

Laredo United TSTA/NEA Bylaws

ARTICLE I NAME AND LOCATION

The name of this organization shall be Laredo United TSTA/NEA hereafter known as the Association, affiliated with the Texas State Teachers Association (TSTA) and the National Education Association (NEA).

ARTICLE II PURPOSE

The Association shall: in consultation with TSTA develop programs and a program delivery system; elect officers; promote membership; elect delegates to the regional house of delegates; the TSTA House of Delegates; and the Representative Assembly of the NEA; conduct elections for TSTA when requested; promote communication, cooperation and leadership development within its membership; promote instructional improvement and professional development; work for due process and the welfare of members; promote consultation with local school boards; make recommendations to the TSTA President; and take any action that is consistent with the purposes and philosophies of TSTA/NEA.

ARTICLE III MEMBERSHIP AND DUES

Section 1. Eligibility

Membership in this Association shall be open to any educational employee in Laredo ISD and United ISD, and to any officers of the Association eligible for Active-Professional or Active-ESP membership under TSTA Bylaws, upon payment of the annual dues. As used in these bylaws, the word "active" shall refer to both Active-Professional and Active-ESP members.

Section 2. Classes of Members

- A. Active membership in the appropriate category shall be open to any person meeting the eligibility requirements for Active-Professional or Active-ESP membership in TSTA. Active-Professional and Active-ESP members shall enjoy all rights and privileges of the Association.
- B. Associate membership shall be open to any nonsupervisory employee on approved leave.

- C. Life members of TSTA and/or NEA employed by either Laredo ISD or United ISD shall be eligible to join the Association by payment of local dues.

Section 3. Membership/Fiscal Year

The membership and fiscal year shall be from September 1 to August 31.

Section 4. Dues

- A. Annual Local dues in 2013-14 shall be forty-seven dollars (\$47) for Active-Professional members and thirty dollars (\$30) for Active-ESP members. In 2014-15 annual Local dues shall be fifty two dollars (\$52) for Active-Professional members and thirty five dollars (\$35) for Active-ESP members. ~~2010-11 shall be thirty-five dollars (\$35) for Active-Professional members and twenty dollars (\$20) for Active-ESP members. Local dues for each subsequent year shall be set by majority vote at an all member meeting prior to the approval of the Association budget. (Amended on Feb. 19, 2013)~~
- B. Annual dues for associate members shall be one-half active dues.

Section 5. Affiliate Membership

All active members of this association shall be members of TSTA and NEA, except as provided otherwise in TSTA Bylaws for certain Life members.

ARTICLE IV MEMBER MEETINGS

There shall be at least three meetings each year for all members. One meeting shall be held in January or February and one business item at that meeting shall be the election of Association delegates to the Regional House of Delegates, the TSTA House of Delegates and the NEA Representative Assembly. At this same meeting, the local dues shall be approved for the next membership year; if there is no vote taken on the dues, then dues shall remain the same as the dues in the current year. Another meeting shall be held in April or May and one business item at that meeting shall be approval of the budget for the next year and a second item shall be any required elections for officers or Board members.

The Executive Board shall set the dates for the two meetings specified above as early in the year as possible and, in any case, no later than the holiday break. The Executive Board shall call at least one meeting for the fall of each year, and may call such other all-member meetings as it deems necessary and practicable. The quorum necessary to

conduct business at an all-member meeting shall be as established by Article VII, Section 3 of these bylaws.

ARTICLE V OFFICERS

The officers of the association shall be the President, who shall serve full time in that capacity; Executive Vice President; Vice President for Professionals, Laredo District; Vice President for Professionals, United District; Vice President for ESPs, United District; Vice President for ESPs, Laredo District; Secretary, and Treasurer. All officers shall be elected to two-year terms and shall not serve more than four consecutive years in the same office, except as provided below in Section 7 of this Article. Officers shall take office on June 1 of the appropriate year. Any member is eligible to run for and serve as President, Executive Vice President, Secretary or Treasurer. Eligibility to run for and serve in any of the four Vice President positions shall be restricted to members in the appropriate category and from the appropriate district as set forth in the titles above.

Section 1. Duties of the President

The President shall:

- A. serve full time as the chief executive officer of the Association;
- B. represent the Association as spokesperson on matters of policy or assign responsibility for such representation;
- C. prepare an agenda and preside at all meetings of the Association;
- D. serve as an ex-officio member of all committees except the hearing committee;
- E. with the approval of the Executive Board, appoint a Parliamentarian as necessary and all committees and task forces by September 1. Any Association member appointed as Parliamentarian shall become a non-voting member of the Executive Board while serving as Parliamentarian;
- F. approve all communications sent out in the name of the Association;
- G. ensure compliance with TSTA compliance standards;
- H. be a signatory on all bank accounts of the Association;
- I. enter into contracts on behalf of the Association as approved by the Executive Board;
- J. sign all legal instruments concerned with the business and professional activities of the Association;
- K. serve as delegate to the Regional, State, and National convention (and this shall be noted on the ballot for the election as President);
- L. serve as a representative on the TSTA Regional Board of Directors.

Section 2. Duties of the Executive Vice President

The Executive Vice President shall:

- A. perform the duties of the president in the absence of the President;
- B. coordinate training for members and association representatives;
- C. serve as an ex-officio member of all committees except the hearing committee;
- D. be a signatory on all bank accounts of the Association;
- E. succeed to the office of President upon the death or resignation of the President;
- F. serve as membership recruitment chair;
- G. perform other duties as delegated by the President or Executive Board.

Section 3. Duties of the Secretary

The Secretary shall:

- A. prepare, submit for approval and maintain copies of minutes of all meetings of the Executive Board and Association membership;
- B. be a signatory on all bank accounts of the Association;
- C. keep complete and permanent records of all meetings and other matters of the Executive Board and Association membership and ensure these records are delivered to his or her successor as Secretary.

Section 4. Duties of the Treasurer

The Treasurer shall:

- A. be chairperson of the Budget Committee;
- B. keep an accurate account of all receipts and disbursements;
- C. disburse funds as appropriate under the plan and budget approved by the Executive Board or upon authorization of the Executive Board;
- D. be a signatory on all bank accounts of the Association;
- E. present at each Executive Board meeting a list of all checks written since the last meeting including the payee, the amount of the check and the purpose of the expenditure;
- F. present a current financial report at all Executive Board and Association membership meetings;
- G. cooperate fully with the Audit Committee and be the contact person as appropriate for any independent auditor;
- H. ensure that President has necessary information and records to meet TSTA compliance standards;

- I. submit all Association financial records to the new Treasurer at the conclusion of the term of office.

Section 5. Duties of the Vice Presidents

The Vice President for Professionals, Laredo District; Vice President for Professionals, United District; Vice President for ESPs, United District; and Vice President for ESPs, Laredo District shall:

- A. ensure that the concerns and interests of the members from the respective categories and districts they represent are brought to the attention of the Officers and Executive Board;
- B. serve as a communication link between the Executive Board and the members in the respective categories and districts they represent;
- C. serve as the membership chair for the respective category and district they represent;
- D. work with the Executive Board members from the respective category and district they represent to ensure that appropriate association representatives are recruited, trained and informed for all work sites in both districts.

Section 6. Signing of Checks

The president, executive vice-president, secretary and treasurer shall all be accepted signatories for checks used to disburse funds as authorized by the Executive Board. Two signatures shall be required on all checks and any two of the four may sign a check, provided that either the Treasurer or President shall sign all checks.

Section 7. Vacancies

A vacancy in the office of President shall be filled by the executive vice president. All other vacancies shall be filled by election by the Executive Board until the next regularly scheduled Association membership meeting.

Section 8. Suspension of Term Limits

The provision of the this Article that limits officers to no more than four consecutive years in the same office may be suspended at any meeting of the membership where an election for the office in question is to be held, by four-fifths of those present and voting. Any such suspension shall come only on a motion to suspend that limit for a specific office to allow an additional term for a specific person.

Section 9. Abolishment of Term Limits

The provision of this Article that limits officers to no more than four consecutive years in the same office is abolished at an all-member meeting, by two-thirds of those present and voting. (Added Sept. 15, 2011, All-member Mtg.)

ARTICLE VI EXECUTIVE BOARD

Section 1. Composition

The Executive Board shall be composed of the elected officers, area board members, Parliamentarian if appointed under Article V. Section 1.5. above and who shall be non-voting, and at large members.

Section 2. Terms

The terms for Officers shall be as set forth in Article V. above. The term of office for all area board members shall be two years. No area board member may serve for more than four consecutive years as an area board member. The term of office for at-large members shall be one year. No at large member may serve more than four consecutive years as an at large member. Area board members and at-large board members shall take office on June 1.

Section 3. Area Board Members

There shall be ten Area Board Members, five elected from Laredo ISD and five elected from United ISD. Within each district, three Area Board Members shall be Active-Professional Board members and two shall be Active-ESP Board members. The three Active-Professional Board members from each district shall be one from a high school, one from a middle school, one from an elementary school; and the eligible voters for electing each position shall be all Active-Professional members in the respective districts. The two ESP Area Board Members from each district shall be elected by the Active-ESP members in the district, except that if 40% or more of the Active-ESP member in a district come from a single department or unit (e.g., transportation, food service, custodial, building and grounds, secretarial/clerical, security, para-professional, etc.), then the ESP members of that that department or unit shall elect one of the ESP Area Board Members and the other shall be elected by the remaining ESP membership. Each year, using January 15 membership numbers, the proportionate membership in each district and category shall be checked, and if the membership share in either district or either category overall or within either district changes to the degree that electing the numbers set forth above would be a violation of the one-person, one-vote mandate for representation, then the numbers shall be adjusted beginning with the next election by the Executive Board to ensure compliance with that requirement. If Supervisory membership reaches or exceeds 50 in either district, then

an Area Board Member position shall be established for Supervisors in that district, who shall be elected by supervisory members in that district; provided, however, that such position shall be a non-voting member until the supervisory membership in that district reaches 100.

Section 4. Duties

The Executive Board shall:

- A. be responsible to the membership in all matters;
- B. carry out the policies of the Association;
- C. attend to the business of the Association between meetings of the members;
- D. serve as liaison to committees as assigned by the President;
- E. have care of any real property owned by the Association;
- F. approve all members of committees/task forces;
- G. receive all reports submitted by or requested from committees;
- H. set election dates and member meeting dates;
- I. review January 15 membership numbers each year and make any necessary changes in Area Board Members based on Section 3 of this Article
- J. approve or reject contracts presented by the President;
- K. recommend an annual budget for adoption at the April or May membership meeting;
- L. annually review the Association bylaws and present any proposed amendments to an all-member meeting for approval;
- M. establish Association Policy and share it with the members; any Association Policy can be changed by the members voting at a meeting of the membership.

Section 5. Quorum

A quorum shall consist of a majority of the Executive Board.

Section 6. Meetings

The Executive Board shall meet at least six times a year. Special meetings may be called by the President or a majority of the Executive Board. The dates of the Executive Board meetings shall be set at the first meeting held after June 1 or as soon thereafter as possible.

Section 7. Minutes and Agenda

The agenda shall be set by the President, with members having the opportunity to add items when the agenda is presented for adoption. The minutes shall be printed for distribution to Executive Board members and Association Representatives.

Section 8. Rights of Members

Any member of this Association shall have the right to attend meetings of the Executive Board and shall have the right to address the Executive Board.

Section 9. Proportional Representation

The Executive Board shall guarantee ethnic-minority representation at least proportionate to Association ethnic-minority membership. If, after all officer and area board member elections, the Executive Board is out of compliance with this proportional representation requirement, then a special election shall be held as provided under Article VII, Section 8, to elect enough appropriate at-large Board members to bring the Board back into compliance.

Section 10. Vacancies

Vacancies in the office of Area Board Members and At Large Board member shall be filled by the Executive Board at the first Executive Board meeting after the vacancy occurs. Replacements shall serve until the next regularly scheduled election membership meeting.

Section 11. Removal from Office

A member of the Executive Board may be removed from office for malfeasance, misfeasance, nonfeasance, or for being a member of a competing organization. No member may be removed from office without due process.

ARTICLE VII ELECTIONS

Section 1. Eligible Voters

All active-professional and active-ESP members are eligible to vote in all Association elections and for all officers, except that certain positions are to be elected by members in only certain membership categories and certain districts, as provide elsewhere in these bylaws.

Section 2. Open Nominations

Nomination forms for each election must either be sent to all members of the Association eligible to run for that election or printed in an every member publication. Any qualifications for office must be printed on the nomination form. The forms may be sent by e-mail. Nomination

forms also shall be available at the meeting where the election is to occur. The nomination form for each office shall contain a statement that the person being nominated understands the duties of the office and is willing and able to fulfill those duties. The candidate must sign this statement before he or she is considered nominated. No name shall be placed on a ballot or any votes counted for that person unless the person has signed the required statement. Each year when nomination forms are sent for those positions up for election, a nomination form shall be included for an "if and when" election that would be conducted as provided in Section 8 of this Article if required under Section 9 of Article VI of these bylaws.

Section 3. Elections at All Member Meeting

All Elections shall be held at an all-member meeting. Officers, Area Board Members and necessary at-large Board members shall be elected at the all-member meeting in April or May. Notice of the time and place for this meeting shall be sent to all members by post card at least 21 days before the date of the meeting.

Elections shall be conducted by the Elections Committee appointed by the President and approved by the Executive Board.

A quorum for an all-member meeting at which officers are to be elected or bylaws are to be amended shall be thirty (30) members. A quorum for an all-member meeting at which delegates are to be elected shall be twenty (20) members. A quorum for business at an all-member meeting at which no elections are to be held shall be fifteen (15) members.

Section 4 Election Guidelines

All Nominees shall be permitted to address the meeting for at least two minutes before the balloting. The Executive Board shall establish any other necessary guidelines for elections, consistent with these bylaws.

Section 5. Secret Ballot

Elections shall be conducted by secret ballot. If there is only one nominee for a position, that person shall be declared elected and no election need be held.

Section 6. Majority Vote

Officers must be elected by majority vote. Any run off election required to meet this section shall be held between the two candidates with the highest vote totals. Other positions shall be elected by plurality vote.

Section 7. Results of the Election

The Election Committee shall tally the votes and announce the results of all elections before the meeting is adjourned.

Section 8. At-large Elections

After the results of the elections are announced, the Officers shall immediately determine if any at-large elections are required under Section 9 of Article VI. Any such elections shall be held immediately and following the same guidelines as for other elections, including open nominations and secret ballot. In addition to placing on the ballot the names from any nomination forms returned pursuant to Section 2 above, nominations may be taken from the floor for at-large elections.

Section 9. Other Elections

Elections for Delegates to the Regional House of Delegates, the TSTA House of Delegates, and the NEA Representative Assembly shall be held at the all-member meeting held in January or February. All such elections shall be conducted with open nominations and secret ballots and in accordance with all appropriate TSTA and NEA bylaws and policies. TSTA or NEA will inform the Association of the number of delegates to be elected to the various meetings, but elections may be held before the exact number of delegates is known. All those receiving votes, including write-ins, but not declared elected as delegates shall be included, in the order of votes received, as alternates to the appropriate House of Delegates or Representative Assembly.

Section 10. Challenges

Any challenges to an election shall be filed with the Election Committee before the adjournment of the meeting where the election was held. At the request of any member affected by the decision of the Election Committee on any challenge, the decision shall be put in writing. Consistent with the TSTA Bylaws regarding local affiliates, any member shall have the right to appeal the decision of the Election Committee to the TSTA Executive Director within ten days after receiving the written decision of the Election Committee.

ARTICLE VIII ASSOCIATION REPRESENTATIVES

Section 1. Duties

The Association Representative shall:

- A. serve as the representative of the Association in the building;**
- B. listen to members in the building and articulate their concerns to the Executive Board;**
- C. be knowledgeable about the Association and its activities and keep members informed about Association actions and concerns;**
- D. promote membership in the Association and carry out the membership drives of the Association under the direction of the Membership Committee;**
- E. maintain an accurate list of members in the building and keep the treasurer informed of any changes in addresses or membership status;**
- F. meet at least four times a year with members in the building;**
- G. keep members informed about the TSTA Help Center and the process for solving problems, including grievances;**
- H. transmit records to the Association;**
- I. ensure that every potential member in the building is invited to join and has a membership form;**
- J. attend Association Representative training and meetings.**

Section 2. Representation

The President shall, with the approval of the Executive Board, appoint at least one Association Representative in each building. To the extent possible, one additional Association Representative shall be appointed for each 25 members.

Section 3. Terms

Association Representatives shall serve at the pleasure of the President as approved by the Executive Board, except that, if requested by a petition signed by at least 20% of the members in a building, the Executive Board shall call a meeting of the members in that building within four weeks of receiving the petition for the purpose of electing a new Association Representative. At that meeting, the person designated by the President shall conduct an election by calling for open nominations and using secret ballots. Every person nominated must sign a statement that he or she is aware of the duties of the Association Representative and is willing and able to serve. Such elections shall be decided by majority vote, with a run off between the two candidates with the highest number of votes.

Any Association Representative elected as specified in the previous paragraph may not be removed by the President for a period of at least

one year following the election, and then only with the approval of two-thirds of the Executive Board.

Section 4. Meetings and Training

Association Representatives shall meet together at least four times during the membership year. The President shall arrange for TSTA to provide training for all Association Representatives during at least one of these meetings. In addition, one additional training shall be provided for Association Representatives serving in their first year. Any Association Representative that misses two or more meetings during a year, or misses training for two consecutive years shall be replaced.

ARTICLE IX COMMITTEES/TASK FORCES

Section 1. General Provisions

- A. Standing committees and task forces shall be appointed by the president and approved by the Executive Board and shall be composed of the number of members determined by the President and approved by the Executive Board, except as provided below.
- B. Terms for standing committees shall be two years and members are limited to two consecutive terms; terms for task forces and ad hoc committees shall be as designated by the President.
- C. All committee/task force reports shall be submitted to the Executive Board prior to submission to the member meeting.
- D. No member shall serve on more than one standing committee, except that this shall not apply to the hearing committee and the election committee.
- E. A quorum of a standing committee shall be a majority of the members.

Section 2. Responsibilities of Committee/Task Force Chairs

The Chair of a committee or Task Force shall:

- A. schedule meetings;
- B. notify all members of meetings;
- C. advise the President of Committee activities;
- D. recommend committee members to the President;
- E. make regular committee reports to the Executive Board;
- F. ensure that the committee operates within its budget;
- G. recommend programs and policies to the Executive Board;
- H. at the request of the Executive Board, prepare and present a report to an all-member meeting.

Section 3. Standing Committees

The following Standing Committees are hereby established with the duties and responsibilities traditionally held by such committees. The Executive Board may add to the charges for any committee.

- A. Membership Committee (which shall be chaired by the Executive Vice-President)
- B. Budget Committee (which shall be chaired by the Treasurer)
- C. Legislative/Political Action Committee
- D. Audit Committee
- E. Election Committee
- F. Hearing Committee

Section 4. Audit Committee

The Audit Committee shall consist of three members appointed by the President and approved by the Executive Board who shall submit an audit report covering all receipts and disbursements beginning September 1st and ending August 31st of the current year to TSTA by October 31. No member of the Executive Board may serve on the Audit Committee.

Section 5. Hearing Committee

If permitted by TSTA Bylaws, the Executive Board may vote each year not to establish a Hearing Committee and, instead, may refer any necessary proceedings to TSTA as provided in TSTA Bylaws. If established, the hearing committee shall be appointed only if charges are filed requiring the hearing committee to act. Within five days after receiving charges, the president shall appoint a hearing committee consisting of a chair and four other members. The committee shall hear charges against the officers, Executive Board members, or individual members of the Association. No member of the Executive Board may be on the Hearing Committee. If the charges are against the President, then the charges shall be filed with the vice president and the vice president shall appoint the committee. The hearing committee shall establish and follow appropriate procedures as necessary.

Section 6. Task Forces

Task forces and ad hoc committees may be established by the President with the approval of the Executive Board to address issues of concern to the Association.

Section 7. Removal

Any committee member absent from three meetings shall be removed from the committee. Any committee member may be removed by the President with the concurrence of the Executive Board.

ARTICLE X DUE PROCESS

The Association shall guarantee that no member will be censored, suspended, or expelled without a due process procedure which shall include an appellate procedure and shall meet any standards required by TSTA bylaws and policies.

The Association shall guarantee that no member of the Executive Board shall be impeached and removed from office without a due process procedure which shall include an appellate procedure.

The Executive Board shall approve rules and procedures to implement these due process guarantees; except that any such rules and procedures may be amended by the vote of an all-member meeting.

ARTICLE XI PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised shall be the authority on all questions of procedure not specified in these Bylaws and Standing rules.

ARTICLE XII AMENDMENTS PROCEDURE

Amendments to these Bylaws may be proposed by any Association member at any meeting of the Executive Board.

The proposed amendment shall be drafted by the proponent and submitted to the Executive Board.

The Executive Board, or a subcommittee of the Board named for this purpose, shall ensure the proper wording and prepare the amendments for printing and submit them to all members at least two (2) weeks prior to the first all-member meeting after the amendment was proposed.

Proposed amendments shall be approved by a two-thirds vote of the members present and voting at an all-member meeting.

**ARTICLE XIII
LIMITATION OF AUTHORITY**

Any act either by the Executive Board or all-member meeting in conflict with the Bylaws or policies of TSTA or NEA shall be null and void.