PSJA/TSTA/NEA Bylaws

ARTICLE I
NAME

The name of this organization shall be PSJA /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; encourage the local chapter of the TFTA; 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 PSJA ISD, and to any officers of the Association eligible for active or ESP membership under TSTA Bylaws, upon payment of the annual dues.

Section 2. Classes of Members

1. **Active Membership shall be open to any person meeting the eligibility requirements for Active or ESP membership in TSTA. Active members shall enjoy all rights and privileges of the Association.**
2. **Reserve membership shall be open to any nonsupervisory employee on approved leave.**
3. **Life members of TSTA or NEA, who are employees of PSJA ISD, shall be elegible to vote in local elections.**

Section 3. Membership/Fiscal Year

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

Section 4. Dues

1. **Annual Local dues for active and ESP members shall be $20.00 dollars for the membership year and may be increased for any subsequent membership year by a majority vote of the members present and voting at an all-member meeting in April or May prior to the beginning of the year.**
2. **Annual dues for reserve members shall be one-half active dues.**

Section 5. Affiliate Membership

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

ARTICLE IV
MEMBER MEETINGS

There shall be at least 5 general meetings each year for all members. First meeting shall take place no later than September of each year. Second meeting shall be held no later than mid- 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. Last meeting shall be held no later than May and one business item at that meeting shall be approval of any changes in dues.

A quorum for all- member meetings at which officers are to be elected, bylaws amended, dues changed or delegates are to be elected shall be 20 members.

A quorum to conduct business at an all- member meeting at which no elections are to be held shall consist of those members present and voting.

ARTICLE V
OFFICERS

The officers of the association shall be the President, Vice President for Certified, Vice- President for ESP's, Secretary, and Treasurer. All officers shall be elected no more than three/ three year terms and shall

not serve more than nine consecutive years in the same office. Officers shall take office on June 10.

Section 1. Duties of the President

The President shall:

1. **Be the chief executive officer of the Association;**
2. **Represent the Association as spokesperson on matters of policy or assign responsibility for such representation;**
3. **Prepare an agenda and preside at all meetings of the Association;**
4. **Serve as an ex-officio member of all committees except the hearing committee;**
5. **With the approval of the Executive Board, appoint a Parliamentarian as necessary and all committees and task forces by September 1;**
6. **Approve all communications sent out in the name of the Association;**
7. **Ensure compliance with TSTA compliance standards;**
8. **Cosign all checks;**
9. **Enter into contracts on behalf of the Association as approved by the Executive Board;**
10. **Sign all legal instruments concerned with the business and professional activities of the Association;**
11. **Serve as delegate to the Regional, State, and National convention (and this shall be noted on the ballot for the election as President);**
12. **Serve as a representative on the TSTA Regional Board of Directors.**

Section 2. Duties of the First and Second Vice Presidents

The Vice President shall:

1. **Perform the duties of the president in the absence of the President; the duties are to be assumed on a rotation by either one of the vice presidents.**
2. **Coordinate training for members and association representatives;**
3. **Serve as an ex- officio member of all committees except the hearing committee;**
4. **Succeed to the office of President upon death or resignation of the President as provided in Section 5. Below;**

5. **Serve as delegate to the Regional and State convention, and this shall be noted on the ballot for election;**
6. **Serve as membership recruitment chair;**
7. **Perform other duties as delegated by the President or Executive Board;**
8. **Have the authority to co-sign on checks with the Treasurer.**

Section 3. Duties of the Secretary

The Secretary shall:

1. **Prepare, submit for approval and maintain copies of minutes of all meetings of the Executive Board and Association membership.**
2. **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.**
3. **Serve as a delegate to the Regional and State convention, and this shall be noted on the ballot for election.**

Section 4. Duties of the Treasurer

The Treasurer shall:

1. **Be chairperson of the Budget Committee;**
2. **Keep an accurate account of all receipts and disbursements;**
3. **Disburse funds only upon authorization of the Executive Board;**
4. **Cosign all checks;**
5. **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;**
6. **Present a current financial report at all Executive Board and Association membership meetings;**
7. **Cooperate fully with the Audit Committee;**
8. **Ensure that President has necessary information and records to meet TSTA compliance standards;**
9. **Submit all Association financial records to the new Treasurer at the conclusion of the term of office.**
10. **Serve as delegate to the regional and State convention, and this shall be noted on the ballot for election.**

Section 5. Vacancies

A permanent vacancy in the office of President shall be filled by election by either one of the Vice Presidents until next election. All other vacancies shall be filled by election by the Executive Board until the next regularly scheduled Association election.

Section 6. Suspension of Term Limits

The provision of 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 the limit for a specific office to allow an additional term for a specific person.

ARTICLE VI
EXECUTIVE BOARD

Section 1. Composition

The Executive Board shall be composed of the elected officers and those Chairs of Standing Committees that are elected by the members as provided below in Article IX and any at- large members elected as provided below in Section 9 of this Article.

Section 2. Terms

All terms shall be for three years.

Section 3. Duties

The Executive Board shall:

1. **Be responsible to the membership in all matters;**
2. **Carry out the policies of the Association;**
3. **Attend to the business of the Association between meetings of the members;**
4. **Serve as liaison to committees as assigned by the President;**
5. **Have care of any real property owned by the Association;**
6. **Approve all members of committees/task forces;**
7. **Receive all reports submitted by or requested from committees;**
8. **Set election dates and member meeting dates;**
9. **Approve or reject contracts presented by the President;**

10. **Act on an annual budget and present that budget to the April or May membership meeting for approval;**
11. **Annually review the Association bylaws and present any proposed amendments to an all-member meeting for approval;**
12. **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 4. Quorum

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

Section 5. 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 as possible thereafter.

Section 6. 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 7. 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 elections, the Executive Board is out of compliance with the proportional representation requirement, then a special all- member meeting shall be scheduled by the Board for the purpose of electing enough ethnic minority at- large Board members to bring the Board back into compliance.

Section 10. Vacancies

Vacancies in the office of elected Committee Chairs or At Large Board members shall be filled by the Executive Board at the first Executive Board meeting after the vacancy occurs. Replacements shall serve until the next regulary scheduled membership meeting, when an election shall be held to fill the vacancies for the remainder of the term.

Section 11. Removal from Office

A member of the Executive Board may be removed from office for mission three (3) meetings consecutively, malfeasance, misfeasance, nonfeasance, or for being a member of a competing organization. No member may be removed from office without due process. All removals will be directed to the state Hearing Committee for consideration.

ARTICLE VII
ELECTIONS

Section 1. Eligible Voters

All active members in good standing are eligible to vote in Association elections for officers and Committee Chairs once they have been a member 90 days. Ninety days prior to the election date the President shall be used to determine eligibility for voting and for being nominated for the positions to be elected. For elections for delegates to the Region and TSTA Houses of Delegates and the NEA RA, a roster shall be requested as of January 15 and that roster shall be used to determine eligibility for seeking election as a delegate and for voting in the delegate elections.

Section 2. Open Nominations

Nomination forms for Officers and Committee Chairs must either be sent to all members of the Association by either electronic or regular mail. Any qualifications for office must be provided to all candidates. The forms may be returned by e-mail. Nomination forms must be submitted by the deadline set in the notice of the election and printed on the form to allow time to prepare official ballots for the election. 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 and must be signed by the nominee.

Section 3. Elections at All Member Meeting

All Elections shall be held at an all-member meeting. Officers and Committee Chairs shall be elected at an all-member meeting no later than May of the appropriate year. Notice of the time and place for this meeting shall be sent to all members either electronically, regular mail, or posted on bulletin boards in all work sites where there are TSTA members at least 14 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.

Section 4 Election Guidelines

All Nominees on the official ballot shall be permitted to address the meeting for at least two minutes before the balloting. No nominations will be accepted after the deadline as established by the Board (see Section 2 of this Article). Write-In votes for eligible candidates are permissible and will be counted, but no write-in candidate will be distributed only to those persons listed on the Roster who present a driver's license or school ID. NO EXCEPTIONS. 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.

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 equal number of votes. 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. 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 prior to mid-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, in writing, 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:

1. **Serve as the representative of the Association in the building;**
2. **Listen to members in the building and articulate their concerns to the Executive Board;**
3. **Be knowledgeable about the Association and its activities and keep members informed about Association actions and concerns;**
4. **Promote membership in the Association and carry out the membership drives of the Association under the direction of the Membership Committee;**
5. **Maintain an accurate list of members in the building and keep the treasurer informed of any changes in addresses or membership status;**
6. **Meet at least four times a year with members in the building;**
6. **Keep members informed about the TSTA Help Center and the process for solving problems, including grievances;**
7. **Transmit records to the Association;**
8. **Ensure that every potential member in the building is invited to join and has a membership form;**
9. **Attend Association Representative training and meetings;**
10. **Sign an agreement commiting to do the above.**

Section 2. Representation

The President shall, with the approval of the Executive Board, appoint at least one Association Representative in each building or work site. 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 agendas for such meetings shall be jointly agreed by the President and Chair of the AR Committee. The President Chair of the AR Committee 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 Assosciation Representatives serving in their first year. Any Association Representative that misses more than two meetings during a year, or misses training for two consecutive years shall be replaced, except that the Executive Board, upon recommendation from the President, may vote by a two- thirds majority not to impose this penalty in extenuating circumstances. The Executive Board may adopt a policy that provides for rotating attendance among Association Representatives in situations where there is more than one Associaton Representative in a building or work site.

ARTICLE IX
COMMITTEES/TASK FORCES

Section 1. General Provisions

1. **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.**
2. **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.**
3. **All committee/task force reports shall be submitted to the Executive Board prior to submission to the member meeting.**
4. **No member shall serve on more than one standing committee, except that this shall not apply to the hearing committee and the election committee.**
5. **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:

1. **schedule meetings;**
2. **notify all members of meetings;**
3. **advise the President and the Board of Committee activities;**
4. **recommend committee members to the President;**
5. **make regular committee reports to the Executive Board;**
6. **ensure that the committee operates within its budget;**
7. **recommend programs and policies to the Executive Board;**
8. **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 charges, duties and responsibilities traditionally held by such committees. The Executive Board may add to the charges for any committee.

1. **Membership Committee (which shall be chaired by the Vice-President)**
2. **Budget Committee (which shall be chaired by the Treasurer)**

3. **Audit Committee**
4. **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

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

A. **The following Standing Committees are hereby established with the charges, duties and responsibilities traditionally held by such committees or as designated below. The Executive Board may add to the charges for any committee.**

    1. **Elections Committee**
    2. **Legislative and Political Committee**
    3. **Association Representative (AR) Committee**
    4. **Member Advocacy Team (MAT) Committee**
    5. **Communications Committee**
    6. **School Board Committee**

B. **The chairs of the standing committees shall be elected to two-year terms at an all member meeting as provided in Article VII.**

above. These elected Committee Chairs shall serve as voting members of the Board during their terms as Chair and shall have the responsibility to keep the President and the Board apprised of the activities of their respective committees and on the fulfillment of committee charges.

Transitions Proviso: Notwithstanding the provision above for two year terms with elections in May, the first election for all Chairs of these committees shall be held no sooner than four weeks, and no longer than six months, after the approval of this Bylaw provision and shall be conducted by the Elections Committee established under the bylaws replaced by these bylaws. At that election, which will be conducted at an all member meeting, with notice of the purpose, date, location, and time of the meeting and nomination forms sent to all members no later than three weeks from the meeting date after the approval of the Bylaw provision, the chairs of the MAT Committee, the Communication Committee, the School Board Committee Elections Committee, Legislative and Political Committee and the AR Committee shall be elected to terms that begin immedietly. All future elections shall be held at an all member meeting in May of the appropriate year.

Section 8. Elections Committee

The Elections Committee shall conduct all elections for the Association, shall enforce all guidelines and procedures established by the bylaws or the Board and shall establish and enforce any other appropriate and necessary guidelines for elections. The Committee shall receive and rule on any challenges to elections.

Section 9. Legistlative and Political Committee

The legislative and Political Committee shall ensure distribution of legislative and political information from TSTA and NEA, communicate regularly (working with the Communications Committee) with Association members on legislative and political issues, shall promote grassroots involvement by members in TSTA and NEA legislative and political efforts and shall encourage member participation in the TSTA continuing PAC contributor program. The committee shall recommend to the Board a process for the Association to participate in school board elections and shall work to implement any such program approved by the Board.

Section 10. Association Representative (AR) Committee

The AR committee shall track and monitor the AR system for the Association, make recommendations for the appointment or removal of AR's to the president, work with TSTA to provide appropriate training for all AR's, plan meeting agendas for all AR meetings, and identify and recruit potential AR's.

Section 11. Member Advocacy Team (MAT) Committee

The MAT committee shall track and monitor the efforts and progress of the MAT, shall identify and recruit potential members of the MAT, shall work with TSTA to ensure proper and appropriate training for all MAT members, shall communicate regularly (working with the Communications Committee) with Association members to keep them informed regarding their rights and the process to follow when issues related to employment arise.

Section 12. Communications Committee

The Communications Committee shall develop and implement a communications plan for the Association that shall be part of the Full Capacity Local Plan each year. The plan shall call for regular communications with the members, distribution of information on matters of interest to the members, and sharing of news about the Association, TSTA and NEA. The plan also will include provisions for providing appropriate information for distribution to local media outlets and maintaining an appropriate presence on social media applications.

Section 13. School Board Committee

Working with the President, this committee will coordinate Association efforts to monitor meetings of the Edinburg ISD Board and, when appropriate, to ensure a presence of Association members at school board meetins; monitor and review school board policies and, relying on guidance from the TSTA Standing Committee on school Board Policies, propose and advocate for policy changes; devise and implement a plan to build relationships with individual School Board members and advocate for Association positions with those members.

Section 14. 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.

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.