



**ATPE**<sup>TM</sup>  
**Your Ally. Your Voice.**

**Bylaws of  
Region 4  
Association  
of Texas  
Professional  
Educators  
(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**

Region 4 ATPE 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, Region 4 ATPE 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 Region 4 ATPE shall be entitled to vote when a matter is submitted for a vote. The only voting rights accorded to the membership of Region 4 ATPE shall be to participate in a Region assembly and in the election of a region director and region officers and to participate in referendums. No proxy voting shall be recognized.

# **ARTICLE III. REGION OFFICERS**

## Section 1: Region Officers

The officers of Region 4 ATPE 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 and a Member at Large shall serve a one-year (1) term of office, through July 31, of the following year. The Treasurer shall serve a term of two-years (2) and may be elected for an additional two-year year term of office. 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 term. The Director for Region 4 ATPE will be elected in even numbered years.

No officer may hold the same office for more than one year in succession, except for the Treasurer and 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 Region 4 ATPE as dues paying members and be employed or retired from a public school district. They should have served as a local Campus Representative, on the Board of a Local Unit and/or on a Region 4 Committee.

### Section 4: Election

The Election of Officers may be conducted at a Region 4 Assembly, by mail or electronically as established by the Executive Board. The Region Executive Board 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 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 Region 4 ATPE 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 Region 4 ATPE 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 Board. 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 Board.

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 Region 4 ATPE 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. The Treasurer should have a working knowledge of spreadsheets and be able to provide reports for the Region and State office as required. He/she shall perform all duties incident to the office of treasurer and other such duties as may be assigned by the President. He/she shall keep officers duly apprised of the financial condition of the regional organization monthly and provide reports for the Fall and Spring Region Assemblies. A report to the State shall be completed each year which will serve as an official financial report for the previous fiscal year.

(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 BOARD**

### **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 Board.

### **Section 2: Region Executive Board**

The President, President Elect, Secretary, Treasurer, Member at Large, Immediate Past President, and Director shall collectively constitute the voting members of the Region Executive Board, and shall have duties as herein/after described. The Executive Board may not amend, alter, or repeal the bylaws. Only the Region Assembly shall have that authority.

### **Section 3: Duties**

The Region Executive Board shall have and exercise the authority of the Region in the management of the Region. In addition, the Region Executive Board 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 Board. Such reports shall be subject to such action as the Region Executive Board may deem appropriate. Annual reports from standing committees shall be forwarded by the Region Executive Board to the Region Assembly, and the Region Executive Board 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 Region 4 ATPE;
- (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 Region 4 ATPE 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 Board.

#### Section 5: Meetings

The Region Executive Board shall meet at least once annually, as determined by the Region President.

#### Section 6: Notice

Notice of any meeting of the Region Executive Board 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 Board members, 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 Board member may waive notice of any meeting. The attendance of a Region Executive Board member at any meeting shall constitute a waiver of notice to such meeting, except where a Region Executive Board 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 Board 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 Board 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 Board, unless the act of a greater number is required by law or these bylaws.

#### Section 8: Attendance

A member of the Region Executive Board who misses two (2) consecutive meetings without just cause, as determined by the Region Executive Board, 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 Region 4 ATPE, giving overall direction and mandating policy for the operations of Region 4 ATPE. In the event of conflict between action or policy of the Region Assembly and the Region Executive Board, that of the Region Assembly shall prevail.

The Region Assembly shall: (a) approve all changes in the bylaws of Region 4 ATPE; (b) elect all officers of Region 4 ATPE; and (c) establish appropriate policies for the operations of Region 4 ATPE.

## 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 Board. All members of Region 4 ATPE 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 Board. In the event of petition, such meeting shall be called not less than thirty (30) days after the Region Executive Board 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 Board 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 Region 4 ATPE 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 4 ATPE are: (a) Nomination/Election; and (b) Bylaws. The Standing Committees of the Region 4 ATPE may also include: (c) Legislative/PAC/Resolutions; (d) Membership; (e) Public Information; (f) Scholarships/Grants; (g) Hospitality; and (f) Service.

## Section 2: Duties of Standing Committees

The Standing Committee of Region 4 ATPE shall have the following duties and responsibilities.

(a) Nomination/Election. The Nominations/Elections Committee shall meet no later than February 15, to ascertain, from the bylaws, which offices will need to be filled. A call for self-nominations for region office will be sent to every Region 4 ATPE member via electronic communication by February 20 along with the timeline for the election.

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 self-nominations 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 for the Region Executive Board and sent to each region member electronically. Within seven (7) days of the report to the Executive Board, copies of the Nominations/Elections rules shall be sent to all the candidates.

At the annual Spring meeting of the Region Assembly, the Nominations/Elections Committee shall present the candidates nominated for the Region Executive Board and shall call for and accept nominations for office from the floor.

All candidates for office shall be allowed three (3) minutes for presentations,



including nominator, 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 chairperson of the Nominations/Elections Committee shall announce the results and give procedures, if needed, for any runoff 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 Board.

(b) 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. The author of a proposed amendment shall have five (5) minutes to speak before the Region Assembly in defense of the change.

(c) Legislative/PAC/Resolutions. To promote ATPE PAC committee support at region functions and within 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. To review the ATPE Legislative Program and Resolutions. The committee can propose changes or resolutions to be endorsed by Region 4 ATPE at the Region 4 ATPE Assembly or Executive Committee to be considered at the next convention.

(d) Membership. To promote the growth of Region 4 ATPE by development and implementation of recruitment programs and materials.

(e) 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.

(f) Scholarships/Grants. To collect applications for the Region 4 ATPE Scholarships and Apple 4 Kids Grants and select winners. Winners will be recognized at the Region 4 Spring Assembly. The committee may propose process changes concerning this committee to the Region 4 ATPE Executive committee.

(g) Hospitality. To facilitate the preparation of the facility for the Region 4 ATPE Fall General Membership and Spring Assembly Meetings. To provide coordinated theme decorations for the tables. Members will serve as greeters for these meetings and assist with door prizes.

(h) Service. To design all sponsored programs involving Service Projects in which the members of Region 4 ATPE may participate.

### 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 Board by the president after receiving nominations from the local unit presidents or individual region members. The Region Executive Board will make necessary changes and approve the appointments.

### Section 4: Other Committees

The Region Executive Board 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 Board.

### 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 Board.



## Section 8: Quorum

Unless otherwise provided in the resolution of the Region Executive Board 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 Board. All recommendations for implementation of programs will be the responsibility of the Region Executive Board 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 Board may authorize any officer or officers, agent or agents, or Region 4 ATPE, 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 Region 4 ATPE. 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 Region 4 ATPE shall be signed by such officer or officers, agent or agents of Region 4 ATPE in the manner determined by resolution by the Region Executive Board. In the absence of such designation by the Region Executive Board, the instruments shall be signed by the Treasurer and countersigned by any other Region 4 officer.

## Section 3: Deposits

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

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

Region 4 ATPE shall keep: (1) correct and complete books and records of account; (2) minutes of its committee meetings, Region Assembly meetings and Region Executive Board meetings; and (3) a listing of the names and addresses of all Region 4 ATPE members and local unit officers. All books and records of Region 4 ATPE may be inspected by any member or his/her agent or attorney for any proper purpose at any reasonable time. The Executive Board may, from time to time, require an audit or financial review by a professional.

## **ARTICLE IX. FISCAL YEAR**

The fiscal year of Region 4 ATPE 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 Region 4 ATPE 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 Region 4 ATPE 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 Board 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: Dissolution of Region

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.

### Section 4: Automatic Bylaw Changes

If the House of Delegates at the state convention passes an amendment that directly affects the region's bylaws, the state ATPE's bylaws takes precedence. The region's bylaws committee will convene to place the change or changes into the Region 4 ATPE Bylaws and submit it to the region executive board for ratification.

### Section 5: Effective Dates of Adopted Bylaws

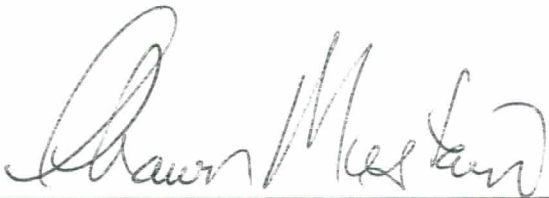
Unless otherwise noted, bylaws that are adopted by the Region Assembly are effective immediately.

## Certification and Signatures

Certified as the true and correct bylaws of Region 4 ATPE, as amended and aligned with the State ATPE Bylaws on April 9, 2016 and amended on April 13, 2019.

This certification was executed on the 10th day of October 2020, and signed by the Region 4 ATPE officers. A signed copy of these bylaws are on file with the State ATPE office.

Last Revision – October 2020



10/3/20

Region 4 ATPE President

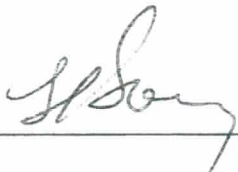
Date



10/3/20

Region 4 ATPE President Elect

Date



10/3/20

Region 4 ATPE Treasurer

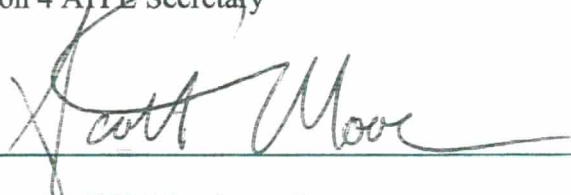
Date



10/3/20

Region 4 ATPE Secretary

Date



10/3/20

Region 4 ATPE Member at Large

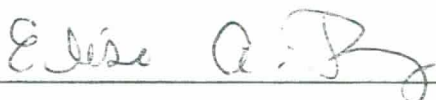
Date



10/3/20

Region 4 ATPE Immediate Past President

Date



10/3/20

Region 4 ATPE Director

Date