

Houston Area Association For Bilingual Education

Constitution and Bylaws

Houston, Texas

Article I Name

The name of this Association shall be Houston Area Association for Bilingual Education (HAABE). In the following articles, it shall be referred to as HAABE.

Rationale: Acronym H.A.A.B.E. will be used to eliminate excessive words.

Article II Purpose

The purpose of the Association shall be:

1. To address itself to the education of linguistically and culturally diverse students.
2. To enhance the professional, political, and economic growth of the educators of linguistically and culturally diverse students.
3. To promote the content, procedures, and philosophy of bilingual-multicultural education in the Houston area schools through the interchange of ideas and practices.
4. To cooperate with the Texas Association for Bilingual Education (TABE) and the National Association for Bilingual Education (NABE) in the promotion of bilingual-multicultural education.
5. To develop and influence public opinion of bilingual education.

Rationale: To demonstrate unity and cohesiveness in the promotion of Bilingual Education.

Houston Area Association For Bilingual Education

Constitution and Bylaws

Houston, Texas

Article III Membership and Meetings

Section 1

Eligibility. The following are eligible for membership:

- Any employee of a Houston area school or university.
- Any full-time student in a higher education institution.
- Any person interested in the advancement of the education of linguistically and culturally diverse students.
- Any person interested in promoting and supporting the purposes and objectives of HAABE.

Section 2

Membership Year

- The membership year will begin on September 1st and end on August 31st.
- State and local dues shall be collected as one sum.
- State dues shall be mailed to the TABE treasurer as prescribed by TABE constitution.

Rationale: To avoid delays and conform to TABE deadlines.

Section 3

Rights of Members All members shall have the right to:

- Attend all Association meetings.
- Vote at all general membership meetings.
- Run for office.
- Receive all publications
- Participate in discussions.
- Be appointed to serve on a committee.
- Be considered as members with full rights when membership is that of a full-time student.

Section 4 Membership Meeting

- Hold a minimum of 2 general membership meetings a year. HAABE Breakfast—membership drive shall be considered the first general meeting.
- Special membership meetings may be called upon the written request of 15 members of the association to the Executive Board.

Rationale: To present members with goals and objectives for the up-coming year and to draw members to the organization.

Houston Area Association For Bilingual Education

Constitution and Bylaws

Houston, Texas

Article IV Officers and Election

Section 1 Positions

- The officers for the Association shall be as follows: President, Vice-President, President Elect, Recording Secretary, Corresponding Secretary, Treasurer, Historian, and Parliamentarian.

Section 2 Eligibility

- All candidates for office shall be active members of the association and the State organization.

Section 3 Term of Office

- The term of office shall be one year or until a successor is elected.
- The term of office shall be from June 1 to May 31 of the following year.

Section 4 Nomination

- Nomination forms shall be mailed to members no later than January 15th.
- The names of all nominees for office (except President) shall be listed on the election ballot.
- A sheet containing a short profile of each candidate for office shall accompany the election ballot.

Rationale: For President no being listed in the membership will become better acquainted with the nominees.

Section 5 Election

- Voting shall be by mail in ballot and mailed or returned to the chair of the Nomination and Election Committee no later than March 15th.
- The candidate for each office receiving a majority of the votes cast shall be declared the person elected.
- The new officers shall be introduced at the HAABE Teacher of the Year Banquet and shall be installed at the June meeting of the Executive Board which shall also be the last general membership meeting.

Rationale: Time frame is necessary to allow for time to count votes and determine the winner. The new officers will have time to meet and plan for the upcoming year.

Section 6 Duties and Powers of Elected Officers

1. President shall:
 - a. Call and preside at all meetings of the Association;
 - b. Appoint all committee chairpersons with the approval of the Executive Board;
 - c. Be a member of the Executive Board for one year after term of office as Immediate Past President and serve as liaison on behalf of the Association to the Jacques Martinez Endowment Funds;
 - d. Make a final report of the Association's activities: report should be approved at the last Executive Board before June 1st;

Houston Area Association For Bilingual Education

Constitution and Bylaws

Houston, Texas

- e. Be the official spokesperson for the Association;
 - f. Serve as ex-officio member of all committees except the nominating committee;
 - g. Shall preside at all duly called caucus meetings;
 - h. Perform all other duties pertaining to the Presidency;
 - i. Have the right to vote on all Association matters.
2. Vice-President shall:
 - a. Serve in the absence or resignation of the President-Elect.
 - b. Assist the president in carrying out the activities of the Association;
 - c. Be in charge of the programs for the general meetings;
 - d. Serve as liaison to the Nomination and Election Committee where there is no conflict of interest;
 - e. Have the right to vote on all Association matters
2. President-Elect shall:
 - a. Assist the President in carrying out the activities of the Associations;
 - b. Serve in the absence or resignation of the President;
 - c. Be a member of any major fund raising endeavor assumed by the Association;
 - d. Serve as liaison to the Membership Drive Committee
 - e. Have the right to vote on all Association matters.
3. Recording Secretary shall:
 - a. Keep minutes of all meetings of the Association and of its Executive Board;
 - b. Keep accurate records of the Association and keep the files thereof;
 - c. Keep roll of members present at the meetings;
 - d. Has the right to vote on all Association matters.
4. Corresponding Secretary shall:
 - a. Carry on any necessary correspondence of the Association;
 - b. Issue notices of all activities which are of general interest to members;
 - c. Maintain a current roster of active members;
 - d. Issue a yearly directory of membership;
 - e. Notify members of meetings;
 - f. Have the right to vote on all Association matters.
5. Treasurer shall:
 - a. Be custodian of all funds of the Association and deposit all funds received in a bank designated by the Executive Board;
 - b. Keep accurate records of receipts, disbursements, membership forms.
 - i. Prepare financial statements each month to be presented as part of the Treasurer's report.
 - ii. Oversee the timely preparation of all compliance reports required by the state and federal government, which will be prepared or reviewed by a certified public accountant

Houston Area Association For Bilingual Education

Constitution and Bylaws

Houston, Texas

Rationale: To meet State guidelines for non-profit organization.

- c. Have records available at all times for inspection by the President, Executive Board, and any outside auditing agency selected by the Executive Board;
 - d. Submit an annual report to the membership no later than June 10th
 - e. Forward membership list and dues to TABE according to the deadline;
 - f. Have the right to vote on all Association matters.
6. Historian shall:
- a. Maintain a narrative account of the Association's activities;
 - b. Document the yearly activities of the Association by maintaining a collection of photos and other printed or written materials;
 - c. Promote a positive image of the Association by writing newsworthy accounts of activities to be forwarded upon approval by the Executive Board to area newspapers, radio and television stations, and any other relevant agency;
 - d. Have the right to vote on all Association matters.
7. Parliamentarian shall:
- a. Assist the President in the correct parliamentary procedures during the meetings;
 - b. Be responsible for all matters relating to the constitution and bylaws;
 - c. Study matters of legislation affecting education of linguistically and culturally diverse students in the Houston area and inform the membership of these matters;
 - d. Have the right to vote on all Association matters.

Section 7 Vacancies

- A vacancy in the office of the Presidency shall be filled by the president-elect. If this occurs after January 31st, the person shall serve in that office an extended term.
- A position will be deemed vacant when either an elected officer misses three consecutive Executive Board meetings without prior notification to the Board or else submits a letter of resignation.
- Executive Board will send a letter of intent by registered mail to an elected officer with two unexcused consecutive absences from an Executive Board meeting. If no reply is received within 15 days and the elected officer does not attend the following scheduled Board meeting, the non-reply will be considered as a resignation.
- Vacancies in position other than the Presidency shall be filled by the Executive Board.

Section 8 Non-Voting Positions

- Any public school district with more than ten employees who are HAABE members and which is not represented on the HAABE Executive Board will be entitled to a non-voting position on the Executive Board. The delegate will be appointed by the President and must be an active member of HAABE.

Houston Area Association For Bilingual Education

Constitution and Bylaws

Houston, Texas

Article V Executive Board

Section 1 Membership

- The Executive Board shall consist of the following:
 - Officers named in Article IV;
 - Immediate Past President/liaison to the Felix Jacques Martinez Endowment Fund;
 - One student representative from each local Bilingual Education Student Organization (BESO) in the Houston area, the president of the BESO, may attend as non-voting members.

Rationale: Encourage students to enroll and major in bilingual education and become aware of issues which affect bilingual education.

Section 2 Quorum

- A quorum shall consist of at least five elected officers, one being the President or the President-Elect.

Section 3 Voting

- Only elected persons and immediate Past President on the board shall be eligible to vote. All members may take part in discussions and may make motions.

Section 4 Meetings

- There shall be a meeting of the Board called by the President before every Association meeting to discuss business and to plan action to be presented to and voted upon by members. Actions of the Board shall be reported to the members at the next general membership meeting.
- Special Executive Board meetings may be called by the President or by the written request of four of the members of the Executive Board.

Section 5 Duties

- The Executive Board shall:
 - Transact the necessary business of HAABE;
 - Set the amount of the annual dues;
 - Not take any action that is in conflict with actions taken by the membership or TABE or NABE.

Rationale: This will help expedite the necessary process in our board meeting which was set out by the board of directors.

Houston Area Association For Bilingual Education

Constitution and Bylaws

Houston, Texas

Article VI Committees

Section 1

- All committee chairpersons shall be appointed by the President. Other committee members may be appointed or may be chosen by the chairperson of the committee.

Section 2

- Committees shall consist of at least 3 persons.

Section 3

- A committee shall meet as often as necessary to perform its assigned duties.

Section 4

- A majority of the members of the committee shall constitute a quorum.

Section 5

- Nominations and Elections committee shall be a standing committee and be responsible for:
 - Assuring that the election process (Constitution Article IV Section 4 and 5 is followed.
 - Presenting the final slate of candidates to the membership;
 - Mailing out the ballots and tallying the final votes.

Rationale: Nomination and election is done by a committee which will be responsible for its process.

Article VII Student Representative

Section 1

- Houston Area bilingual education student organizations will be represented on the Executive Board as follows:
 - The BESO organization President from each local university shall be selected on a yearly basis to the HAABE Executive Board.

Rationale: Each BESO organization will be assured a leadership position.

Section 2

- The BESO representatives will report back to their respective BESO organizations to keep them informed of the HAABE activities.

Rationale: This keeps students current on bilingual education issues.

Houston Area Association For Bilingual Education

Constitution and Bylaws

Houston, Texas

Article VIII Endowment Fund

Section 1

- The Felix Jacques Martinez Endowment Fund is for the purpose of establishing a continuing scholarship fund for students committed to the goals of the organization and intending to become educators.

Section 2

- The fund shall be administered by the HAABE Executive Board.

Section 3

- The immediate Past President shall be a co-chairperson of the Felix Jacques Martinez Scholarship Committee and shall be the liaison to the HAABE Executive Board.

Section 4

- Deleted: Terms for board members will be staggered
Rationale: For sections 3 & 4, simplify the service of past president as a co-chairperson of the Felix Jacques Martinez Scholarship committee and to assure continuity.

Section 5

- In the event that HAABE becomes inactive or dissolves, the administration of the Endowment Fund shall pass to the TABE Executive Board. The monies from the Endowment Fund shall be kept in trust by the TABE Executive Board in a separate bank account for five years or until HAABE becomes active again, whichever event occurs first. During the inactive period, the TABE Executive Board may distribute monies from the Endowment Fund for student scholarships. However, these scholarships may not exceed the yearly interest earned by the Endowment Fund. If after 5 years HAABE does not become active, the Martinez Endowment Fund shall pass to TABE, to be incorporated into the TABE scholarship fund.

Rationale: This is to protect funds of the endowment and to ensure that funds are available for the Felix Jacques Martinez Scholarship.

Section 6 Deleted: The endowment shall cooperate in fund raising activities with the Association, however, decision making for the funds will rest on the Endowment Board. (Deleted Section)

Rationale: The endowment board is currently defunct and has been for the past few years.

Houston Area Association For Bilingual Education

Constitution and Bylaws

Houston, Texas

Article IX Due Process

Section 1 Guarantee

- The Association has the authority to censure, suspend, or expel an individual member. The Association shall/guarantee that every member shall include an appellate procedure.

Section 2 Procedure

- A committee appointed by the President or by the Executive Board when deemed necessary shall hear the charges brought against an individual member. This person then has the opportunity to present his case. If the individual is not satisfied with the decision of the committee, the person may then appeal to the full Executive Board. The hearing committee members shall not take part in the appeals procedure.

Section 3 Rules and Regulations

- The membership shall approve specific rules and regulations governing the procedure.

Section 4 Impeachment of Officers

- Any officer may be impeached for:
 - Non-performance of duties of the office
 - Unlawful performance of duties of the office
 - Misconduct in office
- Impeachment proceedings may be started by 20% of the membership. The procedures followed shall be similar to those of due process.

Article X Amendments

Section 1 Proposals

- Amendments to the Constitution and Bylaws shall be submitted in writing at one Association membership meeting. It shall be mailed to all members prior to it being voted upon. At the next meeting after a proposal has been submitted the voting on the proposed amendment(s) shall take place.

Section 2 Procedures for Adoption

- Active members in attendance shall approve or disapprove. Any member who is unable to attend has the right to vote in absentia. The member must write and sign a statement, either approving or rejecting the revisions to the HAABE constitution. This statement must be sent to the Parliamentarian and postmarked no later than May 1st.

Rationale: To allow all members a voice in the adoption of amendments to the constitution and bylaws process.

Section 3 Effective Date

- Unless otherwise provided, a proposed amendment shall become effective as soon as it is adopted.

Houston Area Association For Bilingual Education

Constitution and Bylaws

Houston, Texas

Article XII House of Delegates

Section 1 Delegates

- The Association shall be represented by one delegate for each 10 members or major fraction thereof based on the local affiliates' membership on December 31 of the year immediately preceding the House of Delegates.

Section 2 Selection of Delegates

- The President and President Elect shall be the first 2 delegates selected. Other delegates shall be elected at HAABE Caucus to be held prior to the House of Delegate meeting.

Section 3 Procedure to Inform

- The Corresponding Secretary shall submit delegates' names to TABE at least 30 days prior to the House of Delegates meeting at the annual state conference or as stipulated by the TABE Executive Board.

Article XIII Rules of Order

Parliamentary Authority

- Robert's Rules of Order, Newly Revised, shall govern all proceedings of the Association on all questions not covered in this document.

Houston Area Association For Bilingual Education

Constitution and Bylaws

Houston, Texas

Description and General Duties of Officers

| | |
|-------------------------|--|
| Officers | President, Vice-President, President Elect, Recording Secretary, Corresponding Secretary, Treasurer, Historian, and Parliamentarian |
| Candidates for Officers | <ul style="list-style-type: none"> • Must be active members of HAABE and TABE. • The term of office is from June 1st through May 31st of the following year. |
| General Duties | <ul style="list-style-type: none"> • Shall be a voting member of the Executive Board. • Must attend all meetings of the Executive Board. • The Executive Board meets once a month. • If any officer is absent from more than three meetings, the Articles of the Association call for that person's removal from office. |

Specific Duties of Officers

| Office | Duties |
|---------------------|--|
| President | <ul style="list-style-type: none"> • Calls and presides at all meetings of the Association • Appoints all committee chairpersons with the approval of the Executive Board • Continues to serve on the board 1 year after term of office as Immediate Past President and serves as liaison on behalf of the Felix Martinez Endowment Fund • Makes a final report of the Association's activities • Is the official spokesperson for the Association • Serves as ex-officio member of all committees except for nominating committee |
| Vice President | <ul style="list-style-type: none"> • Serves in the absence or resignation of the President Elect • Assists the President in carrying out the activities of the Association • Is in charge of the programs for the general meetings • Serves as a liaison to the Nomination and Election Committee where there is no conflict of interest |
| President Elect | <ul style="list-style-type: none"> • Assists the President in carrying out the activities of the Association • Serves in the absence or resignation of the President. • Is a member of any major fund raising endeavor assumed by the Association • Serves as a liaison to the Membership Drive Committee |
| Recording Secretary | <ul style="list-style-type: none"> • Keeps minutes of all meetings of the Association and Executive Board • Keeps accurate records of the Association and its files • Keeps roll of members present at the meetings |

Houston Area Association For Bilingual Education

Constitution and Bylaws

Houston, Texas

| | |
|-------------------------|--|
| Corresponding Secretary | <ul style="list-style-type: none">• Carries on any necessary correspondence of the Association.• Issues notices of all activities of general interest to members• Maintains a current roster of active members• Issues a yearly directory of membership• Notifies members of meetings |
| Treasurer | <ul style="list-style-type: none">• Is the custodian of all funds of the Association and deposits all funds received in a bank designated by the Executive Board• Keeps accurate records of receipts, disbursement, membership forms, and is prepared to submit a written report at each general meeting• Has records available at all times for inspection by the President, Executive Board, and any outside auditing agency selected by the Executive Board• Submits an annual report to the membership no later than June• Forwards membership list and dues to TABE |
| Historian | <ul style="list-style-type: none">• Maintains a narrative account of the Association's activities through the HAABE newsletter• Documents the yearly activities of the Association by maintaining a collection of photos and other printed or written materials• Promotes a positive image of the Association by writing press releases to local newspaper, radio and television stations, and other relevant agencies |
| Parliamentarian | <ul style="list-style-type: none">• Assists the President in the correct parliamentary procedures during the meetings• Is responsible for all matters relating to the constitution and bylaws• Studies matters of legislation affecting education of linguistically and culturally diverse students in the Houston area and informs the membership of these matters |