

ATPE REGION 4 BYLAWS

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CERTIFICATION AND SIGNATURE



Article I: Name and Purpose

Section 1: Name

This organization shall be known as the Association of Texas Professional Educators Region 4 (hereinafter referred to as “the Region”).

Section 2: Purpose

The Region is organized to promote the purposes and guiding principles of the Association of Texas Professional Educators, as defined in the ATPE State Bylaws. The purpose of the Region is to:

- (a) Elect a representative to serve on the ATPE Board of Directors in accordance with Article V, Section 2, of the ATPE State Bylaws, and elect other Region officers as necessary to carry out the functions of the Region.
- (b) Facilitate information sharing between the Region Director and ATPE members in the Region.
- (c) Recruit and support at-large members and at-large campus representatives throughout the Region.
- (d) Engage in efforts to raise awareness of ATPE within the Region.
- (e) Assist local unit leaders within the Region and support the formation of new local units.
- (f) Provide support to Region members attending statewide ATPE events.
- (g) Certify Region officers and at-large delegates from the Region for the ATPE House of Delegates.

Section 3: Charter Maintenance

The Region shall submit a copy of its duly adopted bylaws to the ATPE State Office no later than fourteen (14) days after the vote on the bylaws has taken place. The Region shall submit a list of its Region officers to the ATPE State Office no later than fourteen (14) days after their election or appointment.

Article II: Membership

Section 1: Boundaries

In accordance with Article VIII, Section 2 of the ATPE State Bylaws, the geographical boundaries of the Region shall align with the boundaries established by the Texas Commissioner of Education for Education Service Center Region 4.

Section 2: Membership Qualifications

As provided in the ATPE State Bylaws, ATPE members within the boundaries of a Region are members of that respective regional organization. As such, persons who have paid the prescribed ATPE state membership dues for the current membership year, who educate or reside within the boundaries of the Region, and who have not otherwise had their state memberships suspended or been expelled will be members of the Region.

Section 3: Fiscal and Membership Year

The fiscal year and membership year of the Region shall run concurrently with those of the State Association as established by the ATPE Board of Directors and outlined in the ATPE State Bylaws.

Section 4: Voting Rights

All Professional, Administrator, Retiree, Associate, Clinical Teacher, and College Student members of the Region shall be entitled to vote when a matter is submitted to such vote. The only voting rights accorded to the members of the Region shall be to participate in a Region meeting, in the adoption or amendment of Region bylaws, and in the election of a Region director and Region officers.

No proxy voting shall be recognized.

Article III: Officers

Section 1: Region Officers and Duties

The officers of Region 4 and their respective duties are as follows:

- (a) **Region President.** The Region President shall plan and preside at meetings of the Region and the Region Executive Committee. The Region President shall direct the planning of all Region programs. The Region President shall review quarterly reports on the Region's finances. The Region President shall assist the Director in coordinating the activities between the State Association and the Region. The Region President shall be an ex officio voting member of all Region committees except Nomination/Election. The Region President shall perform all duties incident to the office of Region President and all other duties given by these Region bylaws.
- (b) **Region Vice President.** In the absence of the Region President, or in the event the Region President is unable to act or refuses to do so, the Region Vice President shall perform the duties of the Region President. When so acting, the Region Vice President shall have the powers of and shall be subject to all the restrictions placed upon the Region President. The Region Vice President shall participate in meetings of the Region Executive Committee. The Region Vice President shall perform such other duties as may be assigned by the Region President or the Region.
- (c) **Region Secretary.** The Region Secretary shall keep the minutes of all meetings of the Region and the Region Executive Committee. The Region Secretary shall participate in meetings of the Region Executive Committee. The Region Secretary shall perform all duties incident to the office of Region Secretary and such other duties as may be assigned by the Region President.
- (d) **Region Treasurer.** The Region Treasurer shall have charge and custody of and shall be responsible for all Region funds. The Region Treasurer shall provide copies of monthly bank statements to the Region officers and keep the Region officers fully apprised of the financial condition of the Region on at least a quarterly basis. The Region Treasurer shall complete an annual treasurer's report that is presented during the annual meeting of the Region and made available to all members of the Region. The Region Treasurer shall participate in meetings of the Region Executive Committee. The Region Treasurer shall perform such other duties as may be assigned by the Region President.
- (e) **Immediate Past Region President.** The Immediate Past President of the Region shall participate in meetings of the Region Executive Committee and shall perform such duties as may be assigned from time to time by the Region President.
- (f) **Director.** The Region Director shall perform the duties outlined in the ATPE State Bylaws, Article V, Section 3. The Director shall participate in meetings of the Region Executive Committee. In addition, the Director shall be responsible for coordinating activities between the State Association and the Region and shall aid in the formation of local units within the Region.

- (g) **Region Member at Large.** The Region Member at Large shall participate in meetings of the Region Executive Committee and perform duties as assigned by the Region President.

Section 2: Term

- (a) All officer terms of the Region shall run concurrently with the membership year of the State Association and the ATPE State Officer terms as established in the ATPE State Bylaws.
- (b) The Region President shall automatically succeed to the office of Immediate Past Region President for the following term.
- (c) The Region Director shall be elected for a two-year (2) term of office as provided by the ATPE State Bylaws. No Director may be elected more than two times consecutively.
- (d) All other Region officers shall be elected for a two-year (2) term.

Section 3: Nomination and Election

- (a) **Nominating Committee:** The Region Executive Committee shall appoint a Nomination/Election Committee to solicit and receive nominations of candidates for each Region office other than that of Immediate Past President. Nominations shall be requested from members of the Region at least sixty (60) days prior to the scheduled election date. The call for nominations and any election rules adopted by the Region Executive Committee shall be emailed to each Region member using the primary address of the Region member maintained in the records of the State Association. Nominations must be received at least thirty (30) days prior to the date of the election to be included by the committee on the list of nominated candidates.
- (b) **Qualifications:** All Region officers shall be voting members of the State Association and shall be members of the Region served, as prescribed in the ATPE State Bylaws. The Nomination/Election Committee shall verify the membership status of Region officer candidates using the data maintained by the state office. The Region President and Region Treasurer may not be related to each other within the third degree by consanguinity or within the second degree by affinity. A Region officer who no longer meets these qualifications shall resign or be subject to immediate removal.
- (c) **List of Nominated Candidates:** A list of nominated candidates who meet the eligibility requirements shall be provided to all members of the Region at least twenty (20) days prior to the election. The list shall be delivered by email to each Region member's primary address maintained in the records of the State Association.
- (d) **Floor Nominations:** Nominations may be submitted from the floor during a meeting at which the Region officer election will take place. Write-in votes may be cast in any election of Region officers.
- (e) **Election:** Upon the close of nominations, including floor nominations, if there is only one nominee for any Region office, the candidate shall be declared elected to that office without need for a vote. Otherwise, the officers of the Region shall be elected by a majority vote by ballot of the Region members present and voting during the meeting at which the election is held.
Alternatively, an election may be conducted by mail or electronic ballot, in which case the officers of the Region shall be elected by a majority vote of the Region members eligible to vote and participating in the election.
- (f) **Notification Following Election:** The Region shall submit a list of its Region officers to the ATPE State Office no later than fourteen (14) days after their election or appointment.

Section 4: Removal

A Region officer may be removed for cause by affirmative vote of four-fifths (4/5) of the Region Executive Committee, with such vote taking place during executive session. An officer subject to a removal vote should be notified at least thirty (30) days prior to the meeting at which the vote will occur.

Section 5: Vacancies

A Region officer may resign by submitting a letter of resignation to the Region Executive Committee.

A vacancy in the office of the Region Director shall be filled in one of the following methods in accordance with the ATPE State Bylaws, Article V, Section 5:

- (a) If the vacancy takes effect prior to December 1 of the year prior to the election, the vacancy will be filled by an election within the Region.
- (b) If the vacancy takes effect on or after December 1 of the year prior to the election, the ATPE Board of Directors will fill the vacancy by appointing a member of the Region to the office for the unexpired portion of the term.

A vacancy in the office of Region President shall be filled by succession of the Region Vice President to the office of Region President for the remainder of the term.

A vacancy in the office of Immediate Past Region President shall remain vacant.

For a vacancy in any other Region office, the Region Executive Committee shall appoint a member of the Region to that office for the unexpired portion of the term.

Article IV: Region Executive Committee

Section 1: Composition and Quorum

The President, Vice President, Secretary, Treasurer, Member at Large, Immediate Past President, and Director of the Region shall collectively constitute the Region Executive Committee. A majority of the total membership of the Region Executive Committee shall constitute a quorum for the transaction of business.

Section 2: Duties

The Region Executive Committee shall not adopt or amend the bylaws. However, the Region Executive Committee collectively has the following powers and shall execute the following duties:

- (a) Hold at least one annual meeting of the Region Executive Committee and approve the minutes of such meetings.
- (b) Set the time and place of the annual, as well as any special, meetings of the Region, prepare and provide an agenda, and approve the minutes of such meetings.
- (c) Adopt rules as recommended by the Region Committee on Nomination/Election to govern the election of Region officers.
- (d) Ensure each member of the Region receives notice of Region meetings, nominations for Region office, and proposed and adopted bylaws amendments in accordance with these bylaws and policies established by the State Association.
- (e) Exercise the management of the Region between Region meetings.
- (f) Determine annually the number of members and appoint members to all standing committees of the Region.
- (g) Appoint such special committees as considered necessary or desirable for the Region.
- (h) Develop and adopt an annual budget for the Region prior to the start of each fiscal year and make the budget available to all members of the Region.

- (i) Authorize the execution of contracts and payments in the name of the Region in accordance with these Region bylaws and the bylaws and policies of the State Association.
- (j) Adopt policies for the use of debit or credit cards, electronic funds transfers, checks, or other methods of making payments with Region funds in accordance with these Region bylaws and the bylaws and policies of the State Association.
- (k) Review and acknowledge monthly bank statements, quarterly financial reports, and the annual treasurer's report for the Region.
- (l) Review and acknowledge any treasurer's report prior to its dissemination to the members of the Region by email or at a Region meeting.
- (m) Provide the Region's annual treasurer's report and fiscal year closing bank statement to the State Association as required by the ATPE State Bylaws or ordered by the ATPE Board of Directors.
- (n) Participate in reviews or audits of the Region's finances conducted by the State Association as required by the ATPE State Bylaws or ordered by the ATPE Board of Directors.
- (o) Comply with charter and financial standards established by the ATPE Board of Directors.
- (p) Serve as voting delegates in the House of Delegates of the State Association in accordance with the ATPE State Bylaws.
- (q) Adopt other Region policies as necessary, provided they do not conflict or are inconsistent with the bylaws of the Region and State Associations and the policies of the State Association.

Section 3: Meetings

The Region Executive Committee shall meet at least once annually, as determined by the Region President. Special meetings may be held upon the request of three (3) members of the Region Executive Committee and shall be called by the Region President within thirty (30) days of the receipt of such a request.

Notice of any meeting of the Region Executive Committee shall be given at least five (5) days prior to the meeting date by notice delivered personally or via email to each Region Executive Committee Member.

Any meeting of the Region Executive Committee may be held electronically or via phone, provided that all members have the opportunity to hear each other.

Any action that may be taken at a meeting of the Region Executive Committee may be taken without a meeting if a consent-in-writing setting forth the action to be taken is signed by all members of the Region Executive Committee. Such consents shall be reported in the minutes of the next regular meeting of the Region Executive Committee.

Article V: Region Meetings

Section 1: Region Meetings

The Region shall conduct at least one annual meeting to be held at a time determined by the Region Executive Committee. The annual meeting of the Region shall be held for the purpose of adopting or amending the bylaws of the Region, electing all officers of the Region, conducting other business of the Region, and establishing policies as necessary for the operations of the Region.

Special meetings of the Region may be called by petition of one-third (1/3) of the Region members 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 nor more than sixty (60) days after the Region Executive Committee receives the petition.

All members of the Region shall be entitled to attend annual and special meetings of the Region. All Region members afforded voting rights under Art. II are entitled to vote at a Region meeting.

Section 2: Notice

Each Region member shall be notified of the date, time, and location of any annual or special meeting of the Region in accordance with the bylaws and policies established by the State Association.

Notice of the annual meeting or any meeting at which there will be an election of Region officers or consideration of bylaws amendments shall be sent at least sixty (60) days prior to the meeting. Notice of any other Region meeting shall be sent at least thirty (30) days prior to the meeting.

The Region Executive Committee shall prepare and publish an agenda for the meeting. In the event the agenda includes a proposed bylaws change, notice of the wording of the proposed bylaws change shall be provided to all Region members at least twenty (20) days prior to the meeting.

Notice of a meeting or proposed bylaws amendment shall be made by electronic mail using the primary email address of the Region member maintained in the records of the State Association.

Section 3: Quorum

A majority of the Region members attending and eligible to vote at a Region meeting shall constitute a quorum for the transaction of business.

Article VI: Committees

Section 1: Types of Committees

The Region shall have a Standing Committee on Nomination/Election and may include such other standing and special committees as deemed necessary or desirable. The standing committees of Region 4 are as follows:

- (a) **Nomination/Election**
- (b) **Bylaws**

Section 2: Duties of Standing Committees

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

- (a) **Nomination/Election.** To solicit and receive all nominations for Region officers, to propose a slate of candidates for the Region Executive Committee, and to recommend for approval by the Region Executive Committee the rules to govern the election of officers at the Region meeting. These rules are to be presented to the Region Executive Committee at least sixty (60) days prior to the election and before a call for nominations is issued.
- (b) **Bylaws.** To review proposed amendments to the bylaws of Region 4 ATPE, make any necessary corrections for consistency in grammar and style with existing bylaws, and convey such changes to the amendment authors; to offer the recommendations of the committee on whether the Region should adopt the proposed amendments; and to prepare a report containing the proposed bylaws amendments and the committee's recommendations to be presented by the committee's chair at the Region meeting.

Section 3: Appointment

The Region Executive Committee shall appoint members of standing and special committees from among Region members. The Region President shall submit a list of proposed committee appointments to the Region Executive Committee. The Region Executive Committee may amend the list and shall approve the final appointments. The Region President shall designate one member of each committee to serve as its chair. The Region President shall be an ex officio voting member of each committee except the Nomination/Election Committee.

Section 4: Term of Office

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

Section 5: Quorum

Unless otherwise provided by the Region Executive Committee in its designation of a committee, a majority of the whole committee shall constitute a quorum. The Region President shall not be counted in the determination of a committee quorum.

Section 6: Vacancies

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

Section 7: Limitation of Service

No member of the Region Executive Committee may simultaneously serve on more than one (1) standing or special committee of the Region. This subsection shall not be construed to prohibit the fulfillment of the Region President's ex officio role as outlined in Section 3.

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

Article VII: Contracts and Finances

Section 1: Contracts

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

Section 2: Payments

All checks, drafts, orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Region shall be signed by such Region officer or officers determined by the Region Executive Committee. In the absence of such designation by the Region Executive Committee, the instruments shall be signed by the Region Treasurer and countersigned by the President or Vice President of the Region. The use of debit or credit cards or other methods of electronic payment of Region funds shall be governed by the policies adopted by the Region Executive Committee.

Section 3: Deposits

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

Section 4: Rebates

Rebates received from the State Association may be used for expenses approved by the Region Executive Committee and/or ordered by a vote of the Region members.

Section 5: Use of Funds

No part of the net earnings of the Region shall inure to the benefit of any private individual, except that reasonable compensation may be paid for services rendered to or for ATPE affecting one or more of its purposes.

The Region may not expend funds through a scholarship program unless the program has been reviewed and approved by the State Association as required by the ATPE Board of Directors.

Section 6: Dissolution

Upon termination or dissolution of the Region, whether mandated by action of the ATPE Board of Directors or through voluntary actions taken by the region, any assets of the Region (including monies, physical assets, and records) lawfully available for dissolution shall become property of the State Association and shall promptly be returned to the state office.

Article VIII: Miscellaneous Provisions

Section 1: Procedure

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Region in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the Region, the ATPE State Bylaws, and any special rules of order the Region may adopt.

Section 2: Intellectual Property

The Region shall comply with all licensing terms and policies promulgated by the State Association for the Region's use of intellectual property including ATPE trademarks, logos, slogans, and other branding elements.

Section 3: Books and Records

The Region shall keep such books and records as are required by law and State Association policy, including:

- (a) Treasurer's reports and other documentation of the region's finances; and
- (b) Minutes of its committee meetings, Region meetings, and Region Executive Committee meetings.

All books and records of the Region may be inspected by the State Association through its designated staff or by any Region member or their agent or attorney for any proper purpose at any reasonable time.

Section 4: Litigation

The Region shall not initiate any legal action without prior approval of the State Association.

Article IX: Amendments to Bylaws

Section 1: Authority to Amend

These bylaws may be amended by a two-thirds (2/3) vote of the Region members present and eligible to vote at any Region meeting, provided that each Region member has been given proper notice as set forth in these bylaws and in accordance with policies established by the State Association.

Section 2: Submission Requirements

A voting member of the Region may propose an amendment to the Region bylaws. All proposed amendments to these bylaws shall be submitted to the Region Executive Committee in writing and signed by the Region member making the proposal at least thirty (30) days prior to the date of the Region meeting at which the amendment will be considered.

Section 3: Notice

(a) Proposed amendments: The Region shall provide notice of any proposed bylaws amendment by email to each member of the Region and to the ATPE state office at least twenty (20) days prior to the meeting at which the amendment will be considered.

(b) Adopted amendments: The Region shall provide notice of any adopted bylaws amendment by email to each member of the Region and to the ATPE state office no later than fourteen (14) days after the meeting at which the amendment was adopted.

(c) Method of notice: Notice of amendments shall be made by electronic mail using the primary email address of the Region member maintained in the records of the State Association.

Section 4: Conflicts

The region may not adopt bylaws that conflict or are inconsistent with the ATPE State Bylaws. In the event of a conflict, the State Bylaws take precedence over the Region Bylaws.

In the event of conflict between bylaws or policies adopted by the Region and policies adopted by the Region Executive Committee, the dictates of the Region shall prevail over those of the Region Executive Committee.

Section 5: Effective Dates

Unless otherwise noted, bylaws adopted by the Region are effective immediately upon their receipt by the ATPE state office.

Certification and Signature

Certified as the true and correct bylaws of Region 4, as adopted on the **25th** day of **April, 2026**.

Signature: *Jessica McHale-Rutherford*

Printed Name: Jessica McHale-Rutherford

Office: Region President Date: 05/16/2026

Signature: *Jay Guerrero*

Printed Name: Jay Guerrero

Office: Region Director Date: 05/26/2026