

Texas Public Service Association
Bylaws

Effective July 25, 2019

Article I

Name

The name of this organization shall be Texas Public Service Association (TPSA).

Article II

Address

The official address of the Texas Public Service Association will be established by the incoming Treasurer biennially and shall be a Post Office box within a reasonable distance of the Treasurer. The Post Office box address shall be published on the official TPSA website within 30 days.

Article III

Mission Statement

The mission of TPSA is to promote knowledge, skills, leadership, and student growth within the Law and Public Service (LPS) pathway. TPSA will accomplish this through real world experiences, career preparation, leadership opportunities and competitions.

Article IV

Nondiscrimination Statement

It is the policy of TPSA not to discriminate on the basis of race, color, national origin, sex or handicap in its membership and activities. TPSA follows the United States Department of Education's policy guidance materials related to Title IX of the Education Amendments of 1972 as found on their website

Article V

Purpose

Section 1.

The purpose of TPSA is to extend learning beyond the classroom for teachers/advisors and students. TPSA is a co-curricular non-profit student organization across the state of Texas. TPSA focuses on expanding the knowledge of current students participating in LPS local Career and Technical Student Organization (CTSO). The students participating in TPSA must be enrolled in the 8th-12th grades of a Texas public, private or charter school that offers the Texas Education Agency's (TEA) LPS Pathway and be a member of TPSA.

Section 2.

As a non profit organization, all funds and assets belonging to TPSA shall not be used for personal gain by any member. The Treasurer shall maintain all financials of TPSA and said financials will be overseen by the Executive Board Members. The Executive Board Members shall approve to pay for services provided to TPSA including but not limited to: competition expenses, technology expenses, equipment expenses and maintenance and storage fees.

Section 3.

The Executive Board Members may also agree to have the association pay for travel, meals and any other expenses deemed necessary to carry out the mission and purpose of TPSA for any board member. The

organization may solicit donations and accept money in a manner to assist with its mission and purpose. Use of the TPSA name in order to solicit donations and/or money shall be submitted to the Executive Board for approval prior to solicitation.

Article VI

Regional Organizational Structure

Section 1.

Regional Chapters will be composed of eligible schools who participate in the TEA LPS Pathway in the following regions:

- Central
- East
- North East
- North West
- South East
- South West
- West

Section 2.

Each region will have a Regional Board Member who will oversee and represent the region as well as serve as a liaison of the Executive Board. The Executive Board will evaluate the regions each year for realignment based on membership. Regions may be added or combined as needed.

Article VII

Membership

Section 1.

Membership is attained when a school submits an application for a Charter. Once the Charter has been approved the school will be assigned a Chapter number. This process must be completed during the open Charter application window each year. In the event a school misses the Charter application deadline the decision to allow participation will be reviewed on a case by case basis. Only one Chapter per district's high school shall be permitted. Each Chapter must have a separate LPS Advisor. If a Chapter chooses to have a Co-Advisor, that Co-Advisor may only represent one Chapter. A student may only participate in one Chapter. Eighth grade students shall be included in one of their district high school's charter. Any Law Enforcement and/or Public Safety Explorers Post and/or their representatives are not eligible for a Charter. Representatives may not act in an Advisor capacity at any TPSA event. This shall not preclude students who are members of their High School Chapter.

Section 2.

Who are members

- **Students:** Any student enrolled in the 8th-12th grades participating in a TEA LPS Pathway and are members of their local LPS CTSO. Membership will also be granted to students who are members of their local LPS CTSO regardless of LPS course enrollment. A member who is not participating in a TEA LPS Pathway must be enrolled as a student with the Chapter's associated school.
- **Student Board Members:** Any student who meets the "student" qualifications and is elected into office by student members in a general election.
- **Advisors/Teachers:** Any faculty member who is the teacher of record of a course identified by the TEA as a LPS Pathway course.

- *Regional Board Members: Any faculty member who meets the “Advisor/Teacher” qualifications and is elected into office by each Charter’s representative in a general election.*
- *Executive Board Members: Any faculty member who meets the “Advisor/Teacher” qualifications and has served as a regional or executive board member within the previous three year period. The Executive Board member is elected into office by each Charter’s representative in a general election.*
- *Industry Professionals: Members of the public who are actively employed as a LPS professional. Executive Board members who leave during their term and become employed as a LPS professional may retain their board position at the discretion of the Executive Board for the remainder of their term.*

Section 3.

- *Only members who are in good standing with TPSA will be able to participate in TPSA activities.*
- *Good standing is defined as follows:*
- *Membership dues paid in full*
- *Competition fees paid in full*
- *Currently not under TPSA suspension*
- *Students who are currently passing all courses (However, full discretion falls on the Chapter advisor)*

Section 4.

TPSA Members will adhere to representing TPSA in a professional and ethical manner. No member may compromise TPSA in a negative manner. TPSA reserves the right to remove a member, suspend a member and/or place a member on probation for conduct the Executive Board deems as a violation of the TPSA Code of Conduct. All alleged violations shall be reported to the regional representative who shall forward the allegation to the Executive Board.

Section 5.

Grievance Process

- *All grievances shall be reported via email.*
- *Reporting party files an allegation with their Regional Representative via email.*
- *Regional Representative reviews the allegation and forwards the allegation to the Executive Board President with any additional information that is known.*
- *Executive Board will notify the reporting member that the allegation has been received.*
- *Executive Board will conduct a hearing once an allegation has been received.*
- *The Executive Board will notify the alleged party of the allegation and request a written response with a set deadline.*
- *The Executive Board will review the response from the alleged party, make a decision and notify all involved parties.*

This process will be used for all grievances. Grievances that do not follow this process will not be heard. Due to the time sensitive nature of grievances at regional and state competitions, time deadlines will be posted at the competition event. Competition grievances that do not follow this process and the posted time limits at the event will not be heard.

ARTICLE VIII

Board Members

Section 1.

The Executive Board Members shall be composed of the President, Vice President, Treasurer, Secretary and Social Media Coordinator. Executive Board Members will be elected biennially in odd numbered years via a

general election prior to State Competition. New Executive Board Members will be announced at State Competition. New Executive Board members will take office at the conclusion of the State Competition. The outgoing board shall assist with transitioning all property and financials to the new board within one month. Financials shall be reconciled with the Past and Current Treasurer.

Section 2.

Each Region will have a Regional Board Member Representative. Regional Board Members will be elected biennially in even numbered years via a general election prior to State Competition. New Regional Board Members will be announced at State Competition. New Regional Board members will take office at the conclusion of the State Competition.

Section 3.

The Student Board is defined and outlined in TPSA bylaws [Addendum A.](#)

Section 4.

In the event of a Board Member vacancy, the President may recommend a candidate he/she feels is competent for the position or leave the position vacant until the next election. The recommendation will be presented to the Executive Board and a majority vote will be final. In the event of a Presidential vacancy, the Vice President will serve as President for the remainder of the term. The Vice President may appoint a candidate he/she feels is competent for the Vice President position. The recommendation will be presented to the Executive Board and a majority vote will be final.

Section 5.

No member may be allowed to have two office positions at the same time. A member may be allowed to serve in a consecutive office term if re-elected at the end of their term and if his/her name is on the election ballot. If no one is elected as President, the incoming Vice President can either accept the role of President or conduct a new election for President. Outgoing board members may not appoint an unfilled board position. The incoming board will be responsible for any vacant positions on the new board.

Section 6.

The duties of the Executive Board Members are as follows:

The President shall preside over all TPSA business meetings. The President is responsible for coordinating with the Executive, Regional and Student Boards to ensure the Mission and Purpose of TPSA is carried out. The President will be responsible for securing a location for State Competition. In the event of a tied vote, the President's vote will count twice.

The Vice President shall fulfill the roles of the President during the President's absence. The Vice President will be responsible for delegating duties to Board Members to obtain judges, trophies, competition meals, shirts and any other competition associated needs. The Vice President will oversee the Student Board and is the student board point of contact.

The Secretary will record meeting minutes of all TPSA business meetings. The meeting minutes will be stored digitally in a shared file location. The Secretary will disseminate all TPSA official communications. The Secretary is responsible for recruiting new Charters and Membership.

The Treasurer will maintain TPSA financial accounts to include all financial documents required by Federal and State reporting regulations. The Treasurer will ensure the organization is in compliance with Federal and State laws of operation. The Treasurer will present purchase requests over \$500 to the Executive Board for approval. The Treasurer will provide monthly financial reports to the Executive

Board. The Treasurer will monitor charter registrations, invoice and collect membership dues and competition fees. The Treasurer will prepare an annual report which will be presented at State Competition.

***The Social Media Coordinator** is responsible for maintaining all social media accounts and responding to public comments and concerns received via social media. The Social Media Coordinator shall distribute association news and announcements through social media outlets such as Facebook, Twitter, Instagram, and other platforms as necessary. The Social Media Coordinator will work closely with Regional and Student Board members to promote activities occurring throughout the state.*

Section 7.

The duties of the Regional Board Members are as follows:

- *Regional Board Members are liaisons between the Executive Board and the region they represent.*
- *Regional Board Members will promptly disseminate information about TPSA business to the region they represent.*
- *Regional Board Members are responsible for securing a host school for Regional competition and assisting the host school with competition related needs such as: event oversight and ensuring the regional competition operates within the TPSA event guidelines.*
- *Regional Board Members will fulfill the responsibilities for State Competition as delegated by the Executive Board. Other duties may be assigned as needed.*

Section 8.

All board members are expected to check their TPSA email frequently enough to ensure all communication is responded to within 48 hours. All TPSA related business shall be conducted via the official TPSA assigned email. All board members are expected to promptly respond to board communications on the designated mediums.

Article IX

Meetings

The Executive board will conduct a mandatory meeting each summer for all board members. The date(s), time and location shall be published 60 days prior to the meeting. Regular board meetings shall be held throughout the year. These meetings may occur in person or via emeeting. Any board member may call a meeting as the need arises. All meetings, except the summer mandatory meeting, shall be announced no less than 72 hours prior to the meeting.

Article X

Brand Guidelines

TPSA shall be recognized throughout all print mediums in accordance with the brand guidelines outlined on the TPSA website. The brand guidelines may not be amended without Executive Board approval. Executive Board approval must be obtained for any brand usage outside of the normal business operations of the organization.

Article XI

Amendments

Articles in the TPSA bylaws may be amended or expunged only during the annual mandatory meeting. Amendments shall be passed by a majority vote of those present at the meeting. Addendums may be attached to

the bylaws during the annual meeting.

Article XII

Committees

Any Board member may appoint committees to organize events such as competitions and fundraising. A Committee Chair shall be designated and the Committee Chair may recruit other members to assist as needed. The Committee Chair shall submit reports to the Board member who appointed the Committee.

Article XIII

Oath of Office

Newly and currently elected board members taking office for the ensuing term shall take the following Oath of Office as a part of their acceptance to the position:

"I, (Board Member's Name) duly elected by the members of the Texas Public Service Association to the Office of (Office), do solemnly agree (or affirm) that I will support the bylaws and Code of Conduct of the Texas Public Service Association. I agree to faithfully execute the duties of this Office and to uphold the Mission and Purpose of the Texas Public Service Association. I understand that if needed I may be asked to step down and grant someone else the opportunity to fulfill my role."

Incoming Board Members will take the Oath of Office during the State Competition Closing Ceremony. The Oath shall be administered by the outgoing President or Vice President of this Organization. Any newly appointed officer after the State Competition will be administered the oath by the President or Vice President.

Affirmation of Validity

The following Board Members, whose signatures appear below, attest to the adoption of these bylaws of the Texas Public Service Association.

President

Date:

Vice-President

Date:

Treasurer

Date:

Secretary

Date:

Social Media Coordinator

Date: