

# BY-LAWS

## Section 1. Membership

- A. The state membership fee shall be determined annually by the Board of Directors.
- B. The State membership fee shall be paid to the state office and a portion of fees that are collected will be sent to the region for regional expenses.
- C. Schools and individuals must have completed and paid state and national affiliation in order to be eligible to participate.
- D. The national membership fees and affiliation requirements are determined by the national organization, and will be collected by the state office.
- E. All members should demonstrate high qualities of character, service, scholarship, and leadership that are essential to becoming a good educator.
- F. The state membership year will run from September 1 to August 31.

## Section 2. Qualifications for Candidate Schools:

- A. Schools rather than individuals shall be candidates. Each Officer School shall choose the student to fill the office.
- B. A Candidate school shall have been a member of the Association the school year preceding its nomination and shall be a current member.
- C. A school shall hold only one office at a time, and a school shall not be an officer for consecutive terms, unless appointed under Section 9.B of the bylaws.
- D. A Candidate School shall file a letter of permission to run for an office from the Principal of that school. This letter shall be submitted to the Executive Director 45 days prior to the state conference.
- E. A Candidate School shall attend its regional conference.
- F. A Candidate School shall attend the Teach Tomorrow Summit preceding its
- G. nomination.
- H. A Candidate School shall have served as a Regional Officer in the past 5 years.

## Section 3. Campaign Procedure:

- A. Each Candidate School shall be responsible for securing from the Program Director a list of regulations governing the type and use of campaign materials.
- B. A political rally, at which the Vice-President shall preside, shall be held prior to the voting session.
- C. During the political rally, each candidate will give their campaign speech and respond to questions.

## Section 4. Election Procedures:

- A. Election of officer schools shall be held prior to the last general session of the Teach Tomorrow Summit.
- B. Voting shall be by secret ballot, each member school present at the conference shall have one vote. Foreign or exchange students are not official delegates. The Board of Directors shall determine the number of delegates each school may bring to the Teach Tomorrow Summit and the per student and per advisor registration fee for the conference.

- C. Preceding the opening of the last general session at the conference, the run-off ballots, if needed, shall be marked, collected by the Vice-President and given to the Chairman of the Tabulating Committee. The school that receives the most points will be elected State President School, the school that receives the second most points will be elected State Vice-President School, third will be State Secretary School and fourth will be State Historian School.
- D. Ballots shall be tabulated before the end of the last general session of the conference and results of the election announced by the President.
- E. All newly elected officer schools shall assume their responsibilities at the conclusion of the last general session of the Teach Tomorrow Summit.
- F. All election matters, including contested elections, shall be considered and decided by the Board of Directors. Written notice of any issue must be delivered to the Program Director, who will place it on the agenda of the next Board meeting; the Board will meet immediately to address any election issue arising during state officer elections.

Section 5. Vice President shall appoint a Credentials Committee composed of the Vice-President, four students (each from a different school), and one advisor. This committee shall review the list of schools certified by the State Executive Director and the Vice-President and prepare a list of eligible candidate schools to be voted on at the Conference.

Section 6. Secretary shall appoint a Tabulating Committee composed of the Secretary, four students, each from a different school, and one advisor. This committee shall receive the marked ballots from the Vice-President, tabulate the results, and present them to the President prior to the close of the Teach Tomorrow Summit.

Section 7. The Association may charge a Conference Registration Fee. This fee shall be established by the Board of Directors and collected from each delegate school prior to the date set by the Board of Directors.

Section 8. Duties of the student state officers:

- A. All officers shall:
  - 1. Attend the following:
    - a. All meetings of the State Board of Directors; (paid by TAFE)
    - b. TAFE Teach Tomorrow Summit (not paid by TAFE)
      - 1) preside at all general sessions
      - 2) greet conference attendees
      - 3) plan, prepare, and conduct a breakout session at the Teach Tomorrow Summit and the Educators Rising National Conference
    - c. TAFE Officer Retreat (student officer and advisor paid by TAFE)
    - d. TAFE Summer Leadership Workshop (student officer and advisor paid by TAFE)
    - e. FCSTAT Conference (student officer and advisor paid by TAFE)
    - f. TAFE Advisor Workshop (student officer paid by TAFE)
    - g. Capitol Leadership Training (student officer and advisor paid by TAFE)
    - h. FEA National Conference (Lodging, registration for advisor and student, as well as \$600 for travel per school paid by TAFE)
  - 2. Adhere to the officer dress code which includes

- a. Ladies-blue blazer with black dress, or blouse with skirt or dress pants, black shoes (pumps with closed toe and no more than 3 inch heel), and hose.
  - b. Gentlemen-blue blazer with black long-sleeved dress shirt, khaki slacks, black dress slacks, black dress shoes, and tie
  - c. Both ladies and gentlemen may also have a polo shirt
3. Perform other duties as required.

B. All officers may:

- 1) Be available, subject to approval of your principal, to accept invitations from organizations to speak at their conferences at the inviting organization's expense. Two presentations should be developed: one, a short 5-minute "greeting" and a second, a 20-30 minute major address. These presentations should include information about TAFE. A copy of these speeches must be filed with the State Office by September 1.
- 2) Attend a fall summit planning meeting
- 3) Participate in other TAFE activities

C. In conjunction with his/her advisor, the **President** shall:

- 1) Chair the welcome committee at the Teach Tomorrow Summit;
- 2) Preside at all General Sessions of the Teach Tomorrow Summit;
- 3) Gather input from other chapters for at least 2 themes for the Teach Tomorrow Summit;
- 4) Write and give keynote address at first general session of the Teach Tomorrow Summit. A final draft must be submitted to the Executive Director 45 days prior to the Teach Tomorrow Summit; and
- 5) Delegate responsibility to each of the state officers.
- 6) Attend and give greeting at the TASSP Summer Leadership Workshop (paid by TAFE)

D. In conjunction with his/her advisor, the **Vice-President** shall:

- 1) Execute the duties of the President in case of the President's absence;
- 2) Preside over the social sessions and the political rally at the Teach Tomorrow Summit;
- 3) Serve as Chairperson of the Credentials Committee in the following capacities:
  - a. Provide, distribute, and collect ballots for the election of officers at the Teach Tomorrow Summit,
  - b. Check campaign materials for accordance with campaign rules,
  - c. Distribute ballots to advisors of delegate schools,
  - d. Serve as Master of Ceremonies at the political rally, and
  - e. Provide clean-up crew for political rally (inside and outside of building). They must insure that all signs, etc. are taken down and deposited in trash cans or recycle bins.

E. In conjunction with his/her advisor, the **Secretary** shall:

- 1) Make a record of parliamentary procedures at meetings;
- 2) Serve as Chairperson of the Tabulating Committee:
  - a. Count the votes and record the results,
  - b. Provide a written report to the Program Director giving the results of the

- election (in duplicate), prior to the beginning of the final general session,
- 3) Make announcements at General Sessions during the state conference,
  - 4) Report state information to regions and chapters as needed, and
  - 5) Lead traditional TAFE pledge.
- F. In conjunction with his/her advisor, the **Historian** shall:
- 1) Provide advice on questions of parliamentary procedure at the Teach Tomorrow Summit;
  - 2) Serve as time-keeper at the political rally;
  - 3) Serve as chairperson of the Exhibits and Displays Committee;
  - 4) Take official pictures at conference and other TAFE events; and
  - 5) Serve as social media coordinator for the organization by documenting all aspects of state conferences and activities and posting to social media sites.

Section 9. Duties of the **State Board of Directors**. The state board of directors shall:

- A. Appoint persons to fill unexpired terms of the State Board of Directors members;
- B. Appoint schools to vacant officer positions following state elections or resignations;
- C. Review and study the Annual Audit Report presented by the Auditor;
- D. Meet in the Summer and at the Teach Tomorrow Summit;
- E. Determine the registration fee for the Teach Tomorrow Summit;
- F. Review the annual financial report
- G. Serve as a Planning Board for the promotion, growth, and continued success of the association;
- H. Perform other duties as required.

Section 10. Duties of the **State Program Director**. The state program director shall:

- A. Serve as Chairman of all business sessions of the Advisors;
- B. Secure the date and place for the Teach Tomorrow Summit;
- C. Plan and implement a program for the Teach Tomorrow Summit;
- D. Aid the President in all general sessions of the Teach Tomorrow Summit;
- E. Receive membership fees and issue membership certificates;
- F. Administer the funds of the Association in accordance with the budget adopted by State Board of Directors;
- G. Accept all completed registration forms and fees.
- H. Furnish the State Board of Directors with a quarterly report of income and disbursements, Annual Financial Report and an Annual Audit.
- I. Collect information of benefit to future educators and make them available to member schools upon request;
- J. Encourage more schools to become active in the Association;
- K. Organize an Advisors' Workshop;
- L. Prepare and distribute a minimum of four newsletters each year;
- M. Answer correspondence pertaining to future educators' activities in Texas; and
- N. Perform other duties as required.

Section 11. Emblem and Colors

- A. The local and regional organizations shall use the same emblem and colors as the state.
- B. The official logo (insert description and meaning of logo)

- C. The official colors of the state organization are royal blue and red.
- D. All students who are members in good standing shall be eligible to wear the organization's official pin and/or patch.

Section 12. Dress Code

- A. The state officers shall follow official dress code and uniform guidelines in Section 8.A.2. of this document.
- B. All state and region conference attendees shall follow the dress code outlined in the TAFE Handbook.
- C. All competitors shall adhere to the dress code guidelines for the each event.
- D. Local chapters may adopt an official dress or uniform for local activities.

Section 13. "Robert's Rules of Order" shall be the standard parliamentary text of the Association and shall govern all cases not otherwise covered in the Constitution and bylaws.

Section 14. The By-Laws may be amended by a majority vote of the board of directors.