

**HOUSTON AREA ASSOCIATION FOR BILINGUAL EDUCATION
CONSTITUTION**

**ARTICLE VI
COMMITTEES**

There shall be the following Standing Committees:

- A. Finance
- B. Public Relations and Communications
- C. Instruction and Professional Development
- D. Teacher of The Year
- E. Constitution
- F. Membership

SECTION 1: STANDING COMMITTEES

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.

- A. Shall consist of at least three (3) persons.
- B. Shall meet as often as necessary to perform its assigned duties.
- C. A majority of the members of the committee shall constitute a quorum.

SECTION 2: COMPOSITION, PURPOSES AND FUNCTIONS

- A. Finance Committee:
 - a. Shall consist of the Treasurer as chair, the Secretary, and three (3) current members of the association.
 - b. Shall be responsible for drafting an annual budget for the upcoming year with input from the members of the HAABE Executive Board.
 - c. Shall be presented for adoption the proposed itemized annual budget to the HAABE Executive Board.
 - d. Shall submit a written end-of-term report to the HAABE Executive Board.
- B. Public Relations and Communications Committee:
 - a. Shall consist of an appointed Chair and three (3) current members of the association.
 - b. Shall be responsible for overseeing annual publication and distribution of all
 - i. Publications.
 - c. Shall be responsible for updating the website and other social media with

- i. Photos and memorabilia concerning the association and bilingual/bicultural
 - ii. Education.
 - d. Shall submit a written end-of-term report to the HAABE Executive Board.
 - e. Shall work closely with the HAABE Historian/Public Relations.
- C. Instruction and Professional Development Committee:
 - a. Shall consist of an appointed Chair and three (3) current members of the Association.
 - b. Shall coordinate and conduct the HAABE instructional - professional development Events.
 - c. Shall recruit members to write and publish monthly Best Teaching Strategies to be placed on the HAABE website.
 - d. Shall submit a written end-of-term report to the HAABE Executive Board.
 - e. Shall consider such matters as professional standards, certification, teacher education, student and member scholarships, teacher supply and demand, and shall inform the membership changes and current conditions relevant to professional development.
- D. Teacher of the Year / Committee:
 - a. Shall consist of an appointed Chair and three (3) current members of the Association.
 - b. Shall coordinate and conduct the HAABE Bilingual/ESL Teacher of the Year and including the TOY banquet.
 - c. Shall submit a written end-of-term report to the HAABE Executive Board.
 - d. Shall coordinate the scholarship process of the Association.
- E. Constitution Committee:
 - a. Shall consist of the Parliamentarian as the chair and two (2) current members of the Association.
 - b. Shall consider all proposed amendments to or changes in the constitution and by-laws and shall recommend their acceptance, modification, or rejection to the Executive Board, which will formally accept, modify, or reject the proposed changes.
 - c. The constitution committee chair shall submit a written end-of-term report to the HAABE Executive Board.
- F. Membership Committee:
 - a. Shall consist of the Vice-President as chair, the President-Elect as a member and
 - i. Two (2) current members of the association.
 - b. Shall be responsible for promoting and recruiting all classes of membership.

- c. Shall submit a written end-of-term report to the HAABE Executive Board.
- G. Nomination and Election Committee is a temporary committee that is created when an election is taking place. This committee shall be a standing committee and be responsible for:
 - a. Assuring that the election process (Constitution Article IV Section 4 and 5 is followed).
 - b. Presenting the final slate of candidates to the membership.
 - c. Mailing out the ballots and tallying the final votes.