

## **SOCORRO EDUCATION ASSOCIATION BYLAWS**

**January 29, 2011**

### **Article I**

The name of this organization shall be Socorro Education Association, or SEA/TSTA/NEA, hereafter known as the Association. Headquarters for the Association shall be maintained in El Paso, El Paso County, Texas.

### **Article II** ***PURPOSE***

#### **Section 1. The Association shall:**

- (1) Affiliate and cooperate with the Texas State Teachers Association and the National Education Association in the promotion of the highest standards and professional practices.
- (2) Represent the interests of its members in the development of effective policies for educational employees.
- (3) Encourage its members to exercise their rights and privileges as citizens and to willingly accept leadership in the Association and the community.
- (4) Promote instructional improvement and professional development.
- (5) Improve the structure of the association in order to ensure the full and effective participation of all members, thereby establishing and maintaining an independent, self-governing organization.
- (6) Work to secure broad community support for public education.
- (7) Promote communication, cooperation, and leadership development within its membership.
- (8) Promote and protect the rights and welfare of members.
- (9) Promote the rights and welfare of all students.
- (10) Assist each student in realizing his/her potential.

**Article III**  
**MEMBERSHIP AND DUES**

**Section 1. Membership**

Active members shall support the goals and objectives of the Association.

**Section 2. Eligibility**

The membership in this Association shall be open to any employee of the Socorro Independent School District in accordance with the TSTA Bylaws.

**Section 3. Classification of members**

(1) Active membership shall be open to any person meeting the eligibility requirements. Active members shall enjoy all rights and privileges of the Association.

(2) Life members of TSTA or NEA shall be eligible to join the Association by payment of local dues.

**Section 4. Dues**

(1) The Association shall levy an annual membership fee. This may be set for any subsequent membership year by a majority vote of the members present and voting at an all-member meeting.

**Section 5. Affiliate Membership**

All active members of this association shall be members of TSTA and NEA.

**Section 6. Membership/Fiscal Year**

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

**Section 7. Meetings**

The Association shall provide for at least three meetings each year for all members. The quorum for an all-member meeting shall be 10 members.

**Section 8. Notification of meetings**

Members shall be notified of all scheduled SEA meetings, by e-mail, at least 10 working days in advance, with the exception of emergency meetings, and have the right to attend.

## **Article IV OFFICERS**

### **Section 1. Composition**

The officers of the Association shall be the President, Vice President, Secretary, and Treasurer.

### **Section 2. Terms**

(1) All officers shall be elected to two-year terms. Term limits shall not apply. The President and Secretary shall be elected in odd numbered years. The Vice President and Treasurer shall be elected in even numbered years.

(2) No person except a member of the Association shall be eligible for any office; no person shall be eligible for any office who has not been a member for three consecutive years immediately preceding the year of election.

(3) The officers shall take office on the 1st day of June.

### **Section 3. Duties of 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 to a member of the Executive Committee.

(3) Have the power to fill all Executive committee vacancies with the approval of the Executive Committee.

(4) By August 1, appoint chairs of all committees and give them their "Charge of Duties".

(5) Prepare and submit items on the agenda at least 5 working days before an Executive Committee meeting or a Representative Assembly meeting, and preside at all meetings of the Association.

- (6) Approve all communications sent out in the name of the Association.
- (7) Submit by required date, annually, a list of officers, Executive Committee, Association Representatives, and updated Bylaws to TSTA and ensure compliance with TSTA compliance standards.
- (8) Co-sign checks as designated by the Financial Policy.
- (9) Sign all legal instruments concerned with the business and professional activities of the Association.
- (10) Serve as a head of the local delegation to the Regional and State House of Delegates, and also to the National convention that convenes following the completion of the President's term.
- (11) Serve as a representative on the Regional Board of Directors.
- (12) Give to the Executive Committee information on the state of the Association, and recommend for their consideration such measures, as he/she shall judge necessary and expedient to fulfill the goals of the Association.
- (13) Serve as an ex-officio member to all committees except the Hearing and Elections committees.
- (14) See that the bylaws are faithfully executed, and commission all of the officers of the Association.

#### **Section 4. Duties of the Vice President**

The Vice-president shall:

- (1) Perform the duties of the president in the absence of the president.
- (2) Serve as chairperson of the Membership Committee and coordinate Association activities with the Association Representatives.
- (3) Maintain an accurate roster of the membership.
- (4) Succeed to the office of President upon the death or resignation of the president.
- (5) Perform other duties as delegated by the president or Executive Committee.

(6) Co-sign checks as designated by the Financial Policy.

### **Section 5. Duties of the Secretary**

The Secretary shall:

(1) Attend all proceedings of the Executive Committee and the Representative Assembly.

(2) Keep accurate records of the proceedings of all meetings of the Executive Committee and the Representative Assembly and file these reports in the Association office, annually.

(3) Keep a record of all correspondence addressed to the Association, all Committee reports, officer reports, UniServ reports, and any Committee, and Representative Assembly reports.

(4) Prepare and keep on file an accurate list of names, addresses, and phone numbers of the members of the Executive committee, the Association Representatives, and Committee chairs.

(5) Serve as the president pro tempore, in the absence of the Vice President and President.

### **Section 6. Duties of the Treasurer**

The Treasurer shall:

(1) Be the chairperson of the Budget Committee.

(2) Document all revenues and expenditures of the Association.

(3) Deposit all revenues in the various accounts held by the Association within 5 working days after receiving them.

(4) Make all necessary and proper disbursements for the operation and maintenance of the Association.

(5) Propose amendments to the budget to balance the debits and credits of the Association.

(6) Disburse funds only upon authorization of the Executive Committee.

(7) Co-sign checks as designated by the Financial Policy.

- (8) Present a monthly financial report to the Executive Committee.
- (9) Present a budget report at each Executive Committee meeting.
- (10) Submit a certified report quarterly of all revenues and expenditures of the Association to the Audit Committee for disposition at the end of each fiscal year and cooperate fully with the Audit Committee.
- (11) Serve as an ex-officio member of the audit Committee.
- (12) Maintain and submit all Association financial records to the new Treasurer at the conclusion of the term of office.
- (13) Serve as a member on the Membership Committee.

**Section 7. Vacancies**

- (1) In the event of the resignation, death, or absence of an officer for three consecutively scheduled meetings, his/her office may be declared vacant by the President.
- (2) Such vacancies shall be filled by the Executive Committee with the exception of the offices of President and Vice President.
- (3) A vacancy in the office of the President shall be filled by the Vice President and a Special Election shall fill a vacancy in the office of Vice President.

**Section 8. Removal from Office**

The President, Vice President, and all officers of the Association may be removed from office by impeachment for malfeasance, misfeasance, and nonfeasance, but shall be guaranteed the right of Due Process.

**Article V**  
***EXECUTIVE COMMITTEE***

**Section 1. Composition**

The Executive Committee shall be composed of the elected officers of the Association, Area Directors, and At-large members.

**Section 2. Terms**

(1) All Executive Committee members shall be elected to two-year terms. Term limits shall not apply.

(2) No person except a member of the Association shall be eligible to be an officer, an Area director, or an at-large member; neither shall any person be eligible for this position who shall not have been a member for three years prior to the year of election.

(3) The terms of the Executive Committee members shall start on the 1st day of June.

(4) Area Directors in the Montwood, Socorro, and Eastlake clusters shall be elected in even numbered years. At-Large positions 2 & 4 shall be elected in even numbered years. Area Directors in the El Dorado and Americas clusters shall be elected in odd numbered years. At-Large positions 1, 3 & 5 shall be elected in odd numbered years. Area Directors for new clusters shall be appointed by the President with the approval of the Executive Committee and shall stand for election at the next scheduled officer election.

### **Section 3. Area Directors**

(1) There shall be one Area director for the area covered by each high school and its feeder schools.

(2) Each Area director shall be assigned to work with the Association Representatives in his or hers assigned area work sites.

(3) Area directors shall be ex-officio members of the Membership Committee.

### **Section 4. Chair**

(1) The President of the Association shall be Chair of the Executive Committee but shall have no vote, unless the vote is equally divided.

(2) The Vice-President of the Association shall serve as the Chair of the Executive Committee in the absence of the President.

(3) The Secretary of the Association shall serve as the President pro tempore, in the absence of the Vice President and President.

### **Section 5. Duties**

The Executive Committee members 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) Approve all members of committees/task forces.
- (6) Receive all reports submitted by committees.
- (7) Set election dates.
- (8) Approve or reject contracts presented by the President.
- (9) Act on an annual budget and present that budget at the August meeting of the Association Representatives.
- (10) Recommend proposed Association policy.

#### **Section 6. Quorum**

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

#### **Section 7. Meetings**

The Executive Committee shall meet as needed. Notice will be provided to members at least five working days prior to the meeting via printed or electronic media. First meeting will be held after June 1 or as soon as possible thereafter.

#### **Section 8. Minutes and Agenda**

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

#### **Section 9. Rights of Members**

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

#### **Section 10. Vacancies**

Vacancies in the office of area directors and at-large committee members shall be appointed by the President with the approval of the Executive Committee at the first Executive Committee meeting after the vacancy occurs. Replacements shall serve until the next scheduled election.

### **Section 11. Removal from Office**

A member of the Executive Committee 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. Any SEA Executive Committee member with three unexcused absences from scheduled Committee meetings shall be removed from office. He/She shall have the right to appeal the decision to the SEA Hearing Committee who shall have final authority.

### **Section 12. Proportional Representation**

The Executive Committee shall guarantee ethnic minority representation at least proportionate to the Association's ethnic minority membership. If the President determines that the Executive Committee does not meet the Ethnic Minority or the proportional requirement, the President shall notify the Executive Committee of this fact and call for the election of enough at-large members to correct the imbalance.

## **Article VI *ELECTION PROCEDURES***

### **Section 1. Elections**

- (1) Elections shall be held every year.
- (2) The Elections Committee shall conduct elections.

### **Section 2. Open Nominations**

(1) Notification of open nomination must be sent to all members of the Association by email and posted on bulletin boards at worksites. Any qualifications for the office must be printed on the nomination form. Nomination forms shall be available on the website and may be sent by email. 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 the statement before he or she is

considered nominated. No name shall be placed on a ballot or counted unless the person has signed the required statement.

(2) Any qualified member seeking the office of President, Vice-President, Secretary, Treasurer, Area Director, or At-large member of the Executive Committee, shall submit his/her name and signed statement for nomination, in writing, to the Elections Committee Chairperson.

(3) In the event no candidate files for an office, the Executive Committee shall elect the officer using open nominations and secret ballot.

### **Section 3. Eligible Voters**

(1) All active members are eligible to vote in Association elections.

### **Section 4. Secret Ballot**

(1) Elections must be conducted using secret ballot. No signature should be on the ballot form itself.

(2) A verification list of qualified voters should be provided with the ballots.

### **Section 5. Majority Vote**

(1) All officers/Executive Committee members, of the Association shall be elected by a simple majority of the votes cast.

(2) In the event no candidate receives a majority, the Elections Committee shall conduct a runoff election.

### **Section 6. Results of the Election**

(1) The Elections Committee shall certify the number of votes for each nominee, shall submit a certified report of the results to the Executive Committee for adoption, and shall send the results to each candidate.

(2) In the event of a tie, the Elections Committee shall conduct a runoff election between the candidates who tie.

### **Section 7. Election Guidelines**

Election guidelines that are consistent with these Bylaws must be approved by the Executive Committee.

### **Section 8. Other Elections**

Elections for Regional Delegates, Delegates to the TSTA House of Delegates, NEA Representative Assembly Delegates, TSTA State Offices, and NEA Director must be conducted according to TSTA Policy.

### **Section 9. Challenges**

(1) The election guidelines, established by the Executive Committee must specify the steps to take in challenging an election.

(2) Any candidate may report campaign or election violations to the Elections Chairperson in accordance with the guidelines established by the Executive Committee.

(3) Challenges must be initially filed with the Elections Committee. Within 24 hours of the announcement of election results. The Executive Committee shall have the final authority in resolving election challenges. At the request of any member affected by the decision of the Executive Committee on any challenge, the decision should be put in writing. Consistent with the TSTA Bylaws regarding local affiliates, any member shall have the right to appeal the decision of the Executive Committee to the TSTA Executive Director within 10 days after receiving the written decision of the Executive Committee.

## **Article VII ASSOCIATION REPRESENTATIVES**

### **Section 1. Duties**

The duties of the Association Representative shall be:

(1) Serve as the representative of the Association in their building.

(2) To articulate the concerns of his/her constituents to the Executive Committee.

(3) Be knowledgeable about the Association and its activities and keep members informed about Association actions and concerns.

(4) To promote membership in the Association and carry out the membership drives of the Association under the direction of the Membership Committee.

- (5) To hold Association meetings at their facilities, maintain an accurate list of members in their building and keep the Executive Committee informed of any changes in addresses or membership status.
- (6) Keep members informed about the TSTA Help Center and the process for solving problems, including grievances.
- (7) To transmit membership forms to the Association.
- (8) Ensure that every potential member in their building is invited to join and has a membership form.
- (9) Attend Association Representative trainings and meetings.

### **Section 2. Representation**

The President shall, with the approval of the Executive Committee, appoint at least one Association Representative in each building. To the extent possible, one additional Association Representative shall be appointed for each 25 members. The Association shall strive to create an AR team at each worksite.

### **Section 3. Terms**

Association Representatives shall serve at the pleasure of the President as approved by the Executive Committee except that, if requested by a petition signed by at least 20% of the members in a building the Executive Committee shall call a meeting of the members in that building within four weeks of receiving the petition for the purpose of appointing a new Association Representative.

### **Section 4. Meetings and Trainings**

Association Representatives shall meet together at least four times during the membership year. Special meetings shall be called as needed. 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. The Executive Committee may adopt a policy that provides for rotating attendance among Association Representatives in situations where there is more than one Association Representative in a building.

## **Article VIII COMMITTEES/TASK FORCES**

## **Section 1. General Provisions**

(1) Standing committees and task forces shall be appointed by the President and approved by the Executive Committee and shall be composed of the number of members determined by the President and approved by the Executive Committee. In addition to the standing committees established by this Article, the President and/or the Executive Committee shall, by policy, establish such other committees as it deems essential to achieving the mission of SEA. The policy shall state the purpose and appropriate number of members for each committee established by the policy.

(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 Committee.

(4) Members may serve on multiple committees.

(5) A quorum of a standing committee shall be a majority of its members.

## **Section 2. Responsibilities of Committee/Task Force Chairs**

The responsibilities of the Chair shall include:

(1) Schedule meetings.

(2) Notify all members of meetings.

(3) Advise the President of committee activities.

(4) Recommend committee members to the President.

(5) Make regular committee reports to the Executive Committee.

(6) Operate within the committee's budget.

(7) Recommend programs and policies to the Executive Committee.

(8) At the request of the Executive Committee, 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 Committee 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. Legislative/Political Action Committee
4. Audit Committee
5. Election Committee
6. Hearing Committee

### **Section 4. Elections Committee**

This committee shall conduct the elections of the Association. Its responsibilities shall include:

- (1) Recommend to the Executive Committee filing procedures; election dates, notification of elections, arrangements of ballots, announcements of elections results.
- (2) Reproduction and distribution of ballots and election materials.
- (3) Tallying and certifying election results.
- (4) Receive initial election challenges. However, the Executive Committee shall have the final authority in resolving election challenges.

### **Section 5. Membership Committee**

The Membership Committee shall promote continuous growth of the Association. The responsibilities of the Membership Committee shall include:

- (1) Plan and initiate the annual membership campaign.
- (2) Train Association Representatives in their responsibilities as they relate to membership.
- (3) Maintain current membership records.

### **Section 6. Budget Committee**

The Budget committee shall recommend sound financial practices and policies for the Association. The responsibilities of the Budget committee shall include:

- (1) Receive and present budgetary proposals from Standing Committee Chairs to the Executive Committee for consideration and approval.
- (2) Submit to the Executive Committee an annual budget for approval.

### **Section 7. Legislative Committee**

This committee shall promote the Associations welfare in elections and legislative matters. The responsibilities of the Legislative Committee shall include:

- (1) Review legislative programs and political education objectives.
- (2) Assist TSTA/NEA in the political arena.
- (3) Inform members on matters of legislation at the local, state, and national level.
- (4) Assist in member voter registration drives.
- (5) Coordinate local election efforts.

### **Section 8. Audit Committee**

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

### **Section 9. 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 Committee

members, or individual members of the Association. No member of the Executive Committee 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 10. Task forces**

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

### **Section 11. Removal**

Any Committee member with three unexcused absences from scheduled committee meetings shall be removed from the committee. Any committee member may be removed by the President upon recommendation of the Committee chair and/or with concurrence of the Executive Committee.

## **Article IX DUE PROCESS**

This Association shall guarantee that no member will be censured, suspended, or expelled without a due process procedure, which shall include an appellate procedure.

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

The Executive Committee shall approve rules and procedures to implement these due process guarantees.

## **Article X PARLIAMENTARY AUTHORITY**

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

## **Article XI AMENDMENTS PROCEDURES**

Amendments to these Bylaws may be introduced by any member at any meeting of the Executive Committee.

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

The Executive Committee, or a subcommittee of the Executive Committee named for this purpose, shall ensure the proper wording and prepare the amendments for printing and submit them to all members at least two 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.

Any amendments to these Bylaws shall become effective immediately upon approval by the membership voting at an all-member meeting called for this purpose.

**Article XII**  
***LIMITATION OF AUTHORITY***

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