

Texas Public Service Association
Addendum A: Student Bylaws

Effective July 25, 2019

The Texas Public Service Association, TPSA, shall provide students with the opportunity to have a voice within the Organization and demonstrate leadership skills as Student Board Members.

Article I

Student Board Members

Section 1.

Student Board Members shall be composed of the President, Vice President, Treasurer, Secretary, and the Social Media Coordinator. Student Board Members will report to the Executive Vice President.

Section 2.

Student members, of Chartered LPS Chapters, will elect Student Board Members every year. Each Chapter will have one vote. Elections will take place one month prior to the annual State Competition and positions will become effective at the conclusion of the State Competition until the next election process. If a Student Board Member is removed or steps down from their position during the term, the Executive Board will decide if an election will be held to fill the vacancy.

Section 3.

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.

Section 4.

In the event of a position not being filled after the election on any of the officer positions, the Executive Board President may choose two candidates he/she feels is competent for the position and present to the Student Board Members for a vote. This process shall be conducted in the following manner: The Executive Board President will request statewide Advisor nominations from Chapters in good standing. The Executive Board President will pick the top two candidates and present them to the Student Board for a vote.

Article II

Positions and Duties

Section 1.

The duties of the Student Board Members are as follows:

The President shall preside at all student meetings and serve as a liaison between the Executive Board and the Student Board; represent student members at regional and state meetings/competitions; responsible for coordinating committee chairpersons as deemed necessary for special projects. The President shall conduct meetings as outlined in Article VI, Section 1. The President shall perform such other duties as deemed necessary by the Executive Board Members. The President will collaborate with all other Student Board Members and will do his/her best to support any actions/innovations presented to him/her, the President will seek the best interest of TPSA. In the event that the President position becomes vacant during his/her term, the Vice President shall act as President. The Vice President vacancy shall be handled according to Article I, Section 2.

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; represent student members at regional and state meetings/competitions as requested by the President and coordinate the work of committees. The Vice President will collaborate with the Executive Vice President on purchases for

competitions such as hospitality rooms, competition meals, shirts and any other assigned tasks as deemed necessary.

The Secretary will record meeting minutes of all TPSA Student Board Member activities including meetings held by the Student Board Members. The Secretary shall submit unfinished business to the President to be included on the agenda for review prior to the next meeting. The meeting minutes will be distributed via email to all Student Board and Executive Board Members. Minutes shall be typed and formatted in a logical order, no handwritten minutes shall be submitted. The meeting minutes will be stored digitally in a shared file location. The Secretary shall type material for student members, board members, and committee chairpersons as needed; represent student members at regional and state meetings/competitions as requested by the President; and other duties as assigned.

***The Treasurer** will coordinate the preparation of the annual budget with the Executive Treasurer; present the proposed budget to the Student Board for adoption; maintain financial records of the student board; prepare all requests for funds the Student Board wishes to expend; record all monies raised by the Student Board for special projects. The Treasurer and the President shall sign all requests for funds. The Treasurer shall submit the request to the Executive Board Treasurer for approval by the Executive Board. The Treasurer shall represent student members at regional and state meetings/competitions as requested by the President; and other duties as assigned.*

***The Social Media Coordinator** is responsible for the distribution of information to the Organization student members, including all meetings that are open to student members. The Social Media Coordinator's duties may include, but are not limited to, develop original content and suggest creative ways to attract new membership. The Social Media Coordinator will work with the Executive Board of Directors to facilitate new ways to attract prospective members, such as promotions and competitions. The Social Media Coordinator will assist with the distribution of Organization news and announcements through social media outlets such as Facebook, Twitter, Instagram, and other platforms with the approval of the Executive Social Media Coordinator. The Social Media Coordinator will represent student members at regional and state meetings/competitions as requested by the President; and other duties as assigned.*

Article III

Expectations and Conduct

Section 1.

Board Members will adhere to representing TPSA in a professional and ethical manner. No Board Member may compromise TPSA in a negative manner.

Section 2.

The Student Board shall be responsible for representing TPSA student members at large. It is the duty of elected members of the Student Board to represent their constituents to the best of their ability. The Student Board shall provide an opportunity for students to engage actively with and enact change within TPSA. Furthermore, the Student Board shall be responsible for engaging the student members in conversations concerning the activities of TPSA.

Section 3.

Student Board Members have many responsibilities. Not fulfilling their responsibilities, as well as the visible actions they take, qualifies as misconduct. Student Board Members are not allowed to put their own personal interests above the interests of the Organization when they are conducting business. Student Board Members are held to a higher standard of behavior because they hold a position of greater responsibility. They should be above unethical behavior both personally and while representing TPSA. Questionable behavior and/or failure to

perform office duties, including other duties as assigned, can result in the termination of a Student Board Member as deemed necessary by the Executive Board of Directors.

Section 4.

When in doubt about a decision that involves Student Board Member’s ethics, ask yourself the following questions. If the answer(s) makes you feel uncomfortable, the proposed action might not be appropriate.

- *Is my action in line with the mission of TPSA?*
- *Is my action in violation of TPSA policies?*
- *Is my action honest and fair?*
- *How would my family, friends, and neighbors react if they knew about my action?*
- *Would members of TPSA approve of my action?*

Article IV

Grievances of the Student Board Members and Removal from Office

Section 1.

Any member of the Student Board can be removed from office. The removal process shall be commenced when:

- *A written statement by a member of the Student Board specifying the complaints against the accused member is submitted to the Executive Board Vice President.*
- *A written statement by a Board member specifying the complaints against the accused student is made to the Executive Board Vice President.*

Section 2.

- *All grievances shall be reported via email.*
- *The Vice President reviews the allegation and forwards the allegation to the Executive Board President with any additional information that is known.*
- *The Executive Board will notify the alleged party of the allegation and request a written response with a set deadline.*
- *The Executive Board will conduct a hearing once an allegation has been received.*
- *The Executive Board will review the response from the alleged party, make a decision and notify all involved parties.*
- *Removal shall be voted on and passed by a majority of board members present during the hearing.*
- *The removal of the Student Board member shall be effective immediately following the board's decision.*

Article V

Amendments

Articles in the TPSA Student bylaws may be amended or expunged only during the annual mandatory meeting. Amendments shall be passed by a majority vote of the Student Board present at the meeting with approval of the Executive Board.

Article VI

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 e-meeting. 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. The Student President shall organize at least three virtual meetings during his/her term as

follows: one after taking office but before August 1st, one during the fall semester, and one during the spring semester but before the state competition. At least one meeting must be open to all student members of TPSA. This meeting shall be coordinated with both the Executive and Student Secretary. Any matters that result in a vote, the President's vote will count as two in the event that a tie-breaker is needed.

Article VII

Installation of new Student Board Members

Section 1.

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.

Section 2.

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.