarded upon receipt of proof of completion by the Region 4 Treasurer. Upon completion of course or in-service, a transcript or a certificate of completion must be submitted to the Region 4 ATPE Treasurer. This scholarship must be used between June 1, 2017 and May 31, 2018.

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

**Region 4 ATPE Scholarship c/o Gayle Sampley**  
**5739 Timbers Trail Dr.**  
**Atascocita, Texas 77346-1976**

**For questions, contact**  
**Gayle Sampley at**  
**gaylesampley@me.com**

**Applications must be postmarked no later than Midnight, January 31, 2017.**



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**Region 4 ATPE  
Scholarship  
Application**

**2017 Region 4 ATPE Scholarship Application**  
(Word process only.)

**Personal Information:**

Name: \_\_\_\_\_

Category:     I am a Certified Educator     Paraprofessional

Home Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Home Telephone: (\_\_\_\_\_) \_\_\_\_\_ Home Email: \_\_\_\_\_

**Employment Information:**

School District: \_\_\_\_\_ For How Long? \_\_\_\_\_

Current Position/Campus: \_\_\_\_\_

School E-mail \_\_\_\_\_ School Telephone: (\_\_\_\_\_) \_\_\_\_\_

Previous Positions (Place, Position, Years) \_\_\_\_\_  
\_\_\_\_\_

Highest Degree Held: \_\_\_\_\_

Taking a class Degree/Certification Sought: _____ University/Location: _____ <p style="text-align: center;"><i>OR</i></p> 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 Region 4 ATPE Scholarship without regard to sex, race, color, national origin or ancestry, religion, age, handicap, or marital status. Region 4 ATPE Scholarships are considered income and recipients will need to supply appropriate paperwork, W-9, for check disbursement.*



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**Region 4 ATPE  
 Scholarship  
 Application**

**2017 Region 4 ATPE Scholarship Application**

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

Applicant: \_\_\_\_\_

Professional Involvement		Local, Region, or State Level?	Year(s)
Honors and Awards	Explain		Year
School Activities/Responsibilities	Explanation if Needed		
Community Activities	Explanation if Needed		



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**Region 4 ATPE  
College  
Scholarship**

## **2017 Scholarship Information**

Region 4 Association of Texas Professional Educators awards scholarships on an annual basis to college students who are pursuing an education degree. The scholarship monies, up to \$1,000, may be applied toward the cost of tuition, fees, or books. The student must be taking 12 credit hours to be considered a current college student. The Scholarship Award was established to honor and reward distinguished college students that will be entering the profession of education.

### Award Criteria:

1. Applicant must be a full-time college student attending a college within the Region 4 area.
2. Applicants must use the 2017 ATPE Region 4 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 professors or teachers are required and must be submitted **with the application**.
7. Applicants cannot be winners of a 2016 ATPE Region 4 Scholarship.
8. Scholarship winner is expected to attend Region 4 ATPE Spring Assembly.
9. **Completed application, including personal statement, must be postmarked no later than midnight, January 31, 2017.**

### Selection Process:

1. Applications must be **postmarked** no later than midnight January 31, 2017. 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 4 Spring meeting.
4. The scholarship monies will be awarded upon receipt of proof of completion submitted to the Region 4 Treasurer. Upon completion of course, a transcript or grade card must be submitted to the Region 4 ATPE Treasurer. This scholarship must be used between June 1, 2017 and May 31, 2018.

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

**Region 4 ATPE Scholarship c/o Gayle Sampley  
5739 Timbers Trail Dr.  
Atascocita, Texas 77346-1976**

**For questions, contact  
Gayle Sampley at:  
gaylesampley@me.com**

**Applications must be postmarked no later than Midnight, January 31, 2017.**



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**Region 4 ATPE  
College  
Scholarship**

**2017 College Student Scholarship Application**

(Word process only.)

**Personal Information:**

Name: \_\_\_\_\_

Please Verify: Full Time College Student\* Y/N \_\_\_\_\_ (\*12 hours or more)

Home Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Home Telephone: (\_\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

**College Information:**

College Attending: \_\_\_\_\_

Number of Credits earned: \_\_\_\_\_ College Grade Point Average: \_\_\_\_\_

Completed Student Teaching? Y/N \_\_\_\_\_ Where? \_\_\_\_\_

Education Experience: \_\_\_\_\_

Teaching Certifications will be: \_\_\_\_\_

Degree Sought: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Name of College Advisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*All applicants will receive consideration for the Region 4 ATPE Scholarship without regard to sex, race, color, national origin or ancestry, religion, age, handicap, or marital status. Region 4 ATPE Scholarships are considered income and recipients will need to supply appropriate paperwork, W-9, for check disbursement.*





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**Region 4 ATPE  
College  
Scholarship**

**2017 College Student Scholarship Application**

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

Applicant: \_\_\_\_\_

College Professional Involvement		Local, Region, or State Level?	Year(s)
Honors and Awards	Explain		Year
School Activities/Responsibilities	Explanation if Needed		
Community Activities	Explanation if Needed		



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**Region 4 ATPE  
Apple 4 Kids  
Grant**

## **2017 Apple Grant 4 Kids Information**

*The Region 4 ATPE Apple Grants 4 Kids acknowledges outstanding and creative educators 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 4 area and are exclusively for projects that directly affect students.*

### Award Criteria:

1. Applicant must be an educator within the Region 4 area.
2. Applicants must use the 2017 Region 4 ATPE Apple Grant 4 Kids Application.
3. Applications must be word processed.
4. Applicants must provide a letter of approval from administrator for the grant.
5. Grant proposals must be solely for projects directly involving students.
6. 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 cannot exceed \$1,000.00
7. Grant recipients are required to show outcomes of the project in a power point presentation at following Region 4 Spring Assembly.
8. Applicants cannot be winners of a 2016 Apple Grant 4 Kids.
9. Completed application must be postmarked no later than midnight, January 31, 2017.
10. Grant Winners are expected to attend Region 4 ATPE Spring Assembly.
11. Grant is not transferrable to another school or member.

### Selection Process:

1. Applications must be **postmarked** no later than midnight, **January 31, 2017**. The committee will not consider late, incomplete, or illegible submissions.
2. The Grant Selection Committee members will review the applications.
3. The grant winners are expected to attend the Region 4 ATPE Spring Assembly.
4. The grant monies will be distributed at the Spring ATPE Assembly of Delegates.

Mail completed application to:

**Region 4 ATPE Scholarship c/o Gayle Sampley  
5739 Timbers Trail Dr.  
Atascocita, Texas 77346-1976**

**For questions, contact  
Gayle Sampley at:  
gaylesampley@me.com**



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**Region 4 ATPE  
Apple 4 Kids  
Grant**

**2017 Apple Grant 4 Kids  
Application Cover Sheet**

**Category:**  **I am a Certified Educator**

**Paraprofessional**

**Word Process Only.**

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 Region 4 ATPE Apple Grant 4 Kids without regard to sex, race, color, national origin or ancestry, religion, age, handicap, or marital status.*



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Apple 4 Kids  
Grant**

## **2017 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. **Word Process only, 12 pt font – double spaced.**

**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?
- 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? (Itemized expenses should not exceed \$1,000.00.)
- 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 4 ATPE Scholarship c/o Gayle Sampley  
5739 Timbers Trail Dr.  
Atascocita, Texas 77346-1976**

For questions, contact Gayle Sampley  
at: [gaylesampley@me.com](mailto:gaylesampley@me.com)

**Applications must be postmarked no later than Midnight,  
January 31, 2017.**



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**Region 4 ATPE  
 Reimbursement  
 Request**

Date Submitted \_\_\_\_\_

Person Submitting Request \_\_\_\_\_

Event \_\_\_\_\_ Date of Event \_\_\_\_\_

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

- |                        |                                     |                          |
|------------------------|-------------------------------------|--------------------------|
| _____ Summit           | _____ Donation (ATPE Functions)     | _____ Postage            |
| _____ Fall Meeting     | _____ Executive Committee Meetings  | _____ Spring Assembly    |
| _____ Check Reissue    | _____ Promo Items/Gifts/Door Prizes | _____ Office Supplies    |
| _____ Lobby Day        | _____ Leadership Team Meetings      | _____ Committee Meetings |
| _____ Special Projects | _____ Scholarships/Grants           | _____ Region Rep Suppl.  |

Travel Expenses:

Hotel \_\_\_\_\_ X \_\_\_\_\_ nights = \$ \_\_\_\_\_

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

Meals (total and attach receipts) = \$ \_\_\_\_\_

Note to exceed: \$10.00 Breakfast, \$15.00 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 \_\_\_\_\_

*For office use:*

\_\_\_\_\_

Paid Check # \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

**Send reimbursement request and receipts to:**

**Yvette Vickers-Jones, Region 4 ATPE Treasurer, 15821 FM 529 #176, Houston, TX 77095**



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**Region 4 ATPE  
Committee  
Service  
Form**

## 2016-2017 Region 4 ATPE Committee Application

- If you have questions regarding the duties of any of these committees, please visit: <http://www.atpe.org/en/About-ATPE/ATPE-Region-Pages/Region-4>
- Indicate your preferences by numbering the committees in the spaces below, with 1 being your top choice. Or, you may select that you'll serve on any committee.
- If you know of ATPE members who might be interested in serving, please give them copies of this form.

### Region 4 ATPE Committees

I will serve on any committee

Bylaws

Public Information

Hospitality

Legislative-PAC

Membership

Nomination/Election

Resolutions

Scholarships/Grants

Service

*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.)*

\_\_\_\_\_  
Applicant's Signature

Name: \_\_\_\_\_

Home address: \_\_\_\_\_

City, state, ZIP: \_\_\_\_\_

Home telephone: (\_\_\_\_\_) \_\_\_\_\_

Home email: \_\_\_\_\_

Local unit name: \_\_\_\_\_

Current employment position: \_\_\_\_\_

\_\_\_\_\_  
Elementary? Secondary? Other? \_\_\_\_\_

\_\_\_\_\_  
Years of education experience: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### MAIL THIS FORM TO:

Imelda Hernandez  
13323 Myrna Lane  
Houston, TX 77015

You may also e-mail a scanned copy to [ihernandez@galenaparkisd.com](mailto:ihernandez@galenaparkisd.com), or turn it in at the Region 4 ATPE Spring Assembly of Delegates.

The Region 4 officers must receive this form by **April 30, 2017**.