

ATPE Region 20 Bylaws

Article I: Name and Purpose

Section 1: Name

This organization shall be known as the Association of Texas Professional Educators Region 20 (hereinafter referred to as "the Region"). It is incorporated as a nonprofit corporation pursuant to the Texas Non-Profit Corporation Act, Article 1396-1.01 et seq., V.T.C.S.

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 State Bylaws. The region is organized for the following purposes:

- a. to provide a framework and organization for implementing the state Association's programs and objectives;
- b. to provide leadership in assisting ATPE local units with the Region;
- c. to implement the programs and objectives of the state and regional organizations; and
- d. to assist in the promotion of items of concern to Region members.

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

Article II Membership

Section 1: Boundaries

In accordance with Article VII, Section I of the ATPE State Bylaws, the Region shall coincide with the boundaries established by the Texas Education Agency (TEA) for Education Service Center Region 20 in its Texas School Directory dated October 1979. The following counties, and areas, and their universities/colleges shall comprise the boundaries of Region 20. They are Atascosa, Bandera, Bexar, Dimmit, Edwards, Frio, Kerr, Kinney, La Salle, Maverick, McMullen, Medina, Real, Uvalde, Val Verde, Wilson, and Zavala Counties; and Boerne, Comal, and Schertz-Cibolo-Universal City Independent School Districts.

Section 2: Membership

As stated in the ATPE State Bylaws, 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 membership suspended will be members of the Region.

Section 3: Membership Year

The membership year shall run concurrently with the state ATPE membership year as established in the State Association Bylaws, Article III, Section 3.

Section 4: Charter Procedures

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

Section 5: Voting Rights

Each local in the jurisdiction of the Region, as described in Article II, Section 1 of the Bylaws, shall have the right to send delegates to the Region Assembly. Any member meeting the membership criteria in Article II, Section 2 and 3 of these Bylaws, with the exception of public members, in attendance at the Region meeting shall be considered a delegate. No proxy voting shall be recognized.

Article III: Region Officers

Section 1: Region Officers

The officers of the Region shall be a President, a Vice President, a Secretary, a Treasurer, Immediate Past President, a 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 established in the State Association Bylaws, Article IV, Section 6.
- (b) The Director shall serve a term of office as defined by the ATPE State Bylaws, Article V, Section 2.

Section 3: Qualifications

All Region officers shall be members of the Region.

Section 4: Election

The Officers, with the exception of the Immediate Past President and the Director during the first year of the Director's term shall be elected at the last meeting of the year and shall be elected by a majority vote.

- (a) An independent entity or member versed in parliamentary procedure as laid out in Robert's Rules of Order, selected by the Executive Committee of the Region, shall attend the officer election meeting.
- (b) The Parliamentarian will render a decision on the legality, within the scope of parliamentary procedures, of the election process.

Section 5: Removal

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

Section 6 Vacancies

An officer may resign by submitting a letter of resignation to the Region Executive Committee. A vacancy may be due to choice, illness, relocation out of the region, or the inability to fulfill the duties of the office.

- a. 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.
- b. 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.

- c. If the Immediate Past President is unable to serve, the office will remain vacant.
- d. A vacancy in the office of Vice President, Secretary, or Treasurer may be filled for the unexpired portion of the term and will not count as one of the two terms for which a member may serve. The President will declare an election to be conducted at the next scheduled Region Assembly. A qualified member may declare candidacy for the election, or a qualified member may be nominated from the floor at the Region Assembly.

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.

Section 8: Expenses

All Region Executive Committee members' valid and individual expenses shall be paid by the Region funds, not to exceed rates established by the State's. The Executive Committee shall have the authority to set a reasonable per diem rate for the Region officers and forfeiting all additional monies.

Article IV: 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 Director of the Region Executive Committee, and shall have duties as hereinafter described. The Executive Committee may not amend, alter, or repeal the bylaws. Only the Region Assembly shall have that authority.

- (a) Only Professional, Associate, and Retired members of ATPE may hold a Region position.

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 and appoint members to all standing committees. From the committee members so appointed, the President shall have the authority to designate the chairman.
- (b) Appoint such special committees as considered necessary or desirable.
- (c) Require each Region office, including the Region Director, and all committees to submit periodic and annual reports to the Region Executive Committee. Such reports shall be subject to such action as the Region Executive Committee may deem appropriate. Annual reports from standing committees shall be forwarded by the Region Executive Committee to the Region Assembly, and the Region Executive Committee shall have authority to present all others as appropriate.
- (d) Receive, review, and present to the Region Assembly the annual report of the Treasurer and the auditor's annual report of financial matters of the Region. Following approval, the auditor's annual report shall be printed and distributed to each member of the Region Assembly at its annual meeting.
- (e) Develop an annual budget of the Region to be presented for Region Assembly approval at the first meeting of the year.

- (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 U.S. mail, or electronic mail to each Region Executive Committee member, including the Region Director, at his or her address as shown on the records of the State Association. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail so addressed with postage thereon prepaid. 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 a quorum is present shall be the act of the Region Executive Committee, unless the act of a greater number is required by law or by these bylaws.

Section 8: Attendance

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

Article V: Region Assembly

Section 1: Duties and Responsibilities

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

- (a) Approve all changes in the Bylaws of the region.

- (b) Approve the Region annual budget.
- (c) Elect all officers of the region; and
- (d) Establish appropriate policies for the operation of the Region.

Section 2: Composition

Region Assembly shall include voting members in accordance with the procedure outlined below. The Region Assembly voting delegates will include each Region member in attendance at the Region Assembly who has registered his or her name in the Region Assembly register at the Region Assembly.

Section 3: Meetings

The Region Assembly shall meet periodically during the year at a time determined by the Region Executive Committee. All members of the Region shall be entitled to attend meetings of the Region Assembly. Special meetings of the Region Assembly may be called by petition of one-third (1/3) of the persons eligible to participate in 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 Region Assembly by U.S. mail, electronic mail, or by an official publication, in which such notices occupy ~~(ies)~~ a prominent position, which has been sent to every local unit and region officer at least thirty (30) days prior to meeting. The Region Executive Committee, or such of its members as might be empowered by the Region Executive Committee, shall prepare and publish an agenda for the meeting. In the event the agenda includes a proposed bylaw~~(s)~~ change, a sixty (60) day notice 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 Region Assembly or 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 at which a quorum is present shall be the act of the Region Assembly, unless the act of a greater number is required by the law or by these bylaws.

- (a) A minimum of twenty-five (25) members by bylaw changes and the election of officers.
- (b) A minimum of twenty-five (25) members for general business meetings.

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) Resolutions
- (c) Legislative / Educational Policy and Curriculum
- (d) Bylaws
- (e) Membership
- ~~(f) Services~~
- ~~(g) Public Information~~
- ~~(h) Minority and Diverse Population Recruitment~~
- ~~(i) (f) Special~~

Section 2: Duties of Standing Committees

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

- (a) **Nomination / Election:** To receive all nominations for the region officers to propose a slate of candidates for the Region Executive Committee, and to recommend for approval by the Region Executive Committee, the rules to govern the election of region officers at the Region Assembly. These rules are to be presented to the Region Executive Committee prior to the date necessary to give notice.
- (b) **Resolutions:** To review and/or propose resolutions to be considered by the Region Assembly. Any adoption of the bylaws and resolutions adopted by the State HOD of ATPE shall be incorporated into the Region's bylaws and resolutions.
- (c) **Legislative / Educational Policy and Curriculum:** To work with the local units to develop proposals for the State Legislative Committee and recommend innovative programs in education in the field and provide information of interest to the membership. To research, draft, and promote legislation to be endorsed or opposed by the Region; to represent the Region in any activities involving legislation; and to monitor political activities that would affect the membership of the Region, the State Association, or education in Texas.
- (d) **Bylaws:** To present all proposed changes in the bylaws of the Region to the Region Assembly for its consideration; to place the proposals in 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 shall have five (5) minutes to speak before the Region Assembly in defense of the change.
- (e) **Membership:** To promote the growth of the Region by the development and implementation of recruitment programs and materials.
- (f) **Special:** To be created by the President, with the approval of the Executive Committee, to serve during that president's term of office.

Section 3: Appointment

The members of Standing Committees shall be appointed from among Region members. A list of proposed Standing Committee appointments shall be submitted to the Region Executive Committee by the President. The Region Executive Committee will make necessary changes and approve the appointments.

Section 4: Other Committees

The Region Executive Committee shall appoint, from among Region members, such special committees as are considered necessary changes and approve the appointments.

Section 5: Term of Service

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

Section 6: Chairman

One member of each committee shall be designated chairman by the Region President.

Section 7: Vacancies

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

Section 8: Quorum

Unless otherwise provided in the resolution of the Region Executive Committee designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 9: Rules

Each committee may adopt rules for its own 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 10: Limitation of Service 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 an 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 payment of money, notes, or other evidences of indebtedness issued in the name of the Region shall be signed by such officer or officers, agent or agents of the Region in the manner determined by resolution by Executive Committee, the instruments shall be signed by two executive Committee members of the Region.

- (a) Reimbursements shall be made and must be submitted within sixty (60) days of incurring the expense. It is the intent of the Region to make reimbursements up to 100% or actual cost of an expense. Shared expenses between a local and the

Region shall not exceed 100% of the actual expenditures. Receipts must accompany the Region Expense Voucher.

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.

- (a) Each local unit within the Region shall maintain a bank account in the name of the local unit and not in the name of any individual member or officer of the local unit, and all bank statements must reflect the name of the ATPE local unit and not the name of any individual members or officers.
- (b) All local units within the Region shall enroll in the State's direct deposit program, and all funds or reimbursements distributed by the State to a local unit shall be direct deposited to the local unit account.

Section 4: Budget and Expenditures

A budget will be presented for Region Assembly approval at the first meeting of the year.

- (a) All funds will be used for the promotion of the good of all the Region's members.
- (b) Any major deviation in a category line item expenditure will require the approval of the Region Assembly.
- (c) All necessary and approved individual expenses incurred by members of the Executive or the Region including, but not limited to mileage, lodging, meals, and registration, while carrying out the Region's business, will be paid for from the Region's Treasury. Travel expenses for the Region officers will be paid at a rate no lower than State ATPE reimbursement rates, and up to a single room rate.
- (d) Throughout the year, when a majority of the Executive Committee deems appropriate, gifts, certificates, and awards may be presented to outstanding members of the Region for their contributions.
- (e) Other approved Region expenses will be reimbursed from the Region's Treasury.
- (f) All locals shall submit copies of approved budget and bank statement(s) to the Region's Treasurer.
 - (a) A copy of the local budget shall be submitted to the Region Treasurer no later than September 30th of the current year.
 - (b) Bank statement(s) must reflect local ATPE account activity through May 31st of the current year.
 - (c) Locals who are not current on bank statement(s) and/or budget submittal may be denied any local monetary incentives or assistance, including scholarships or other awards offered by the Region.

Article VIII: Books and Records

The Region shall keep:

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

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

Article IX: Fiscal Year

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

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 procedures 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: 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 the 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 meeting, has been given in compliance with other provisions of these bylaws sixty (60) days in advance. Such notice will include the wording of the proposed bylaws change.

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.

As Adopted 1979
Amended Oct. 29, 1983
Amended May 6, 1989
Amended May 5, 1990
Amended Feb. 1, 1992

Amended Apr. 17, 1999
Amended May 1, 2004
Amended July 9, 2009
Amended July 10, 2014
Amended September 21, 2019

Certified as the true and correct bylaws of the Region, as amended and adopted on September 21, 2019 and effective immediately. This certification executed on the 21st day of September 2019.

<u>Mary Reyes</u>	Region President
<u>Elizabeth J.</u>	Region Vice President
<u>Madonna Felan</u>	Region Secretary
<u>Yvette Milner</u>	Region Treasurer
	Region Director