

AUSTIN ATPE

Local Unit Bylaws

ARTICLE I – Name

Section 1. Name. The organization shall be known as the Austin Association of Texas Professional Educators.

Section 2. Purpose. The local unit is organized for the following purposes: To further education as a service and as a profession through support of public schools in the Austin Independent School District; to promote activities, services and training for educators; and to develop and maintain high standards of professional ethics among all professional educators.

ARTICLE II – Membership

Section 1. Definitions. Where used herein, the following term means: “Member” -- Those persons who have paid their prescribed state and local unit ATPE membership dues for the current membership year and who have not otherwise had their membership suspended.

Section 2. Membership. Any educator or person interested in public education who believes in and will support the purposes of this organization shall be eligible for membership.

Section 3. Membership Year. The membership year shall run concurrently with the state membership year as established in the ATPE State Bylaws, Article III, Section 3, currently set at August 1 – July 31.

Section 4. Classes of Members. The association shall have six classes of members. The classes and their qualifications are:

- (a) **Professional.** Those educators who are employed in Texas in a certain capacity (as defined yearly by the Board of Directors) by a public school district, institution of higher education, Regional Education Service Center, State Board of Educator Certification or the Texas Education Agency, or who are life members.
- b) **Retired.** Those persons who are retired from an active position in the public education profession after working in public education for at least ten (10) years and who receive, have received or are eligible to receive a benefit from a recognized pension program.
- (b) **Associate.** Those paraprofessional and support persons who are employed in Texas in a certain capacity (as defined yearly by the Board of Directors) by a public school district, institution of higher education, Regional Service Center, State Board for Educator Certification or the Texas Education Agency.
- (c) **Teacher Trainee.** Those students enrolled in a teacher education program in an accredited college or university who will be engaged in student teaching and/or field experience in Texas during the membership year.
- (d) **Public.** Those persons other than the foregoing who are interested in public education.
- (e) **College Student.** Individuals enrolled in an accredited college or university who will not be involved in the student teaching experience.

ARTICLE III – Officers

Section 1. Officers. The officers of the local unit shall be a president, vice president, secretary, treasurer, membership chairperson, the immediate past president and other officers deemed necessary and elected by the local unit. Two people may occupy the same office in a co-chair position. No two elected offices may be held simultaneously by the same person. All officers shall be members of the Association of Texas Professional Educators.

Section 2. Executive Committee. The officers shall collectively constitute the Executive Committee, having duties as hereinafter prescribed. If two people co-chair, each would have one vote. A majority of the total executive committee shall constitute a quorum for the transaction of business.

Section 3. Election and Term of Office. The president shall automatically succeed to the office of immediate past president. Every other spring the president may appoint a nominating committee for the express purpose of receiving from the local membership a slate of candidates for each office. Additionally, nominations may be submitted from the floor prior to voting during the election meeting. Ten (10) days notice shall be given to all members prior to a local unit meeting held for the purpose of elections. The officers of the local unit shall be elected biannually, on even numbered years, by a majority vote of the local members present and voting during the election meeting. An election may be conducted by mail, e-mail or other means established by the nominating committee provided the nominating committee's process, as described by these bylaws, is followed. Each officer shall be elected for a two-year term of office and shall hold office until his/her successor has been duly elected and qualified. All classes of members are eligible to be officers.

Section 4. Removal of Officers. Any officer may be removed by a two-thirds (2/3) vote of the members present and voting at any local unit meeting, 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 5. Vacancies. A vacancy in the office of president shall be filled by succession of the vice president to the office of president for the remainder of the term. A vacancy in any other office (except president) may be filled by the Executive Committee for the unexpired portion of the term.

Section 6. Terms. All officer terms of the local unit shall run concurrently with the state ATPE officer terms as established in the ATPE State Bylaws, Article IV, Section 6.

Section 7. Duties of Officers. Officers shall have and shall exercise the following duties:

- (a) **President.** The president shall preside at all meetings. In general he/she shall perform all duties incident to the office of president and such other duties as may be necessary for the growth of the local unit. The president will select and certify to the secretary of ATPE the names of the local unit state convention delegates and alternates no fewer than 30 days prior to the date of the state convention.
- (b) **Vice President.** In the absence of the president, the vice president shall perform the duties of the president. When so acting, he/she shall have all the powers of and be subject to all restrictions upon the president. The vice president shall perform such other duties as may be assigned to him/her by the president.
- (c) **Secretary.** The secretary shall keep the minutes of the meetings and activities of the local unit.

- (d) **Treasurer.** The treasurer shall have charge and custody of and be responsible for monies, dues from and payable to any source whatsoever, and deposit all such monies in a financial institution as determined by the Executive Committee. He/she shall keep the Executive Committee and the members apprised of the financial condition of the local unit.
- (e) **Membership Chairperson.** The membership chairperson shall direct the planning, preparation and execution of the annual membership campaign.
- (f) **Immediate Past President.** The immediate past president shall serve as a member of the Executive Committee and shall perform such other duties as may from time to time be assigned to him/her by the president.

ARTICLE IV – Local Unit

Section 1. Local Dues. All members of the local unit shall pay \$15.00 local dues in addition to the prescribed state association dues.

Section 2. Local Functions. The functions of the local unit shall be:

- (a) To enroll members in the association.
- (b) To select delegates to the ATPE House of Delegates as provided by established local unit and state association procedures.
- (c) To promote activities consistent with the purpose of ATPE.

Section 3. Meetings. Local units shall conduct meetings as necessary.

Section 4. Fiscal Year. The fiscal year of the local unit shall run concurrently with the state ATPE fiscal year as established in the ATPE State Bylaws, Article XIV, Section 1, currently set at August 1 – July 31.

ARTICLE V – Committees

Section 1. Standing Committees. Local units may establish one or more of the following standing committees:

- (a) Bylaws
- (b) Legislative
- (c) Membership
- (d) Nomination/Election
- (e) Public Information
- (f) Resolutions
- (g) Services

Section 2. Duties of Standing Committees. The standing committees shall have the following duties and responsibilities:

- (a) **Bylaws.** To recommend appropriate amendments to the Articles of Incorporation and/or bylaws of the local unit or state association and to forward a copy of the local unit bylaws to the state office each time they are amended.
- (b) **Legislative.** To promote legislation endorsed (or opposed) by the local unit or state association and to coordinate appropriate activities involving legislation, such as monitoring legislative issues that would affect local unit members.
- (c) **Membership.** To promote the growth of the local unit through the use of state ATPE recruitment information, development of local materials and implementation of recruitment programs on the campus and district levels.

- (d) **Nomination/Election.** To receive nominations for officers and recommend, for approval by the Executive Committee, election rules to govern the nomination and election of officers; such rules shall be presented to the Executive Committee prior to the date necessary to give notice as provided in Article III, Section 3 to govern local unit elections. To recommend, for approval of the Executive Committee, rules to govern the selection of convention delegates.
- (e) **Public Information.** To recommend to local Executive Committee methods that would increase public awareness of the local unit's goals, objectives and accomplishments.
- (f) **Resolutions.** To review and/or propose resolutions to be considered by the local unit and the ATPE House of Delegates.
- (g) **Services.** To design all programs involving local services, but not limited to local service and discount programs.

Section 3. Appointment. The membership of standing committees shall be appointed by the president from among local unit members in such numbers as deemed appropriate.

ARTICLE VI – Miscellaneous Provisions

Procedure. Unless otherwise specifically provided, the proceedings of the local unit shall adhere to standards of procedures established in *Robert's Rules of Order Newly Revised*, as the current edition now provides, or as it may be hereinafter updated.

ARTICLE VIII – Amendments to Bylaws

Section 1. Authority to Amend. These bylaws may be altered, amended or repealed, and new bylaws may be adopted by a majority present at any local unit meeting, provided proper notice of the intention to alter, amend or repeal these bylaws or to adopt new bylaws at such meeting has been given to all members at least thirty (30) days in advance. (In the event of any change, these bylaws should be amended and a copy will be sent to the state office.)

Date _____

Signature _____

Signature _____

Signature _____

Signature _____

Signature _____