

Region 17 Bylaws

05/2018

Article I: Name

Section 1: Name

The organization shall be known as the Association of Texas Professional Educators Region 17 (hereinafter referred to as *the Region*).

Section 2: Purpose

The Region is organized to promote the purpose 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 the public control of public schools in the region; to promote activities, services and training for educators; and to develop and maintain high standards of professional ethics among all ATPE members. In addition, the ATPE Region is organized for the following purposes: to provide a framework and organization for implementing the State Association programs and objectives to provide leadership in assisting ATPE local units within Region 17; to implement the programs and objectives of the state and regional organization; and, to assist in the promotion of items of concern of ATPE Region 17 members. No part of the net earnings of the Region Association shall inure to the benefit of any private individual, except that reasonable compensation may be paid for services rendered to or for ATPE affecting one or more of its purposes; and to develop and maintain high standards of professional ethics among all professional educators.

Article II: Membership

Section 1: Boundaries

In accordance with Article VIII, Section 1 of the State Bylaws, the Region shall coincide with the boundaries established by the Texas Education Agency (TEA) for Education Service Center Region 17 in its Texas School Directory dated October, 1979.

Section 2: Membership

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

Section 3: Membership Year

The membership year shall run concurrently with the state membership year as established in the ATPE State Bylaws, Article III, Section 3. Currently, the state membership years runs Aug. 1 through July 31 of the following year.

Section 4: Charter Procedures

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

Section 5: Voting Rights

All professional, administrator, associate, student teacher, college student and retired members of the Region shall be entitled to vote when a matter is submitted to such vote. The only voting rights accorded to the membership of the Region shall be to participate in a Region Assembly and in the election of the region director and region officers and to participate in referendums. No proxy shall be recognized.

Article III: Region Officers

Section 1: Region Offices

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

Section 2: Tenure/Term

- (a) All officer terms of the region shall run concurrently with the state ATPE officer terms as established in the state Association bylaws, Article IV, Section 6. Currently runs Aug. 1 to July 31.
- (b) The Director shall serve a term of office as defined by the ATPE State Bylaws, Article VIII, Section 6.

Section 3: Qualifications

All region officers shall be members of the Region.

Section 4: Election

The Region Executive Committee shall appoint a Nomination/Election Committee to receive nominations of candidates for all offices except Immediate Past President and including that of the Region Director. The President shall automatically succeed to the office of Immediate Past President. Only nominations received at least (15) days prior to the day of the annual meeting of the Region Assembly at which the election shall be held shall be included by the Nomination/Election Committee on the list of nominated candidates. Additionally, nominations may be submitted from the floor of the Region Assembly. Ten (10) days' notice of the Nomination/Election Committee list on nominated candidates shall be given to the region members. The officers of the Region shall be elected by a majority vote by the members of the region present and voting. Each officer shall hold office until his or her successor has been duly elected and has qualified.

Section 5: Removal

Any officer may be removed by a two-thirds (2/3) vote of the members present and voting at the Region Assembly, provided a notification indicating that there will be a vote on whether or not to remove an officer has been given to all members at least thirty (30) days in advance.

Section 5: Vacancies

An officer may resign by submitting a letter of resignation to the Region Executive Committee. A vacancy in the office of president shall be filled by succession of the vice president to the office of president for the remainder of the term. A vacancy in any other office, except that of Region Director, may be filled by an appointee of the Region Executive Committee for the unexpired portion of the term. A vacancy in the office of the Region Director will be filled in accordance with the terms outlined in the ATPE State Bylaws, Article V, Section 7.

Section 7: Duties

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

Article IV: Region Executive Committee

Section 1: General Power

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

Section 2: Region Executive Committee

The President, Vice President, Secretary, Treasurer, Immediate Past President and Director of the Region shall collectively constitute the voting members of the Region Executive Committee, and shall have duties as hereinafter described. The Region Executive Committee shall 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) Appoint the members to the standing committees. The President shall have the authority to designate a chairman from the committee members.
- (b) Appoint such special committees as considered necessary or desirable, and appoint such members. From these members, the President shall have the authority to designate the chairman.
- (c) Require each Region Officer, including the Region Director, and all committees to submit periodic and annual reports to the Region Executive Committee. Such reports shall be subject to such action as the Region Executive Committee may deem appropriate. Annual reports from committees shall be forwarded to the Region Assembly and the Region Executive Committee shall have authority to present all others as appropriate.
- (d) Receive, review, and present to the Region Assembly the annual report of the Treasurer. The Regional Executive Committee shall also submit an annual treasurer's report to the State Office for audit as required by the state bylaws. Any problems and/or discrepancies found shall be printed and distributed to each member of the Assembly.
- (e) Have final authority in setting the annual budget of the Region.
- (f) Set the time and place of the annual, as well as any special meetings of the Region Assembly and to approve the minutes of such meetings.
- (g) Set the Region policy not inconsistent with the policies established by the Region Assembly and the State Association.

Section 4: Presiding Officer

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

Section 5: Meetings

The Region Executive Committee shall meet at least four times annually, as determined by the Region President.

Section 6: Notice

Notice of any meeting of the Region Executive Committee shall be given at least ten (10) days prior to the meeting date by notice delivered personally, by US mail or electronic mail to each Region Officer, including the Region Director. In case of an emergency meeting, at least five (5) days verbal notice shall be given.

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 of which a quorum is present shall be the act of the Region Executive Committee, unless the act of a greater number is required by the law or by these bylaws.

Section 8: Attendance

A member of the Region Executive Committee, who misses two (2) consecutive meeting without just cause, as determined by the Region Executive Committee, will be contacted by the President concerning the member's absence. Absence of the member at the following meeting shall result in an immediate vacancy.

Article V: Region Assembly

Section 1: Duties and Responsibilities

The Region Assembly shall be the supreme policy-making, governing body of the Region, giving overall direction and mandating policy for the operations of the Region. In the event of conflict between action or policy of the Region Assembly and the Region Executive Committee, that of the Assembly shall prevail.

The Region Assembly shall:

- (a) Approve all changes in the bylaws of the Region;
- (b) Elect all officers of the Region; and
- (c) Establish appropriate policies for the operations of the Region.

Section 2: Composition.

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

- (a) All Region Officers during their respective terms of office;
- (b) One President from each ATPE State Chartered local unit within the region;
- (c) Notwithstanding (a) and (b) above, region members selected by each ATPE Chartered local unit from within its own membership to attend;
- (d) Any region member from a non-local who is present and can show current membership.
- (e) No member of the Region Assembly shall have more than one vote.

Section 3: Meetings

The Region Assembly shall meet annually at the Region Convention, which shall be held at a time and place determined by the Region Executive Committee. All members of the Region shall be entitled to attend meetings of the Region Assembly. Special meetings of the Region Assembly may be called by petition of one-third (1/3) of the persons eligible to participate in a referendum or by majority vote for 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 receives 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 US Mail, electronic mail or by and official publication, in which such notice occupies a prominent position, which has been sent to every local unit and region officer at least fifteen (15) days prior to the meeting. The Region Executive Committee shall prepare and publish an agenda for the meeting. In the event the agenda includes proposed bylaws change, thirty (30) days' notice shall be provided to all members of the wording of the proposed bylaws change shall be provided.

Section 5: Quorum

A majority of the duly certified delegates who have been verified in attendance at the annual meeting or special meeting of the Region Assembly shall constitute a quorum for the transaction of business. The act of a majority at such meeting 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: Certification of Delegates

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

Section 8: Agenda

If an item has not been placed on the agenda of the Region Assembly, any member of the Region may file a request with the Region Secretary to be heard at a time to be designated by the presiding officer and shall be allowed to speak not more than five (5) minutes.

Article VI: Committees

Section 1: Standing Committees

The Standing Committees of the Region may include:

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

Section 2: Duties

The standing committees of the Region shall have the following duties and responsibilities:

- (a) **Nomination/Election:** To receive nominations for region officers, to propose a slate of candidates for the Region Executive Committee, and to recommend for approval by the Region Executive Committee the rules to govern the election of region officers at the Region Assembly. These rules are to be presented to the Region Executive Committee prior to the date necessary to give notice.
- (b) **Bylaws:** To present all proposed changes in the bylaws of the Region to the Region Assembly for its consideration; to place the proposals in the proper wording for inclusion into the bylaws; to correct all grammatical errors to combine proposals of like substance; to recognize authors of proposed amendments during the committee presentation to the Region Assembly; and to offer the recommendations of the

committee regarding the usefulness and propriety of each proposed amendment. The author of a proposed amendment shall have five (5) minutes to speak before the Region Assembly in defense of the change.

Section 3: Appointment

The membership of standing committees shall be appointed from among Region members. The Region Executive Committee shall also appoint, from among Region members, such special committees as are considered necessary or desirable.

Section 4: Term of Service

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

Section 5: 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 6: Rules

Each committee may adopt rules for its own governance not inconsistent with these bylaws or with rules adopted by the Region Executive Committee. All recommendations for implementation of programs will be the responsibility of the Region Executive Committee unless these bylaws specify action by the Region Assembly.

Section 7: Limitation of Service on Committees

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

Article VII: Contracts, Checks, Deposits and Funds

Section 1: Contracts

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

Section 2: Checks and Drafts

All checks, drafts, orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Region shall be signed by such officer, officers or agents of the Region in the manner determined by resolution by the Region Executive Committee. In the absence of such designation by the Region Executive Committee, the instruments shall be signed by the Treasurer and countersigned by the President or Vice President of the Region.

Section 3: Deposits

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

Article VIII: Books and Records

Books and Records

The Region shall keep:

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

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

Article IX: Fiscal Year

Fiscal Year

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

Article X: Miscellaneous Provisions

Section 1: Rebates

Rebates received from the State Association may be used for expenses deemed appropriate by the Region Executive Committee and/or the Region Assembly.

Section 2: Procedure

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

Section 3: Referendum Provision

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

1. The Region Assembly may call for a vote of the membership on any issue by the form of the ballot by a three-fourth (3/4) majority of the full membership of the Region Assembly.
2. Any member of the Region may call for a vote of the membership on any issue by gathering signatures on petitions setting out the exact wording of the question to be voted upon. The petitions must contain 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.

(b) Any issue approved for a vote of the membership by either of the foregoing methods shall be put to the membership by mailing of ballots to all members on April 1. Such ballots must be returned postmarked by May 1 and received by May 7. The ballots shall call for a vote "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.

Section 4: Dissolution

Upon termination or dissolution of the region, whether mandated by action of the Board of Directors or through voluntary action 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 XI: Amendments to Bylaws

Section 1: Authority to Amend

These bylaws may be altered, amended, or repealed, and new bylaws may be adopted, by three-fifths (3/5) vote of the delegates present and voting at any meeting of the Region Assembly at which time a quorum is present, provided proper notice of the intention to alter, amend, or repeal these bylaws, or to adopt new bylaws at such meeting, has been given in compliance with other provisions of these bylaws.

Section 2: Submission Requirements

All proposed amendments to these bylaws shall be submitted to the Region Executive Committee in writing and signed by the ATPE region Member making the proposal at least ninety (90) days prior to the announced date of the next Region Assembly.

Section 3: Effective Dates of Adopted Bylaws

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

Certification and Signature

Minimum of two (2) signatures required

Certified as the true and correct bylaws of the Region, as amended and adopted on 5/12/18, and effective immediately. This certification executed on the 12 day of May, 2018

Officer Signature	<u>Marcia Robinson</u>	Date	<u>5/12/18</u>
Officer Signature	<u>Allison Vanneman</u>	Date	<u>05/12/2018</u>
Officer Signature	<u>Sydney Stevens</u>	Date	<u>5/12/18</u>
Officer Signature	<u>Lison Wilson</u>	Date	<u>5/12/18</u>
Region Director	<u>Brenda Bryan</u>	Date	<u>05/12/18</u>