

**HOUSTON AREA ASSOCIATION FOR BILINGUAL EDUCATION
CONSTITUTION**

**ARTICLE IV
OFFICERS AND ELECTION**

SECTION 1: ORGANIZATION

The elected officers for the Association shall be as follows: President, Vice-President, President Elect, Recording Secretary, Corresponding Secretary, Treasurer and Historian. The president will serve as Past President the year following his/her completed term as President, and shall have the same privileges as an elected officer. The appointed officers of this organization shall be a Parliamentarian, and the chairs of the standing committees.

SECTION 2: ELIGIBILITY

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

SECTION 3: TERM OF OFFICES

- A. The term of office for the President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer shall be (2) years staggered terms beginning November 1st. The President assumes the position of Past-President upon completion of the term as President.
- B. The term of office for the President-Elect and Past-President shall be one (1) year.
- C. Each officer, except President and President-Elect, may opt to file for re-election to one succeeding term.
- D. The term of office of the Parliamentarian, and the appointed chairs shall be one (1) years. The Chairs can be appointed to more than one term.

SECTION 4: NOMINATIONS

- A. Nomination forms shall be mailed or emailed to members no later than April 1st.
- B. Names of all nominees for office
- C. A sheet containing a short profile of each candidate for office shall accompany the nomination forms.
- D. In the event no candidate(s) file(s) for President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer or Historian.

- E. The current Executive Board shall nominate at least one candidate for each office listed above.

SECTION 5: ELECTION

Voting shall be sent by mail or email in ballot and mailed or returned to the chair of the Nomination and Election Committee no later than May 15th.

- A. The candidate for each office receiving a majority of the votes cast shall be declared the person elected.
- B. The new officers shall be introduced at the Fall HAABE event and shall be installed at the October meeting of the Executive Board which shall also be the last general membership meeting.
- C. The election of the President, Vice-President, Recording Secretary, and Corresponding Secretary shall be by secret ballot.
- D. The Nomination and Election Committee of the Association appointed by the President shall tabulate all ballots and shall make available all documentation to the HAABE members.
- E. The President shall announce the results after all election results have been tabulated and after all reported election violations have been properly reviewed and resolved.
- F. In the event of a tie, or when two out of three candidates do not receive a simple majority, a runoff will be conducted between the two candidates who received the most votes using the same established procedures as the first balloting.

SECTION 6: DEFINITIONS OF TERMS

- A. Open nomination procedure shall mean a procedure by which every eligible delegate shall have the opportunity to nominate any member who meets the qualifications for the elective position, subject to any limitations required in the Constitution and By Laws and/or any other reasonable restrictions which are uniformly imposed.
- B. Secret ballot shall mean a procedure for voting on a slip of paper or any other digital form- on which the voter may mark the vote in secrecy. Election by secret ballot for each individual position shall mean that slate voting shall not be permitted.
- C. One-person/one-vote principle shall mean a voting procedure by which the vote of each member has actual weight so that, in the elected governing body, each delegate represents approximately the same number of members as each and every other delegate.

SECTION 7: DUTIES AND RESPONSIBILITIES OF ELECTED AND APPOINTED OFFICERS

A. President:

- a. Shall call and preside at all meetings of the Association.
- b. Shall appoint the Parliamentarian and the chairs for the standing committees, subject for approval by the elected officers.
- c. Shall be a member of the Executive Board for one (1) year after term of office as immediate Past President.
- d. Shall make a final report of the Association's activities: report should be approved at the last Executive Board before November 1st.
- e. Shall be the official spokesperson for the Association; serve as ex-officio member of all committees except the nominating committee.
- f. Shall preside at all duty called Executive Board meetings.
- g. Shall perform all other duties pertaining to the Presidency.
- h. Shall have the right to vote in all Association matters.

B. Vice-President:

- a. Shall serve in the absence or resignation of the President.
- b. Shall assist the president in carrying out the activities of the Association.
- c. Shall be in charge of the programs for the general meetings.
- d. Shall serve as liaison to the Nomination and Election Committee where there is no conflict of interest.
- e. Shall serve as the co-chair of the Membership committee and the Teacher of The Year Committee.
- f. Shall keep and make available an accurate up-to-date list of HAABE members.
- g. Shall have the right to vote in all Association matters.
- h. Shall also assist in member recruitment.

C. Past-President:

- a. Shall serve in an advisory capacity, have voting privileges, serve as a member of one of the major committees (appointed by the President), and participate actively in the Executive Board meetings, sharing expertise to insure the successful and effective business of the Association.
- b. Shall assist the President in identifying a timeline of events for his/her term of office.

D. President-Elect:

- a. Shall assist the President in carrying out the activities of the Associations.
- b. Shall be a member of any major fund raising endeavor assumed by the Association.
- c. Shall have the right to vote on all Association matters.

E. Recording Secretary

- a. Shall keep minutes of all meetings of the Association and of its Executive Board.
- b. Shall keep accurate records of the Association and keep the files thereof.
- c. Shall keep attendance of members present at the meetings.
- d. Shall have the right to vote in all Association matters.
- e. Shall record and distribute the Executive Board meeting minutes to the Executive Board. (These records shall include but not limited to minutes, agendas and correspondence.)
- f. Shall preserve and maintain records in a permanent file and make these records available to HAABE members.
- g. Shall make all documentation available to any HAABE members at the HAABE office and/or on the HAABE website, upon request within 30 days. If a hardcopy of records is requested, then the actual cost for reproducing and mailing shall be covered by the member requesting such records.

F. Corresponding Secretary

- a. Shall carry on any necessary correspondence of the Association.
- b. Shall issue notices of all activities which are of general interest to members.
- c. Shall maintain an accurate and current roster of active members.
- d. Shall issue a yearly directory of membership.
- e. Shall notify members of meetings.
- f. Shall have the right to vote in all Association matters.
- g. Shall serve as the co-chair of the Membership Committee and Public Relations Committee.

G. Treasurer

- a. Shall oversee the maintenance of financial operations of HAABE and shall present reports on the association's financial operations and status to the Executive Board.
- b. Shall be custodian of all funds of the Association and deposit all funds received in a bank designated by the Executive Board.
- c. Shall prepare financial statements each month to be presented as part of the Treasurer's report.
- d. Shall oversee the timely preparation of all compliance reports required by the state and federal government.
- e. Shall make records available at all times for inspection by the President, Executive Board, and any outside auditing agency selected by the Executive Board.
- f. Shall submit an annual report to the membership on a timely manner.
- g. Shall forward membership list and dues to TABE according to the deadline.

- h. Shall have the right to vote on all Association matters.

H. Historian

- a. Shall maintain a narrative account of the Association's activities.
- b. Shall document the yearly activities of the Association by maintaining a collection of photos and other printed or written materials.
- c. Shall 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. Shall have the right to vote on all Association matters.

I. Parliamentarian

- a. Shall chair the constitution committee and maintain correct a parliamentary procedure during all meetings by latest Edition of Robert's Rules of Order, The Parliamentarian is a non-Voting member of the HAABE Executive Board.
- b. Shall assist the President in the correct parliamentary procedures during the meetings;
- c. Shall be responsible for all matters relating to the constitution and bylaws
- d. Shall study matters of legislation affecting education of linguistically and culturally diverse students in the Houston area and inform the membership of these matters.

J. Standing Committee Chairs and Co-Chairs:

Standing committee chairs and co-chairs shall be appointed by president. These Chairs and Co-Chairs are non-voting members of the HAABE Executive Board.

SECTION 8: VACANCIES AND SUCCESSION

- A. In the event of a vacancy in the office of the Vice-President, the Corresponding Secretary, Recording Secretary, Historian, the Treasurer, the Executive Board shall fill the vacancy (ies) for the remainder of the unexpired term. Whenever the Executive Board considers necessary, they will appoint an intern for the vacant office, and he/she will serve for the remainder of the unexpired term.
- B. A vacancy in the office of the Presidency or President-Elect shall be filled by the vice-president for the remainder of the unexpired term.
- C. 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.
- D. 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 fifteen (15) days and the elected officer does not attend the following scheduled Board meeting, the non-reply will be considered as a resignation.

SECTION 9: REMOVAL

Officers of HAABE may be impeached or removed from office for misfeasance, malfeasance, or nonfeasance in the office as prescribed in Article IX.