

Texas Educational Support Staff Association, Inc.



GUIDELINES

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President Duties

The President shall:

Understand the Articles of Incorporation, Bylaws, and Standing Rules of the Texas Educational Support Staff Association, Inc.

Attend all Executive Board meetings and general meetings of the Association during the term of office.

Ensure that signature cards and records are updated for all financial accounts (bank, QuickBooks, Authorize Net, Paychex, etc.), and the post office box.

Review and update all bonds, insurance policies, and other related expenses.

Conduct a Board Orientation meeting and ensure that all Executive Board members and committee chairmen understand their duties for the year.

Representation of the Association

- Represent TESA at professional meetings when invitations are received.
- If unable to attend, designate the President-Elect, Vice President, or another appropriate representative to attend on behalf of TESA.
- Ensure travel expenses are reimbursed according to the current approved travel reimbursement guidelines and expense voucher procedures.

Administrative Responsibilities

- Maintain and update the Office Procedural Manual.
- Prepare the President's message for each issue of *The TESA Connection*
- Attend all Area Workshops
 - If unable to attend an Area Workshop, appoint the President-Elect or another appropriate representative to extend greetings on behalf of TESA.
- Ensure travel reimbursement is provided according to approved travel reimbursement guidelines and expense voucher procedures.

Meeting Responsibilities

- Prepare and distribute agendas, board reports, and related information to the Executive Board prior to:
 - Spring Board Meetings
 - Summer Board Meetings
 - Summer Work Conference (SWC)
- Arrange appropriate committee meetings during the SWC.
- Prepare and facilitate the President/President-Elect session (TESA 101) at the SWC.
- Preside at all Executive Board meetings and general meetings during the term of office.
- Review and approve, in a timely manner, all minutes recorded by the Secretary for Executive Board meetings and general meetings.

Contracts and Communication

- Sign all contracts with approval of the Executive Board, or appoint designees to do so.
- Approve all communications distributed in the name of the Association.

Organizational Leadership

- Understand the purposes, plans, and needs of the Association
- Work to advance the goals and welfare of TESA during the term of office.
- Serve in an advisory capacity as a member of the:
 - Summer Work Conference Committee
 - TPEP Committee
- Assist with committee duties as assigned.
- Serve as a member of the Bylaws Committee.
- Serve as an ex officio member of all committees not otherwise specified, except the Nominations Committee.
- Work closely with officers and committee chairmen to promote the welfare of TESA.

NAEOP Responsibilities

- Serve as the official TESA delegate to the NAEOP Advisory Council and Annual Conference, if attending.
 - Appoint a TESA designed if unable to attend.

Other Responsibilities

- Present the TESA President's pin to the President-Elect during the installation of officers at the SWC.
- Supervise Central Office staff with recommendations from the Advisory Committee
- Conduct evaluations of Central Office staff prior to the Spring Board Meeting.
- Review staff salaries during the Spring Board Meeting.
- Serve as liaison to other professional organizations or appoint designees as needed.

Transition of Office

- Upon completion of the term of office, shall deliver all files, papers, records, and other Association property to the successor within 30 days.

Approved:

Amended:	06/22/1991	04/12/2003	06/25/2011	08/01/2022
	11/07/1993	04/23/2005	08/01/2015	04/03/2026
	06/23/1997	04/30/2006	03/22/2019	
	07/24/2000	11/10/2006	06/19/2019	

President-elect Duties

The President-elect shall:

Understand the Articles of Incorporation, Bylaws, and Standing Rules of the Texas Educational Support Staff Association, Inc.

Attend all Executive Board meetings and general meetings of the Association during the term of office.

Be responsible for submitting articles to the NAEOP Newsletter.

General Responsibilities

- Serve in an advisory capacity as a member of the SWC and TPEP Committees and assist with assigned duties.
- Serve a member of the Nominations Committee and Bylaws Committee.
- Serve as a member of the Budget Committee, if appointed by the President, and prepare a proposed budget and calendar for their presidential year.

Presidential Preparation Responsibilities

- Select a theme, logo, and goals for their presidential year.
- Proofread the ballot prepared by the Nominating Chairman.
- Make phone calls to congratulate elected candidates and encourage candidates who were not elected to continue serving TESA in another capacity.
- Send a memo to the Executive Board, committee members, mentors, and Past Presidents regarding the purchase of a gift and an appropriate card for the President. The gift and card shall be presented to the President during the final Board meeting at the SWC.
- Review and approve the Standing Rules after updates are completed by the Central Office following Board approval. Ensure revision dates are included in the Standing Rules.
- Prepare and facilitate the President/President-Elect session (TESA 101) at the SWC.
- Select committee members for the upcoming presidential year in accordance with the Bylaws and committee guidelines, including:
 - **The TESA Connection:** Appoint an assistant editor (with input from the chairman).
 - **Affiliate Services:** Appoint the Chairman and one committee member.
 - **Area Workshops:** Appoint the Chairman and one committee member.
 - **Awards/Scholarship/Journalist:** Appoint the Chairman and two committee members.
 - **Membership Committee:** Appoint the Chairman and three committee members.
 - **Nominations:** Appoint the Chairman, two committee members, and serve on the committee; committee members shall be past presidents.
 - **Summer Work Conference:** Appoint the Chairman plus Social, Registration, and Exhibits Chairmen.
 - **TPEP:** Appoint the Chairman and one committee member, considering expertise.
- Send letters to superintendents and supervisors of newly elected Board members.
- Prepare packets for new officers, chairmen, and committee members for distribution at the SWC Board Orientation. Packets shall include:
 - a listing of officers and committees
 - birthdays
 - due dates
 - the President's Handbook
 - other appropriate information as needed

- Secure the Past President’s plaque from the Central Office and present it to the outgoing President during the installation of officers at the SWC.
- Prepare the President’s Handbook for distribution to Executive Board members, TESA affiliates, and the Advisory Board.
- Prepare and distribute the agenda and related materials for Board Orientation to the incoming Board and remind members to bring written goals for the year.

Organizational Leadership

- Work in close cooperation with officers and committee chairmen to promote the welfare of TESA.
- Serve in other capacities at the request of the President.

Transition to Presidency

- Automatically assumes the office of President on August 1 of the following year.
- If applicable, negotiate contracts with hotels for the SWC.

Transition of Office

Upon completion of the term of office, shall deliver all files, papers, records, and other Association property to the successor within 30 days.

Amended:	06/22/1991	04/12/2003	08/01/2015	08/01/2022
	06/07/1996	04/30/2006	03/24/2017	04/03/2026
	06/20/1998	06/25/2011	06/19/2019	

Vice President Duties

The Vice President shall:

Understand the Articles of Incorporation, Bylaws, and Standing Rules of the Texas Educational Support Staff Association, Inc.

Attend all Executive Board meetings and general meetings of the Association during the term of office.

Newsletter Responsibilities

- Serve as Editor of The TESA Connection.
- As Editor, maintain a staff appointed by the President, consisting of an Assistant Editor who shall assist in editing, retyping, preparing, proofreading, and gathering material to meet publisher specifications.
- Maintain a checklist to ensure all required information is included in each issue of the newsletter.
- Select a theme for the newsletter or use the President’s theme and establish deadlines for a minimum of two issues per year (Fall/Winter and Spring/Summer). Deadlines shall be set by the Editor and Assistant Editor.
- Request news articles for each issue from affiliate presidents, Executive Board members, and committee chairmen. Submissions, along with feature articles and reports, shall be submitted electronically.
- Solicit writers for feature articles for each issue. Each issue should include at least one feature article of approximately 250–500 words.
- Communicate with Board members and committee chairmen regarding any changes made to submitted advertisements or articles.
- Ensure the President receives copies of all newsletter proofs prior to final approval and website posting.

Communications and Media Responsibilities

- Take digital photographs of all TESA activities throughout the year and, when needed, provide electronic copies for the President’s digital/scrap memory book

Organizational Leadership

- Work in close cooperation with other officers and committee chairmen to promote the welfare of TESA.

Transition of Office

Upon completion of the term of office, shall deliver all files, papers, records, and other Association property to the successor within 30 days.

Approved:

Amended:	06/22/1991	04/30/2006	04/03/2026
	06/22/1996	08/21/2014	
	06/20/1998	08/01/2015	
	07/24/2000	03/01/2017	
	04/12/2003	06/20/2017	

The TESA Connection

Publication Overview

The TESA Connection shall be an online newsletter published for the members of TESA.

- A minimum of two issues shall be published each year.
- The Fall/Winter issue shall be submitted for the NAEOP newsletter competition, based on the NAEOP submission deadline.
 - The Fall/Winter issue should include NAEOP-related information.
 - Refer to the NAEOP submission criteria available on the NAEOP website.

Items Common for all Issues

- Feature articles (minimum of one per issue, 250-500 words)
- President's Message (President)
- Message from the Editor
- Deadline for the next issue of *The TESA Connection*
- Information about www.tesatexas.org, including links to pertinent and timely deadlines such as:
 - TESA membership
 - Retiree membership
 - NAEOP membership
 - Area Workshop information
 - Affiliate Services information
 - Volunteer opportunities for TESA
 - TPEP information
 - List of officers
 - Central Office information
- TESA Calendar of Events listing all upcoming events available at the time of publication posting through the posting date of the next issue.

Optional / Additional Content (If applicable):

- Legislative update (Legislative Consultant)
- Affiliates in Action (Affiliates)
- TESA Code of Ethics, Philosophy, Bylaws, and Standing Rules (Central Office)
- SWC coverage, including stories, photographs, first-timer reflections, and participant comments
- Pictorial layout of the TESA Executive Board and committee chairmen
- Pictorial layout of Board Orientation
- Article and/or pictorial layouts on NAEOP Summer Conference and Institute (TESA members who attended)
- Article and/or pictorial layouts on TPEP Consultant Training, if held (TPEP chairman).
- Article and/or pictorial layouts on Area Workshops, if held (Area Workshop Chairman).
- List of contributors to TESA Scholarship funds. (Awards/Scholarship/Journalist chairman)
- TPEP CEOP recipients recognizing those who have completed certification requirements (TPEP Chairman)
- List of affiliates and affiliate presidents

- Spotlight on SWC awards
 - Administrator of the Year Award recipient
 - Nelda Van Dyke Award recipient
 - Yearbook of the Year recipient
 - Newsletter of the Year recipient
 - Spirit Award recipient
- Pictorial layout of scholarship recipients (Awards/Scholarship/Journalist Chairman)

Amended:	07/24/2000	06/25/2011
	07/20/2001	06/19/2012
	04/12/2003	08/01/2015
	11/10/2003	06/20/2017
	04/30/2006	08/01/2022

Secretary/Treasurer Duties

The Secretary shall:

Understand the Articles of Incorporation, Bylaws, and Standing Rules of the Texas Educational Support Staff Association, Inc.

Attend all Executive Board meetings and general meetings of the Association during the term of office.

Meeting Records and Minutes

- Record and transcribe the minutes of the Executive Board meetings and general meetings.
- Submit minutes to the President for editing within two weeks following each meeting.
- Store recordings of minutes on the TESA Google Drive. Recordings may be reused 90 days after the minutes have been approved.

Administrative Duties

- Perform secretarial duties as requested by the President and Executive Board.
- Perform other duties as necessary to fulfill the obligations of the office.

SWC and Membership Support

- Make TESA pins and other items available to the membership at the SWC.
- Submit all receipts and monies collected to the Central Office staff for deposit.

Fees and Financial Note

- A \$5.00 credit card fee shall apply to payments for membership, TPEP classes, conferences, or any other TESA transactions.
 - This fee shall be reflected on all TESA forms beginning August 1, 2029.

Organizational Leadership

- Work in close cooperation with other officers and committee chairmen to promote the welfare of TESA.

Transition of Office

Upon completion of the term of office, shall deliver all files, papers, records, and other Association property to the successor within 30 days.

Amended:	06/22/1991	07/20/2001	03/01/2017	08/01/2022
	06/07/1996	04/12/2003	06/20/2017	04/03/2026
	06/23/1998	04/23/2005	03/22/2019	
	07/24/2000	04/30/2006	06/19/2019	

Affiliate Services Chairman Duties

The Affiliate Services Chairman shall:

Be appointed by the President from the elected members-at-large.

Understand the Articles of Incorporation, Bylaws, and Standing Rules of the Texas Educational Support Staff Association, Inc.

Attend all Executive Board meetings and general meetings of the association during the term of office.

Committee Responsibilities

- Serve as Chairman of the Affiliate Services Committee, which shall consist of the Chairman and one additional member appointed by the President.

Affiliate Development Responsibilities

- Provide information to educational support personnel, clerical personnel, secretarial personnel, instructional assistants, and other educational employees interested in organizing a local affiliate.
- Offer assistance from TESA and/or arrange visits by TESA Board members or committee members to encourage and assist in establishing new associations.
- Notify *The TESA Connection*, the Executive Board, and other appropriate parties of newly organized local associations.
- Encourage local associations to affiliate with TESA and NAEOP and coordinate these efforts with the TESA and NAEOP Membership Chairman.
- Ensure each affiliate submits:
 - an Affiliate Application
 - a fee of \$30.00 plus \$0.25 per member in the local affiliate
- Recognize the affiliate fiscal year as August 1 through July 31.
- Promote TESA membership among local associations by:
 - meeting with organizations
 - speaking to organizations
 - arranging speakers for organizations throughout the state

Consultant Services Responsibilities

- Receive all completed Affiliate Services Consultant Request forms from all educational entities.
- Assign consultants while making every effort to honor requested consultants when possible.
 - Consider: consultant expertise, subject matter competence, travel distance
- Arrange for new presentations to be developed when necessary.
- Provide assigned consultants with:
 - a copy of the Affiliate Services Consultant Request Form
 - workshop evaluation forms for distribution and completion
- Recognize that workshop logistics shall be the responsibility of the consultant and the requesting organization.
- Issue vouchers to consultants for return to the Affiliate Services Chairman.

- Notify the requesting organization in writing of the assigned consultant's:
 - Name
 - Address
 - Telephone number
- Provide the Central Office with a copy of each Affiliate Services Consultant Request form so the requesting organization or district may be invoiced upon receipt of the consultant's voucher.

	6-Hour Affiliate Service		3-hour Affiliate Service		1-hour Affiliate Service		2-hour Affiliate Service	
	Level I	Level II	Level I	Level II	Level I	Level II	Level I	Level II
Up to 50 people*	\$875	\$975	\$625	\$725	\$150	\$250	\$300	\$400
Additional per person charge*	\$17.50	\$20	\$12.50	\$15	\$3	\$5	\$6	\$10
If held in conjunction w/4 TPEP Classes during one school year	\$500	\$600	\$400	\$475	\$100	\$150	\$200	\$300
If held in conjunction w/ 2 TPEP Classes during one school year	\$650	\$750	\$550	\$625	\$125	\$175	\$225	\$325
Additional hours	\$125		\$125		N/A		N/A	

The requester will be invoiced for the consultant's Affiliate Services fees listed above, plus expenses of the consultant, including mileage or airline coach fare, hotel, meals, and airport parking.

Affiliate Development Responsibilities

- Contact committee member and provide a listing of affiliates, indicating:
 - affiliates currently affiliated
 - affiliates that have not renewed their affiliation
- Divide the affiliate list among the Chairman and committee members for follow-up through personal correspondence, encouraging renewal of affiliation.

Administrative Responsibilities

Maintain and update the Affiliate Services Handbook (*Organizing an Association*) in consultation with the President.

- Present revisions of the handbook to the Executive Board for approval.
- Prepare an article for inclusion in all issues of *The TESA Connection*.

Organizational Leadership

- Work in close cooperation with other officers and committee chairmen to promote the welfare of TESA.

Transition of Office

Upon completion of the term of office, shall deliver all files, papers, records, and other Association property to the successor within 30 days.

Amended:	06/22/1991	06/24/2005	08/01/2022
	06/27/1992	04/30/2006	04/03/2026
	07/20/2001	03/28/2009	
	04/12/2003	06/20/2017	

Area Workshop Chairman Duties

The Area Workshop Chairman shall:

Be appointed by the President from the elected members-at-large.

Understand the Articles of Incorporation, Bylaws, and Standing Rules of the Texas Educational Support Staff Association, Inc. (TESA).

Attend all Executive Board meetings and general meetings of the association during the term of office.

Be familiar with forms and files, correspond with committee members, set goals, and handle requests when received.

Committee Responsibilities

- Serve as chairman of the Area Workshop Committee, which shall consist of the Chairman and one additional member appointed by the President.
- Coordinate the scheduling of workshops with educational institutions throughout the state.

Financial Responsibilities

- Provide a financial report of all Area Workshops conducted since the previous Board meeting.

Workshop Coordination

- Send workshop guidelines to districts or associations upon request.
- Follow up to ensure all workshop guidelines are properly followed.
- Contact local school districts, educational institutions, and education service centers throughout the state to schedule workshops.
- Schedule workshops in a manner that allows participants to attend without interruption to their regular work schedules.

Awarding Workshops

- Shall award a workshop after the following criteria have been met:
 - A written invitation has been submitted from one of the following:
 - Hosting school district superintendent or designated administrator
 - College or university president or chancellor
 - Regional Education Service Center executive director
 - The TESA President has notified the Area Workshop Chairman that:
 - The invitation letter has been received
 - The workshop date has been approved

Workshop Attendance and Leadership

- Attend and open all workshops whenever possible.
 - If unable to attend, appoint one of the following individuals to preside:
 - A member of the TESA Workshop Committee
 - The TESA President
 - A TESA Board member
 - The local workshop chairman
- Attend and be introduced at the workshop even if another individual presides.

Workshop Materials and PSP Coordination

- Provide local workshop chairmen with information and materials needed to conduct workshops, including participant evaluation forms.
- Collect and distribute workshop evaluation summaries as required.
- Provide attendance certificates in a standard form and size for all workshops.
- Submit workshop agendas to NAEOP for Professional Standards Program (PSP) credit approval.
- Ensure PSP credit information and point values are printed in small type on workshop certificates.

Promotional and Membership Coordination

- Coordinate with appropriate TESA Chairmen to ensure the availability of:
 - Membership applications
 - TPEP brochures/information
 - Other promotional materialsat each workshop.

Communication Responsibilities

- Notify all Executive Board members of workshop dates, times, and locations at least one month in advance.
- Submit articles or information for:
 - *The TESA Connection*
 - TESA email blasts
 - The TESA website
- Encourage local workshop chairmen to submit workshop registration forms in a timely manner.

Organizational Leadership

- Work in close cooperation with other officers and committee chairmen to promote the welfare of TESA.

Transition of Office

Upon completion of the term of office, shall deliver all files, papers, records, and other Association property to the successor within 30 days.

Amended:	06/22/1991	04/12/2003	08/01/2022
	03/20/1995	04/30/2006	04/03/2026
	07/20/2001	03/01/2017	

Check List of Requirements – Area Workshops

Prior to confirmation of the Workshop:

- An invitation letter from the hosting district Superintendent or designated district administrator to the TESA president must be on file.
- The requested date must be approved through the Area Workshop Chairman by the TESA president and entered on the TESA calendar.
- Registration fees for the TESA President, President-elect, and Area Workshop Chairman shall be included in the workshop budgets, and their registrations are complimentary.

Prior to the advertisement of the Workshop, a District must:

- Receive approval of workshop materials and schedule from the TESA president prior to printing and mailing.
- List the TESA Workshop Chairman or designee and the TESA president in the program.
- Allow time at lunch for presentations from TESA committee chairmen.

The day of the workshop:

- The TESA chairman will open the workshop and introduce the TESA president.
- TESA committee chairmen shall make presentations during lunch.
- The local workshop chairman will provide the Area Workshop Chairmen or designee a final count of attendees.

After the workshop, within ten working days, the local workshop chairman must:

- Complete a financial report and send a copy of the financial report with TESA's portion of the registration fees to:
TESA Central Office
P.O. Box 11825
Killeen, TX 76547
- Send a summary of the workshop evaluations to the TESA Area Workshop Chairman.

Board approved: 04/12/2003

Amended: 05/19/2026

General Information Guidelines – Area Workshops

The TESA Area Workshop Chairman shall:

Attend and open the area workshop. If unable to attend, appoint a member of the TESA workshop committee, the TESA president, a TESA board member, or the local chairman to preside.

Provide sample copies of letters with suggested formats for use by the local association and superintendent to send to surrounding school districts and other educational entities in the area (samples attached). These samples are intended only as guides, and any preferred method of communication may be used. Flyers are encouraged and are often very effective.

Provide sample copies of:

- Financial statements
- Printed programs
- Hotel and direction information
- Evaluation forms for use at the conclusion of the workshop. (see sample)

Provide attendance certificates, including PSP point value. (see sample)

Notify TESA board members of the time, place, and date of the workshop.

Information Needed from the Local Association Chairman:

The TESA Area Workshop Chairman will need the following information from the local association chairman:

- Campus name, workshop location, and address for workshop, and name of local chairman
- Name of the local workshop chairman as soon as the workshop date is determined
- A copy of the workshop program for approval prior to printing
- Copies of any news articles relating to the workshop

Workshop Fees and Expenses

TESA charges the affiliate a registration fee of \$10.00 for each participant in the workshop. If the association is not a TESA affiliate, the fee is \$12.00 per participant. These fees are paid to TESA to cover the registration expenses of the TESA President, President-Elect, and the Area Workshop Chairman. The TESA fee is added to the luncheon costs and other local expenses to determine the participant registration fee, which shall not exceed \$50.00 per participant.

Travel and Local Expenses

All travel expenses for the TESA board members are subject to the adopted travel guidelines.

The local district or hosting office personnel association shall be responsible for all other related expenses:

- Publicity
- Programs
- Decorations if utilized
- Lunch expenses
- Other related expenses

Area workshops are not required to be elaborate; however, each workshop should be self-supporting.

Post-Workshop Requirements

Within working days following the workshop, the local chairman or treasurer shall provide the TESA Area Workshop Chairman with:

- TESA's portion of registration fees
- A complete financial report
- A summary of workshop evaluations

Suggested Local Committees and Their Duties – Area Workshops

Registration Committee

This committee is responsible for all workshop registration procedures and financial accountability related to registration.

Duties:

- Prepare and distribute a registration letter that includes:
 - Pre-registration form
 - Map and directions
 - Hotel information
- Mail registration information to:
 - Affiliate presidents
 - Secretaries associations
 - Superintendents
 - Education Service Centers
 - Colleges and universities
 - Other educational entities in the area
- Ensure pre-registration deadlines are at least one week prior to the workshop.
- Include refund deadlines and any applicable late fees on the registration form.
- Accept registrations on the day of the workshop.

Executive Board Registration

- Send registration materials to each TESA Executive Board member.
- The TESA Area Workshop Chairman will provide names and email addresses of board members.
- Collect all pre-registration forms and fees.
- Deposit registration fees into the local association account to pay workshop expenses.

Registration Packets

- Use envelopes or folders for registration packets.
- Include:
 - Program
 - Evaluation forms
 - Other pertinent materials
- Attach nametags to the outside of packets for easy identification.
- Prepare packets alphabetically for pre-registered participants.
- Have blank nametags and extra packets available for walk-in registrations.
- Provide:
 - One table for pre-registered participants
 - One table for on-site registration and fee collection

Certificates and Evaluations

- Distribute attendance certificates at the end of each session.
- Collect evaluation forms at the conclusion of the workshop.

Financial Responsibilities

- Work closely with the local association treasurer.
- Maintain accurate records of all income and expenses.
- Submit a financial report to the TESA Area Workshop Chairman within 10 working days following the workshop.
- Submit a check payable to TESA in the appropriate amount along with the financial report.
- If no local association exists, a committee member should serve as treasurer.

Programs Committee

This committee coordinates workshop presentations, speakers, and printed programs.

Duties:

- Arrange all workshop speakers and consultants.
- Utilize local community members and school district personnel as breakout session presenters when possible to reduce costs.
- Coordinate with the TESA Area Workshop Chairman if a Teacher Retirement System (TRS) speaker is requested.
- Invite the TESA President and President-Elect to participate in the workshop.
- Ensure the TESA President is seated at the head table, if one is used, and provides greetings.
- Provide printed programs for participants.
- Supply extra copies for TESA and local files.
- Coordinate room setup and equipment needs with the Arrangement Committee.
- Provide lecterns when requested.
- Arrange introductions for consultants and speakers by local officers if needed.
- Collect evaluation forms at the close of the workshop.
- Submit an evaluation summary to the TESA Area Workshop Chairman within 10 working days.
- Maintain extra copies of evaluation summaries for TESA and local files.

Publicity Committee

This committee is responsible for promoting the workshop throughout the surrounding area.

Duties:

- Publicize the workshop within approximately a 100-mile radius.
- Send promotional information to:
 - Surrounding school districts
 - Education service centers
 - Colleges and universities
 - Secretarial associations
 - Other educational entities
 - TESA Board members
- Distribute flyers at other TESA-sponsored conferences and workshops when possible.
- Submit workshop information for:
 - Publication in *The TESA Connection*
 - Inclusion in the TESA email blast
 - Posting on the TESA website through the Web Advisor

Luncheon Committee

This committee coordinates all luncheon arrangements.

Duties:

- Select:
 - Luncheon location
 - Menu
 - Pricing
- Provide luncheon tickets if needed.
- Arrange table decorations if desired.
- Prepare maps if the luncheon is held at a separate location.
- Coordinate meal preparation through:
 - Cafeteria staff
 - Caterers
 - Local restaurants
- Ensure luncheon service is efficient and convenient.
- Optional musical entertainment may be provided during lunch.

Hospitality Committee

This committee ensures participants and consultants feel welcomed and assisted throughout the workshop.

Duties:

- Greet participants and consultants upon arrival.
- Provide directions and assistance.
- Coordinate an optional continental breakfast.
- Prepare hospitality or goodie bags when possible.
- Solicit donations from local businesses for hospitality bags.

Arrangement Committee

This committee coordinates all physical and logistical arrangements for the workshop.

Duties:

- Include the Hosting Area Workshop Chairman and all committee chairmen as members.
- Coordinate:
 - Room setup
 - Session accommodations
 - Registration assistance
 - Continental breakfast arrangements
 - Luncheon arrangements
 - General workshop logistics
- Invite the TESA President and President-Elect to serve as stage guests.

Ensure the President-Elect is included as a courtesy and recognition of the office.

Door Prize Committee

This committee coordinates the solicitation and distribution of door prizes.

Duties:

- Solicit door prizes from:
 - Local merchants
 - Local district associations
 - Vendors

Coordinate the distribution of prizes during selected workshop times.

Vendor Committee

This committee manages vendor participation during the workshop.

Duties:

- Solicit vendors for workshop participation.
- Collect vendor booth fees.
- Assign booth locations.
- Ensure vendors remain in designated areas during the workshop.
- Request that vendors donate a door prize.

Amended:	06/27/1992	04/02/2011
	07/20/2001	03/24/2017
	04/12/2003	03/28/2025
	11/19/2004	05/19/2026

Awards/Scholarship/Journalist Chairman Duties

The Awards/Scholarship/Journalist Chairman shall:

Be appointed by the president from the elected members-at-large.

Understand the Articles of Incorporation, Bylaws, and Standing Rules of the Texas Educational Support Staff Association, Inc.

Attend all Executive Board meetings and general meetings of the association during the term of office.

Serve as chairman of the Awards/Scholarship/Journalist committee, which shall consist of two members in addition to the chairman, appointed by the President. The chairman and committee members shall be active or retired from different educational institutions, if possible.

Committee Responsibilities

The committee shall:

- Advertise the availability of all scholarships approved by the Executive Board.
- Develop a digital/scrap memory book to be presented to the Immediate Past President at the Summer Board Meeting.
- Advertise the availability of all awards, including:
 - Administrator of the Year
 - Nelda Van Dyke Award
 - Newsletter Award
 - Yearbook Award
 - Any additional awards approved by the Executive Board

Awards

The deadline for all awards shall be February 25.

Any changes to award or scholarship applications must be approved by the TESA Executive Board.

A panel of judges who are not affiliated with TESA shall be selected to determine the recipients of the:

- Administrator of the Year Award
- Nelda Van Dyke Award

Judges should not be affiliated with any nominees or submitted entries.

Nominations shall be received by the TESA Central Office and forwarded to the Awards/Scholarship/Journalist Chairman for distribution to judges.

Appropriate plaques for the Nelda Van Dyke Award recipient and the Administrator of the Year recipient shall be secured through an awards company.

Plaques shall not exceed 15 inches by 12 inches in size.

1. Nelda Van Dyke

Notify the president of the association nominating the Nelda Van Dyke Award recipient and advise them of the date and time of the presentation.

The TESA President, Awards Chairman, and local association president are the only individuals informed of the Nelda Van Dyke Award recipient prior to the presentation at SWC.

The Nelda Van Dyke Award recipient shall be presented with a sash.

The following specifications are required for the Nelda Van Dyke (NVD) sash:

- The sash shall be six inches in width.
- The overall length of the sash shall be seventy-six inches and include a Velcro attachment to allow for an adjustable fit.
- "Nelda Van Dyke" shall be spelled out in full on the sash.
- The award year shall be printed in full (example: 2010).
- The back and side trim of the sash shall be royal blue, with the top inset in white.
- The TESA logo shall be placed at the top of the sash, and the current TESA President's logo shall be placed at the bottom of the sash.
- All lettering, logos, and numbers shall be embroidered. Glue, stick-on letters, or stick-on numbers shall not be used.
- The sash shall be worn over the left shoulder.
- The sash shall be constructed of durable, high-quality material.
- With the exception of the TESA President's logo, all lettering, numbers, and the TESA logo shall be embroidered in royal blue.

SWC Recognition

Past Employee of the Year recipients and previous Nelda Van Dyke Award recipients shall be recognized during the SWC.

2. Administrator of the Year

The Administrator of the Year recipient shall be notified in the following manner:

1. Notify the president of the association submitting the nomination to provide the opportunity for them to speak with the nominee first.
2. Notify the award recipient and advise them of the date and time the award presentation will take place

3. Yearbook/Newsletter

Select an impartial panel of professional judges to determine the recipients of the Outstanding Yearbook Award and Outstanding Newsletter Award from entries submitted to the TESA Central Office

Judges shall not be affiliated with any submitted entries.

Awards and Recognition

- Secure appropriate plaques for the first-place winners of the Yearbook and Newsletter contests from an awards company.
- Plaques shall not exceed 8 inches by 10 inches in size.
- Prepare certificates for the second-place and third-place winners in each contest.

Announcement of Winners

- Winners shall remain confidential until the awards are presented during the SWC.

4. Spirit

- Display all Spirit Award entries during the SWC.
- Select three TESA Past Presidents to serve as judges for the Spirit Award entries.
- Judges shall not belong to an Affiliate that has submitted an entry.

Entry Requirements

- Entries must consist of an article of clothing and/or accessories representing the SWC theme.
- Examples may include:
 - Hats or Visors
 - Scarves
 - Shirts
 - Vests
 - Other themed accessories
- The entered articles must be worn by Affiliate members during the SWC.

Judging Criteria

Affiliates shall also be judged on:

- Attendance at breakout sessions
- Volunteering
- Participation in main conference events, including:
 - General Session
 - Business Meetings
 - Social Activities
 - President's Luncheon
 - Banquet
 - Other Conference events
- Spirit Award is NOT based on loudness, but on participation

Entry Procedures

- Entry forms must be obtained and completed at the TESA Awards/Scholarship/Journalist booth.
- Articles must be submitted by the designated date and time established by the Awards/Scholarship/Journalist committee

Awards

- Certificates will be awarded to first, second, and third place.

Journalist

The Journalist shall:

Through *The TESA Connection* and monthly internet blasts, request that affiliates, individuals, and officers submit pictures and articles from:

- Local and state association meetings and events
- Area Workshops
- Conferences
- Other TESA-related activities

for possible inclusion in the TESA President's digital/scrap memory book.

Be responsible for preparing and submitting information and articles for each issue of *The TESA Connection*, adhering closely to all publication deadlines.

Take pictures, or arrange for photographs to be taken, at:

- Area workshops
- Summer Work Conferences (SWC)
- NAEOP meetings
- TPEP workshops
- Other TESA functions and events

Compile and prepare a digital/scrap memory book to be presented to the immediate past President at the Summer Board Meeting.

Organizational Leadership

- Work in close cooperation with other officers and committee chairmen to promote the welfare of TESA.

Transition of Office

Upon completion of the term of office, shall deliver all files, papers, records, and other Association property to the successor within 30 days.

Scholarships

The Scholarship Committee shall:

- Request scholarship contributions and applications from affiliates through:
 - Monthly Internet blasts
 - *The TESA Connection*
- Actively solicit scholarship contributions during various TESA activities and events
- Ensure all scholarship contributions are directed to the TESA Central Office.

Scholarship Information and Applications

When requests for scholarship information are received, the committee shall provide:

- A description of the scholarship
- Scholarship procedures
- Scholarship application
- A letter containing instructions for returning completed materials to the committee chairman

Scholarship Selection Process

- Select an impartial panel of professional judges to review scholarship applications and recommend scholarship recipient(s).
- Scholarship recommendations shall be presented for approval at the Spring Board meeting.

Verification and Notification Responsibilities

The committee shall:

- Verify that all applicants for the Lorene Roby Rogers Scholarship and the Michael Zolkoski Scholarship are current TESA members.
- Verify that applicants for the Founders Scholarship are qualifying relatives of a current TESA member
- Mail confirmation notices acknowledging receipt of the scholarship applications.
- Notify scholarship recipient(s) by letter prior to the SWC.
- Present scholarship certificates to recipients or family members, if present, during the SWC.

Scholarship Funding Guidelines

The total scholarship amount recommended shall not exceed 50 percent of the balance in the scholarship account as of March 1 of the fiscal year.

The committee chairman shall contact the TESA Central Office to verify exact scholarship account balances.

Executive Board Approval

The scholarship recommendation submitted to the TESA Executive Board at the Spring Board Meeting shall include:

- Applicant name(s)
- School district(s)
- Scholarship amounts recommended

Voucher and Reimbursement Procedures

After Executive Board approval of scholarships:

- Notify scholarship recipients.
- Send a voucher to each recipient with instructions to:
 - Complete and sign the voucher
 - Return the voucher to the committee chairman
 - Submit copies of paid receipts after completion of classes

Upon receipt of completed paperwork:

- The committee chairman shall sign the voucher.
- The voucher shall then be forwarded to the TESA President for signature and processing.

Recordkeeping

- A file shall be maintained for each scholarship applicant.
- Copies of all scholarship transactions and related documents shall be retained by the committee chairman.

Amended: 03/24/2017
03/22/2019
08/01/2022
04/03/2026
05/19/2026

The Lorene Roby Rogers Memorial Scholarship

The Texas Educational Secretaries Association, now known as the Texas Educational Support Staff Association, Inc., after her death on December 31, 1969, established a memorial fund in Mrs. Lorene Roby Rogers's name, as contributions were received in her memory by our organization. The general assembly of our state association voted in May 1970 to establish a permanent fund to be named the Lorene Roby Rogers Memorial Scholarship Fund for an educational secretary to continue her education.

Lorene was well known to educational secretaries and to administrators throughout Texas and the nation, as she organized local associations, served as president of the Texas Educational Support Staff Association, authored several articles pertaining to the work of the educational secretary, and was in demand as a speaker at workshops, in-service training, and seminars.

After working in the educational secretarial field and in the school public relations field, Lorene went to Texas A&M University to continue her education and to teach. She helped develop guidelines for the kindergarten endorsement for the Texas Education Agency, wrote the Texas A&M programs of studies, and prepared the application for the first approved kindergarten program in Texas. She did extensive work in early childhood education. Lorene then went to Texas Woman's University to continue her doctoral studies and to teach at that university.

Lorene was an example of continuous marketing through her study, research, and service to educational conferences and professional associations. It is the desire of our state association to perpetuate Lorene's memory through this scholarship fund by helping develop another educational secretary who may serve the field of education with similar zeal and conviction.

Local associations shall be encouraged to contribute to, and seek worthy applicants for, the fund. Individuals, local associations, other professional groups, or interested persons are invited to participate in this splendid cause. Contributions will be published in The TESA Connection, the official publication of the Texas Educational Support Staff Association.

Administrative Procedure of the Fund

To commemorate the memory of LORENE ROBY ROGERS, a fund known as "The LORENE ROBY ROGERS MEMORIAL SCHOLARSHIP FUND" has been established in the Texas Educational Secretaries Association, now known as the Texas Educational Support Staff Association. The following regulations shall apply to the Scholarship of the Fund:

Requests are made to the scholarship committee for review. This committee will present those applications deemed qualified for receipt of scholarships to the Executive Board at the Spring Board meeting. The scholarships shall be made for one year only (August 1 through July 31 of the coming fiscal year), but the applicant may reapply the following year if warranted and/or desired, when approved by the Executive Board. The amount of individual scholarships shall be left to the discretion of the board but shall not exceed \$400 in any fiscal year.

All funds are to cover directly administered school expenses only. Checks will be issued to the recipient upon presentation of paid receipts of school-administered expenses. The scholarship shall be limited to \$400 for any individual.

If funds are available, several scholarships at a time may be made. In the case of a surplus, such surplus shall be deposited in a federally insured account, with the understanding that funds may be withdrawn from said account at the discretion of the Executive Board. The total amount of the scholarship fund to be used annually is not to exceed 50 percent of the funds available as of March 1 of each fiscal year. Each year, 80 percent of the interest earned on the fund will be transferred into the TESA Operating Fund.

The applicant must be an active TESA member for at least one year, of good character, and seeking to further formal education either by full-time attendance at a college or business college or by part-time attendance while continuing work as an educational paraprofessional. An applicant must secure and submit to the committee all available information, including background, financial need, type of courses for which funds are needed, and other pertinent facts. The applicant must be a member of TESA at the time of the original application.

After a recipient has completed the course of study, a contribution to the perpetuation of the fund is encouraged, but is in no way to be construed as an obligation. It shall be the duty of the chairman of the Scholarship Committee to write to recipients informing them of this policy.

Amended:	03/28/1992	04/12/2003	04/21/2007	08/01/2015
	07/24/2000	04/30/2006	08/04/2007	03/01/2017

The Dr. Michael Zolkoski Technology Scholarship

In June 1996, the Texas Educational Secretaries Association, now known as the Texas Educational Support Staff Association, Inc. established the Dr. Michael Zolkoski Technology Scholarship. This scholarship is for TESA members who wish to take computer enrichment classes. The scholarship will be funded by donations from individuals or associations.

Dr. Zolkoski's commitment to TESA has been without precedent and exemplifies the spirit of TESA. This scholarship fund has been established to honor his efforts to enhance the knowledge of technology among paraprofessionals.

Administrative Procedure of the Fund

A fund known as THE DR. MICHAEL ZOLKOSKI TECHNOLOGY SCHOLARSHIP has been established by the Texas Educational Secretaries Association, now known as the Texas Educational Support Staff Association. The following regulations shall apply to the Scholarship of the Fund.

Requests are to be made to the scholarship committee for review. This committee will present those applications deemed qualified for receipt of scholarships to the Executive Board at the Spring Board meeting. The amount of each scholarship will be limited to \$150. If funds are available, more than one grant may be awarded at a time.

The total amount of the scholarship fund to be used annually is not to exceed 50 percent of the funds available as of March 1 of each fiscal year.

Applicants must be members of TESA for at least one year at the time of the application. They must be paraprofessionals of good character seeking to further their knowledge of technology. Each applicant must secure and submit to the committee all available information, including the applicant's background, reasons for the requested scholarship, name and description of the class for which funds are to be reimbursed, a copy of the receipt for tuition, and proof of completion of said course.

The Founders Scholarship

In April 2006, the Texas Educational Support Staff Association established the Founders Scholarship. This scholarship was created to honor past TESA leaders and members who laid the foundation for this association. This scholarship is for children, grandchildren, and great-grandchildren of active TESA members. Recipients must be graduating high school seniors. Proceeds from Theme Baskets at the 2006 Summer Work Conference held in Austin were set aside to establish a balance for this scholarship.

Administrative Procedure of the Fund

A fund known as the FOUNDERS SCHOLARSHIP has been established by the Texas Educational Support Staff Association. The following regulations shall apply to the Scholarship Grant of the Fund.

Requests are to be made to the scholarship committee for review. This committee will present those applications deemed qualified for receipt of scholarships to the Executive Board at the Spring Board meeting. The amount of each scholarship will be left to the discretion of the board but shall not exceed \$400 in any fiscal year.

All funds are to cover directly administered school expenses only. Checks will be issued to the recipient upon presentation of paid receipts of school-administered expenses. The scholarship grant will be limited to \$400 for any individual.

If funds are available, several grants may be made. The total amount of the scholarship fund to be used annually is not to exceed 50 percent of the funds available as of March 1 of each fiscal year.

The applicant must be the child, grandchild, or great-grandchild of an active TESA member, of good character, seeking to further their formal education.

Amended: 03/22/19

Membership Chairman Duties

The Membership Chairman shall:

Be appointed by the president from the elected members-at-large.

Understand the Articles of Incorporation, Bylaws, and Standing Rules of the Texas Educational Support Staff Association, Inc. Attend all Executive Board meetings and general meetings of the association held during the term of office.

Attend all Executive Board meetings and general meetings of the association during the term of office.

Serve as chairman of the membership committee. Each member of this committee shall be from different educational institutions, if possible. The council may have representation from education service centers, higher education, administrative, secondary, and elementary.

Membership Promotion Responsibilities

- Contact members of the Membership Council to ensure staffing for membership promotion tables at:
 - Area Workshops
 - Summer Work Conference (SWC)
 - Other appropriate TESA meetings and gatherings
- Ensure the following materials are available at membership tables:
 - Membership applications
 - Posters
 - Other TESA promotional materials

Membership Renewal Responsibilities

- Coordinate with the TESA Central Office and the Web Advisor to distribute renewal notices regarding the August 1 membership renewal deadline.
- Ensure renewal reminders are sent every four to six weeks
- Memberships not renewed by the end of July shall be considered lapsed, and those individuals shall be removed from the membership list.
- Ensure membership cards are distributed by the TESA Central Office.
- Include a link to online membership renewal in each issue of *The TESA Connection*

National Association of Educational Office Professionals (NAEOP)

- Promote membership campaigns through TESA affiliates and direct communication with TESA members.
- Provide membership information for distribution at TESA meetings and workshops.
- Maintain a membership list if provided by the National Membership Chairman.
- Promote the availability of the Professional Standards Program (PSP) and maintain knowledge of appropriate contacts for additional information.

NAEOP Promotion Activities

- Promote the National Association of Educational Office Professionals by:
 - Conducting sessions at area workshops and local association meetings when invited.
 - Providing membership and PSP information to interested individuals.
 - Verifying TESA meetings for PSP certificate points.

Professional Standards Program (PSP)

- PSP credit may be earned through participation in:
 - Area Workshops
 - Summer Work Conference (SWC)
 - Other education-related in-service or staff development programs

General Responsibilities

Work in close cooperation with other officers and committee chairmen to promote the welfare of TESA.

Transition of Office

Upon completion of the term of office, shall deliver all files, papers, records, and other Association property to the successor within 30 days.

Amended:	08/19/1986	06/23/1998	08/01/2015
	06/22/1991	07/24/2000	06/22/2016
	03/01/1993	07/20/2001	03/24/2017
	03/30/1996	04/12/2003	04/03/2026
	06/07/1996	04/30/2006	

Nominating Chairman Duties

The Nominating Chairman shall:

Be appointed by the President from the elected members-at-large.

Understand the Articles of Incorporation, Bylaws, and Standing Rules of the Texas Educational Support Staff Association, Inc.

Attend all Executive Board meetings and general meetings of the association during the term of office.

Serve with a committee appointed by the President, consisting of members from different educational institutions, if possible.

Committee Responsibilities

- Make available the link to the “Volunteering for TESA” form on the TESA website for nominee recommendations.
- Verify that all candidates hold active TESA membership before the Nominating Committee meeting.
- Provide the committee with a list of candidates that includes:
 - Name
 - Educational Entity
 - Work, home, and cell phone numbers
 - Email address

Candidate Selection Procedures

- The Nominating Committee shall meet in December or January to select potential candidates for each office.
- The committee should identify three potential candidates for each position, from which two candidates shall be selected.
- If two qualified candidates are not available for a position, at least one name shall be presented.
- Candidates may be contacted by phone or email.
- No more than three members of the Executive Board may serve from the same educational institution.
- The committee shall complete the slate of three Executive Officers.
- After selection of Executive Officer candidates, Member-at-Large candidates shall be paired to provide statewide geographic representation, if possible.

Eligibility and Ballot Preparation

- Carefully verify the eligibility of all potential candidates in accordance with the Bylaws.
- Ensure all nominees are active TESA members.
- Contact each nominee to obtain permission to place their name on the ballot.
- Send a link to that candidate data sheet following approval by the President-Elect.

Ballot Requirements

- Shall prepare:
 - Voting instructions
 - Candidate biographical sketches
 - The official ballot for publication
- The ballot shall:
 - Include a candidate statement of interest limited to 25 words or fewer
 - Include information most relevant and current regarding qualifications for the office
 - Be proofread and approved by the President-Elect
 - Be made available for voting by February 15
 - Include a posting voting deadline of March 1 (If March 1 falls on a Saturday or Sunday, the deadline shall be the following Monday)

Work in close cooperation with other officers and committee chairmen to promote the welfare of TESA.

Transition of Office

Upon completion of the term of office, shall deliver all files, papers, records, and other Association property to the successor within 30 days.

Amended:	06/22/1991	04/30/2006	03/22/2019
	06/07/1996	06/25/2011	06/19/2019
	07/20/2001	08/01/2015	
	04/12/2003	03/24/2017	

Guidelines for Nominating Committee

The Nominating Committee, with its responsibility of providing the association with the best possible leadership, is a critical committee within TESA. Only members in good standing who:

- Are well acquainted with the membership,
- Are informed of the duties of the offices to be filled,
- Understand the objectives and policies of the organization, and
- Are willing to plan objectively for the future of the organization by seeking out the best possible nominees for each office

should serve on this committee.

Preparation for Committee Work

- The Bylaws and Standing Rules related to nominations shall be studied in advance of the first committee meeting.
- A current membership list should be available.
- Committee members should be familiar with eligibility requirements for holding office.

Securing Names for the Ballot

- The list of potential candidates for all elected positions is drawn from submitted “Volunteering for TESA” documents.
- If a current board member is being considered for placement on the ballot, the Nominating Chairman must verify that all eligibility requirements are met, including:
 - Current paid membership in TESA
 - Current membership in NAEOP (as applicable)

Qualifications Nominees

Each member is responsible for thoughtfully submitting and considering names based on personal knowledge and input from other members. All nominations should be discussed objectively and thoroughly.

Required Certification Standards

- Nominees for the following offices must hold TPEP certification (currently CEOP)
 - President
 - President-Elect
 - Vice President
 - Secretary/Treasurer
- Nominees for Member-at-Large positions must:
 - Hold TPEP certification (currently CEOP), or
 - Be actively pursuing TPEP certification within the last 12 months

Committee Expectations

The committee is expected to uphold fairness and objectivity while ensuring that the strongest possible leadership slate is developed for the association's future.

The following questions may be used as the criteria for possible candidates.

- Does the person have the ability and the commitment to promote the interests of TESA?
- What experience does the person have?
- What is the person's record of attendance at meetings?
- Has the person had any special preparation for leadership?
- Does the person have knowledge of the association's purposes and programs?
- Can the person work well with others?
- Can the person work in harmony with other prospective officers?
- Is the person dependable and available?
- Does the person have special talents or skills that would qualify them for the office?
- Does the person possess qualities that will represent TESA well in the community?
- Is the person an active member in both their local association and TESA?

Choosing Candidates

- The nominee for the office of President-Elect should be selected first, followed by the remaining Executive Officers
- Members-at-Large shall be selected after the Executive Officer slate has been completed.
- Candidates shall be selected by majority vote of the Committee.
- Committee members should be encouraged to express their views prior to voting.
- Deliberations of the committee shall remain confidential and shall not be discussed outside of the committee meeting.

Contacting Candidates

- A prospective candidate shall be contacted only after approval by the committee.
- The slate of three Executive Officers shall be completed before contacts are made for Member-at-Large positions.
- A committee member shall be designated to contact each prospective candidate.
- The prospective candidate shall:
 - Be informed of the duties and responsibilities of the office
 - Be approached in a professional and respectful manner
 - Agree to serve if elected
 - Be asked to maintain confidentiality regarding Nominating Committee discussions and information
- Each candidate must notify their supervisor regarding anticipated duties and absences associated with serving on the Executive Board.

Number of Nominees

- The official ballot shall list only two nominees for each office.
- The committee may consider more than two candidates during deliberations prior to finalizing the ballot.

Selection of Committee Members as Nominees

According to *Robert's Rules of Order Newly Revised*:

“Members of the nominating committee are not barred from becoming nominees for office themselves.”

However, if a committee member is being considered as a candidate, that individual should be excused from the committee deliberations during consideration of their candidacy.

Withdrawal of Nominee

If a nominee withdraws prior to the election, the Nominating Committee shall be reactivated unless otherwise provided in the Bylaws or Standing Rules.

Completion of Committee Responsibilities

The work of the Nominating Committee shall be considered complete once the ballot has been published.

Amended: 08/01/2022

Summer Work Conference (SWC) Committee

The President of TESA shall appoint the members of the SWC Committee. The committee shall consist of the chairman and three members.

Committee Composition

- Each committee member should represent a different school district whenever possible.
- Committee responsibilities shall be those outlined under “Duties” in the Officer’s Handbook.
- The SWC Chairman must have served in some capacity on the SWC Committee for at least one year, if possible.

Committee Meetings

Committee meetings should include, but are not limited to, the following:

- Board Orientation Meeting
 - An initial get-acquainted meeting shall be held during Board Orientation at the SWC prior to the beginning of the term on August 1.
- Fall Planning Meeting
 - During October or November, the SWC Chairman shall arrange a weekend planning meeting at the conference facility.
- Winter Planning Meeting
 - A committee planning weekend may be scheduled during January or February, if necessary.

Conference Operations

- The SWC shall be self-sustaining.
- A final conference report shall be completed following the conference.
- Copies of the final report shall be submitted to:
 - The President
 - The President-Elect
 - The current SWC Chairman
 - The TESA Central Office for filing

Expenses and Financial Procedures

- All expenses of the SWC Committee shall be charged to the SWC budget, including lodging for planning meetings, in accordance with adopted expenditure guidelines.
- All pre-registrations and registration fees shall be handled through the TESA Central Office.
- The TESA Central Office shall pay all bills upon approval of the SWC Chairman and the President.
- All vouchers shall be submitted to the TESA Central Office no later than July 15.

Chairman Responsibilities

- Plan and schedule all conference sessions and activities in coordination with the SWC Committee.
- Develop a timeline for conference planning and distribute copies to all individuals involved.
- Contact and secure the keynote speaker as soon as possible after August 1.

Recordkeeping

- Each SWC Committee member shall maintain a complete file containing:
 - Correspondence
 - Planning documents
 - Agendas
 - Activity records
- These materials shall be provided to the following year's committee at the conclusion of the conference.

Adopted:	11/06/1981	
Amended:	06/18/1984	04/30/2006
	08/18/1984	06/25/2011
	07/20/2001	08/01/2015
	04/12/2003	05/19/2026

Summer Work Conference Chairman (Appointed) Duties

The Summer Work Conference Chairman shall:

Understand the Articles of Incorporation, Bylaws, and Standing Rules of the Texas Educational Support Staff Association, Inc.

Attend all Executive Board meetings and general meetings of the association during the term of office.

Hold the CEOP certification.

Conference Planning Responsibilities

- Work with the SWC committee to plan the details of the conference.
- Be responsible for programming, securing the keynote speaker, other main speakers, and group session consultants.
- Send correspondence inviting speakers and consultants and confirming their assignments.
- Determine, in cooperation with the SWC Committee members, the:
 - conference theme
 - presentation topics
 - sessions for Past Presidents and retirees
 - time schedules
 - other appropriate conference details
- Coordinate with the TPEP Committee Chairman regarding TPEP sessions to be offered and incorporate TPEP registration information into conference registration materials.
- Assign TPEP sessions to rooms as necessary. *(The TPEP Committee shall remain responsible for all aspects of TPEP sessions prior to and during the SWC.)*

Consultant and Facilitator Responsibilities

- Prepare packets for all consultants, including:
 - a thank-you letter
 - nametag
- Be responsible for the audiovisual needs of consultants and all conference sessions, including:
 - group sessions
 - luncheon
 - banquet
 - meetings and events
- Confirm hotel room blocks and TPEP meeting room reservation, if applicable.
- Schedule, in cooperation with the President, the TESA business meeting during the conference.

Committee Communication Responsibilities

- Correspond periodically with SWC Committee members to seek advice, communicate plans, and provide updates throughout the year.
- Assist and encourage committee members in their duties when needed.

Registration and Promotional Responsibilities

- Work with the SWC Committee, Central Office, and Web Advisor in planning registration information.
- Ensure registration information is available and posted on the TESA website no later than March 15.
- Prepare advertisements and/or articles promoting the SWC for all issues of *The TESA Connection*.
- Include a thank-you letter from the committee in the Spring/Summer issue of *The TESA Connection*.
- Promote the SWC at Area Workshops by:
 - maintaining an information table
 - requesting volunteers
 - distributing conference information
- Work with the President and Web Advisor to provide online registration information and promote the conference on the TESA Website.

Conference Coordination Responsibilities

- Serve as coordinator during the SWC and delegate duties as necessary.
- Prepare place cards for all seated functions.
- Arrange lineup procedures for individuals participating in seated functions.
- Be responsible for all required conference signage.
- Secure volunteers attending the conference to assist with various aspects of the SWC.

Financial Responsibilities

- Approve all conference vouchers for payment and forward them to the President for signature and approval.
- Forward signed vouchers to the Central Office for payment by July 15.

Organizational Leadership

- Work in close cooperation with other officers and committee chairmen to promote the welfare of TESA.

Transition of Office

Upon completion of the term of office, shall deliver all files, papers, records, and other Association property to the successor within 30 days.

Amended:	06/22/1991	04/30/2006	04/03/2026
	06/07/1996	06/25/2011	05/19/2026
	07/20/2001	03/24/2017	
	04/12/2003	08/01/2022	

SWC Registration Chairman (Appointed) Duties

The Registration Chairman shall:

Understand the Articles of Incorporation, Bylaws, and Standing Rules of the Texas Educational Support Staff Association, Inc.

Work with the conference chairman to plan the details of the conference.

Registration Chairman Responsibilities

- Provide the SWC Chairman with information to be included on the conference registration form.
- Prepare registration packets for conference participants prior to the conference.
- Ensure registration packets include:
 - Tickets
 - Nametags
 - Flyers
 - Conference information
 - Contest guidelines
- Ensure the business meeting agenda/packet and the proposed budget for the coming year, if available, are provided to participants before the Summer Work Conference General Business meeting to allow members the opportunity to print the information in advance if they choose.
- Prepare nametags for all attendees and consultants.
- Arrange for printing of tickets needed for special functions, including:
 - President's Luncheon
 - banquet
 - special events
- Establish procedures for registration and distribution of materials to registrants upon arrival.
- Ensure all preregistration fees are handled through the Central Office.

Volunteer and Promotional Responsibilities

- Secure volunteers to assist with conference registration.
- Work with the SWC Chairman to design advertisements for *The TESA Connection*.
- Assist the SWC Chairman and committee members as needed.

Organizational Leadership

- Work in close cooperation with other officers and committee chairmen to promote the welfare of TESA.

Transition of Office

Upon completion of the term of office, shall deliver all files, papers, records, and other Association property to the successor within 30 days.

Amended: 06/22/1991 03/24/2017
 06/26/1993
 04/12/2003
 04/30/2006

SWC Social Chairman (Appointed) Duties

The Social Chairman shall:

Understand the Articles of Incorporation, By-Laws, and Standing Rules of the Texas Educational Support Staff Association, Inc.

Work with the Conference Chairman to plan the details of the conference.

Social Chairman Responsibilities

- Arrange for all social functions.
- Arrange for all music and/or entertainment and ensure appropriate sound equipment is available when needed.
- Arrange for door prizes to be distributed during the conference.
- Arrange for the presentation of the flag during the opening session, if applicable.
- Arrange for a TESA or conference banner to be displayed throughout the conference.
- Assist the TESA President, if requested, with entertainment for the SWC President's Luncheon.

Volunteer and Conference Support Responsibilities

- Secure volunteers to assist with conference duties, including:
 - ticket collection
 - distribution of door prizes
 - decorating
- Work with the SWC Chairman in planning conference menus.
- Work with the SWC Chairman to design advertisements for *The TESA Connection*.
- Assist the SWC Chairman and committee members when needed.

Organizational Leadership

- Work in close cooperation with other officers and committee chairmen to promote the welfare of TESA.

Transition of Office

Upon completion of the term of office, shall deliver all files, papers, records, and other Association property to the successor within 30 days.

Amended:	06/22/1991	04/30/2006
	07/25/2000	06/25/2011
	07/20/2001	
	04/12/2003	

SWC Exhibits Chairman (Appointed) Duties

As Exhibits Chairman, shall:

Understand the Articles of Incorporation, Bylaws, and Standing Rules of the Texas Secretaries Association, Inc.

Work with the Conference Chairman to plan the details of the conference.

Exhibits Chairman Responsibilities

- Serve as the primary contact for exhibitors.
- Issue contracts for exhibit spaces.
- Inform exhibitors of conference procedures and requirements.
- Assign booth spaces for exhibitors.
- Confirm with the Central Office the receipt of exhibitor contracts and fees.
- Coordinate with hotel staff regarding exhibit area setup and booth floor plans.
- Arrange for exhibitor security through the conference facility, as required for insurance compliance.

Volunteer and Promotional Responsibilities

- Secure volunteers to assist in the exhibit area.
- Work with the SWC Chairman to design advertisements for *The TESA Connection*.
- Assist the SWC Chairman and committee members as needed.

Organizational Leadership

- Work in close cooperation with other officers and committee chairmen to promote the welfare of TESA.

Transition of Office

Upon completion of the term of office, shall deliver all files, papers, records, and other Association property to the successor within 30 days.

Amended: 06/22/1991 03/24/2017
 07/20/2001
 04/12/2003
 04/30/2006

TPEP Committee Duties/Responsibilities

Upon receiving a request to host, the TPEP Chair and/or Area Coordinator shall initiate a Consultant Agreement for the requested classes. The Chair and/or Area Coordinator will select a consultant based on the following:

- Host request
- Geographic location
- Consultant availability
- Host preference regarding arrangements for hotel, airfare, and rental car when a non-local consultant is used

The TPEP Chair and/or Area Coordinator shall contact the selected consultant for the session and complete the Host Agreement Form. A Consultant Agreement shall be initiated by the Chair and/or Coordinator and forwarded to the consultant for signature. Every effort shall be made to secure a consultant within the area in order to conserve expenses.

The TPEP Chair and/or Area Coordinator shall ensure that the Consultant has the current reimbursement voucher to submit to the TPEP Chair upon completion of the TPEP class.

The TPEP Chair and/or Area Coordinator will initiate the voucher for Lynne Russell, program author of Personality Profile, at a rate of \$10 per participant per contract on file with TESA.

If it becomes necessary to cancel a scheduled session, the Host must notify the TPEP Chair or Area Coordinator as soon as possible. If a consultant is unable to teach a class, the consultant must immediately notify the TPEP Chair or Area Coordinator. In such cases, the TPEP Chair or Area Coordinator shall secure a replacement consultant and notify the Host of any changes.

Upon receipt of the signed Consultant Agreement, the TPEP Chair or Area Coordinator shall prepare the Host Agreement. Once the completed Host Agreement is returned, the TPEP Chair shall save and file the document and update the TPEP Calendar, as needed.

Amended: 03/22/2019
05/05/2022
08/01/2022
03/28/2025

TESA Professional Enrichment Program (TPEP) Chairman (Appointed) Duties

The TPEP chairman shall:

Be appointed by the president. Consideration shall be given to experience and expertise as a TPEP coordinator.

Understand the Articles of Incorporation, Bylaws, and Standing Rules of the Texas Educational Support Staff Association, Inc.

Must have served in some capacity on the TPEP committee for at least one year.

Hold the CEOP certification.

Attend all Executive Board meetings and general meetings of the association during the term of office.

TPEP Program Responsibilities

- Serve as liaison between the Executive Board and the membership.
- Serve in an advisory capacity to the President and Executive Board on matters relating to TPEP.
- Recognize that no action shall be taken without Executive Board approval.
- Keep the membership informed of all TPEP activities.
- Coordinate the scheduling of all TPEP activities with hosting organizations and TESA-sponsored events, including:
 - Summer Work Conference (SWC)
 - Area Workshops
- Keep the membership and Web Advisor informed of scheduled sessions.

Consultant Training Responsibilities

- Coordinate, schedule, and promote TPEP Consultant Training with the incoming President and incoming TPEP Chairman.
- Recognize that Consultant Training may be offered every other year at the discretion of the President, with additional training opportunities offered at conferences when appropriate.

Professional Collaboration

- Work with other professional educational organizations to promote the TPEP program.
- Recommend long-range goals for TPEP for Executive Board approval to address the changing needs of the membership and support program marketing.

Evaluation and Training Responsibilities

- Conduct an annual evaluation and periodic needs assessment of the TPEP program.
- Make recommendations to the President and Executive Board regarding program improvements.
- Conduct an annual evaluation and needs assessment of TPEP consultants.
- Schedule appropriate consultant training opportunities.
- Update annually the list of active consultants, including verification of:
 - Current TESA membership
 - Participation in training workshops

Financial Responsibilities

- Coordinate with the TESA Central Office regarding financial records for all TPEP training sessions.
- Work within the guidelines of the approved TPEP budget.
- Be reimbursed in accordance with the travel reimbursement guidelines established for Executive Board travel.

Organizational Leadership

- Work in close cooperation with other officers and committee chairmen to promote the welfare of TESA.

Transition of Office

Upon completion of the term of office, shall deliver all files, papers, records, and other Association property to the successor within 30 days.

Amended:	06/22/1991	11/14/2008	08/01/2022
	07/25/2000	03/23/2009	04/03/2026
	07/20/2001	11/12/2009	05/19/2026
	04/12/2003	06/21/2013	
	08/03/2008	08/01/2015	

TESA Professional Enrichment Program (TPEP) Coordinator (Appointed) Duties

The TPEP Coordinator shall:

Be appointed by the president and shall consist of at least one member holding CEOP certification.

Recommend policies concerning all phases of the TPEP program to the Executive Board for approval.

Understand the significance of current educational issues and legislative mandates that impact job performance and responsibilities.

Program Development and Evaluation

- Conduct periodic needs assessments of the TPEP program.
- Update core curriculum topics as necessary, subject to Executive Board approval.

Session Coordination Responsibilities

- Schedule TPEP sessions and secure consultants for the sessions.
- Prepare agreements for all consultants.
- Coordinate TPEP sessions for:
 - Summer Work Conference (SWC)
 - Area Workshops
 - Consultant Training (CT)

in cooperation with the President and TPEP Chairman.

General Responsibilities

- Perform additional duties as assigned by the President.
- Meet periodically as deemed necessary by the President and Conference Chairman.

Approved TPEP Courses

REQUIRED COURSES

Basic Communication
Effective Workplace Practices
Interpersonal Communication
Managing Change
Personality Profile
Professional Growth Plan

CHOICE COURSES (12 hours of the following courses):

3-Hour Courses

Assertiveness Training
Leadership Skills and Team Building
Presentation Techniques
Professional Image
Spelling and Proofreading
Stress Management
Time Management

6-Hour Courses

Assisting Difficult People
Business Grammar and Letter Writing
Exceptional Customer Service

A minimum of 15 clock-hours of self-directed study meeting the following criteria*:

- At least 3 hours in length for credit
- In a classroom setting or online**
- Job-related
- Taught by a qualified instructor
- TPEP classes not taken for credit in the last three years
- TPEP classes recently rewritten

*Participants must be enrolled in the TPEP program (have completed a TPEP course) before taking classes for self-directed study credit.

****Online courses**

Online courses are eligible for self-directed study credit and certification update credit. Classes must be job-related and considered eligible for credit from the applicant's educational entity. Applicant must present the certificate showing completion of the class and credits awarded. For TPEP credit, classes must be at least three hours in length.

Amended:	06/22/1991	04/30/2006	08/01/2015	03/22/2019
	07/20/2001	11/12/2009	03/08/2017	08/01/2022
	04/12/2003	06/21/2013	08/27/2018	04/03/2026

Virtual TPEP Classes

Scheduling and Approval of Virtual TPEP Classes

- All virtual TPEP classes must be approved and scheduled through the TPEP Chairman and/or TPEP Coordinator.
- The virtual link for the TPEP classes will be created by the TPEP Chairman or designee.
- Virtual meeting links, meeting information, and participant materials should be provided to the host at least five days prior to the scheduled TPEP class.
- TPEP Consultants are responsible for conducting a technology check prior to the start of the class to ensure audio, video, screen-sharing capabilities, and presentation materials are functioning properly.

Host Organization Responsibilities for Virtual TPEP Classes

- The host organization shall coordinate with the TPEP Chairman and/or TPEP Coordinator regarding the following:
 - Date and time of the class
 - Expected number of participants
 - Virtual platform access information
 - Required materials and handouts
- Virtual meeting links, meeting information, participant materials, and the following participant requirements should be distributed by the host to registered participants no later than three days prior to the scheduled TPEP class. This will allow ample time for participants to prepare their technology and print handouts for class.
- Attendance records and all required materials shall be submitted to the TPEP Chairman and/or TPEP Coordinator in a timely manner following the conclusion of the class. If the TPEP class is hosted by TESA, the TPEP Consultant will submit the required materials to the TPEP Chairman.

Participant Requirements for Virtual TPEP Classes

- Participants are expected to:
 - Register in advance
 - Check to ensure that their technology, audio, and video capabilities are working prior to the class
 - Join the class on time
 - Use their full name for attendance verification
 - Participate professionally and respectfully throughout the class
- Participants should remain muted when not speaking to minimize background noise and disruptions.
- Participants are encouraged to actively engage in discussions, activities, and learning opportunities as directed by the TPEP Consultant.
- To promote engagement, interaction, and attendance verification, participants are required to keep their cameras on throughout the class.
- Participants are expected to attend the class from an appropriate environment that is conducive to learning. Distractions should be minimized, and participants should avoid engaging in unrelated activities during instructional time.
- Attendance credit will only be granted to participants who are present for the required instructional time. TPEP Consultants shall not award attendance credit to any participant who misses fifteen minutes or more of a scheduled class, whether through late arrival, early departure, or extended absence during the class.
- Certificates shall not be distributed to participants until the conclusion of the TPEP class.

TPEP Consultant Responsibilities

- TPEP Consultants are responsible for conducting a technology check prior to the start of the class to ensure audio, video, screen sharing capabilities, and presentation materials are functioning properly.
- TPEP Consultants shall:
 - Begin and end class on schedule
 - Deliver professional, engaging, and effective instruction
 - Maintain participant interaction, engagement, and active involvement throughout the TPEP class
 - Use approved TPEP materials and presentations
- TPEP Consultants should provide opportunities for participant questions and discussion throughout the class.
- TPEP Consultants shall maintain professionalism in appearance, conduct, and communication during all virtual classes.
- TPEP Consultants are responsible for accurately verifying participant attendance and completing any required class documentation, evaluations, or reports.

Technology and Materials

- Participants should have access to:
 - Reliable internet connection
 - Audio capability
 - Camera capability
 - Required class materials
- Class materials shall be distributed electronically prior to the class.
- TESA is not responsible for equipment or internet issues experienced by the participant.

Attendance and Certificates

- Attendance shall be verified through virtual platform participant reports, sign-in procedures, or other approved methods.
- Certificates will be distributed according to TPEP procedures following verification of attendance.

Fees and Expenses

- Applicable class fees and material fees shall follow current TPEP and TESA guidelines.

Exceptions

Any exceptions to these guidelines must be approved by the TPEP Chairman and/or TESA Executive Board when applicable.

Disclaimer: TPEP materials are intended for authorized educational use only and may not be reproduced or distributed without permission from the Texas Educational Support Staff Association, Inc. (TESA).

Approved: 07/27/2026

Guidelines for Scheduling Level I & Level II TPEP Sessions

Scheduling a TPEP Session

- Contact the TESA TPEP Chairman and/or TPEP Coordinator to schedule a TPEP session.
- All necessary information shall be obtained from the HOST organization.
- A training agreement shall be prepared and sent to the Host via email.

TPEP Fee Schedule

Level I

Level I applies to hosting entities that:

- Are affiliated with TESA,
- Have an organization within the entity that is currently affiliated with TESA, or
- Hold a current Institutional Membership with TESA.

Classification	6-hour sessions	Additional Participant Above 20	3-hour session	Additional Participant Above 20
Level I	\$700.00	\$35.00	\$500.00	\$25.00
(2) 3-hour sessions	Same day	Same location	*(2) 3-hour sessions \$750.00	\$25.00

Level II

Level II applies to hosting entities that:

- Are **not** affiliated with TESA,
- Do **not** have an organization within the entity that is currently affiliated with TESA, or
- Do **not** hold a current Institutional Membership with TESA.

Classification	6-hour sessions	Additional Participant Above 20	3-hour session	Additional Participant Above 20
Level II	\$900.00	\$39.00	\$675.00	\$35.00
(2) 3-hour sessions	Same day	Same location	*(2) 3-hour sessions \$1,100.00	\$35.00

TPEP Fee Schedule Notes

* When two sessions are booked under one host agreement at the same location and on the same day.

Note: Personality Profile session requires an additional materials fee of \$10.00 per participant.

Area Workshop/Conference

The cost of TPEP classes shall be paid per attendee for each session conducted during Conferences and Area Workshops. A minimum number of attendees is required to cover the consultant's cost.

An Institutional Membership shall be available to public, private or charter schools; Education Service Centers; higher education (including colleges, universities, vocational or trade schools); or any other educational institution in the State of Texas. The annual fee for this membership is \$150.00. This membership classification entitles the holder to Affiliate rate fees.

Guidelines for TPEP Consultants

TPEP Consultants must be members in good standing of the Texas Educational Support Staff Association, Inc.

TPEP Consultants must obtain and maintain the Certified Educational Organization Professional (CEOP) certificate on an annual basis.

TPEP Consultants must complete training on any new or updated class prior to teaching that course. *

** The TPEP Chair shall have the discretion to waive these requirements in order to secure qualified instructors for highly skilled and/or technical courses that are in demand by the membership.*

TPEP Consultant Standards and Protocols

Consultants will not award credit to any participant missing fifteen minutes or more of a session. Certificates shall not be distributed to participants until the conclusion of the session.

Consultants shall not contact educational entities to request teaching assignments. The TPEP Chair and Area Coordinator are responsible for assigning consultants. However, when an educational entity or group requests a specific consultant, every reasonable effort will be made to honor such requests.

Consultants may not use TPEP materials for personal teaching or business purposes. Violation of this policy will result in automatic removal from the consultant list. All materials must be returned to TESA.

If a consultant is unable to teach a contracted class, the TPEP Chair or Area Coordinator must be notified as soon as possible. The TPEP Chair or Area Coordinator is responsible for securing a replacement consultant or rescheduling the class. If a consultant attempts to secure a replacement, they must first contact the TPEP Chair or Area Coordinator for approval.

Personal business activities and advertising by consultants or participants are not permitted during any TPEP session.

Guidelines for TPEP Consultant Training

Location/Dates

The location and dates for all training sessions, as well as the participant fee, shall be determined by the TPEP Committee and subject to approval by the President and President-Elect.

The TPEP Chairman will negotiate a hotel room block with the President's approval. The President signs all hotel contracts, if applicable, with board approval.

- TESA will not reimburse consultants for hotel accommodations, mileage, or meals.

Sessions and Consultant:

- Select sessions to be taught
 - Presentation Skills must be one of the sessions offered, and all new consultants must attend.
 - Classes must last the allotted amount of time.
- Select teachers and send out contracts:
 - Session taught in 1½ hours fee is \$100.00
 - Session taught in three hours' fee is \$150.00
 - Session taught in six hours is \$300.00
- Food Arrangements:
 - Make food arrangements for lunch as needed.
 - Evening meals may be scheduled as a group or individually.
- Advertisement:
 - Prepare ad for The TESA Connection
 - Prepare information to be published by scheduled deadlines.
- Before Training Weekend:
 - Print copies of consultant guidelines to be distributed.
 - Prepare certificates and sign-in sheets.
 - Make signs for sessions.
 - Obtain W-9 forms for consultants to complete.

Consultant Training (CT)

New consultants should consult with the TPEP Chairman or Area Coordinator to identify opportunities for observation and co-teaching. A Consultant Training Evaluation Form will be completed and forwarded to the TPEP Chairman.

To qualify as a TESA TPEP Consultant, new consultants must:

- Hold a current CEOP certificate
- Be a member in good standing of TESA
- Attend TPEP Consultant Training
- Deliver a presentation of not less than one hour to current TPEP Consultants
- Be observed teaching a class by a current TPEP Consultant and receive approval

Consultant Training shall include instruction in effective presentation skills for both in-person and virtual (i.e., Zoom) settings, an overview of the roles and responsibilities of a TPEP Consultant, guidance on presentation practices, and opportunities to collaborate with an experienced TPEP Consultant.

Steps to Become a TPEP Consultant

Experience and Qualifications

To be eligible for consideration as a TPEP Consultant, an individual must meet the following qualifications:

- Be a current TESA member in good standing.
- Hold a current CEOP certification.
- Have successfully completed all TESA Consultant Training requirements.
- Demonstrate familiarity with TPEP coursework, content, and instructional objectives.
- Possess the professionalism, communication skills, and commitment necessary to effectively deliver TPEP training and represent TESA in a positive manner.

Consultant Training Requirements

To be considered for appointment as a TPEP Consultant, the Consultant-in-Training must successfully complete the following requirements:

- Attend an official TPEP Consultant Training.
- TPEP Consultants-in-Training will be provided with a blank copy of the TPEP Consultant-in-Training Evaluation form for their reference.
- Deliver a presentation from a current TPEP course for a minimum of one hour before an evaluation panel consisting of two current TPEP Consultants, the TPEP Chairman, and the TPEP Coordinator, during TPEP Consultant Training.
- Work with an assigned mentor who will provide guidance, support, and feedback throughout the training process and assist the Consultant-in-Training in developing the skills necessary to become a successful TPEP Consultant.
- Observe current TPEP Consultants teaching TPEP classes. *(See information below.)*
- Co-teach TPEP classes with current TPEP Consultants. *(See information below.)*

Observation Requirements

The Consultant-in-Training must observe a minimum of two TPEP classes taught by different current TPEP Consultants. Observations should be conducted in person but may also include virtual classes if the Consultant-in-Training elects to teach in that format.

- The purpose of these observations is to gain an understanding of classroom setup, instructional strategies, audiovisual equipment usage, participant engagement, and overall class management in preparation for serving as a future TPEP Consultant.
- During the observation period, the Consultant-in-Training may be asked to assist the TPEP Consultant with various classroom and administrative tasks as appropriate.
- Observation activities are considered part of the training process; therefore, the Consultant-in-Training will not receive compensation for participation in these observations.

- The Consultant-in-Training will work alongside the TPEP Consultants to gain hands-on experience in all aspects of class preparation and delivery. Responsibilities may include assisting with the distribution and collection of materials, setting up the classroom, ensuring the learning environment is comfortable and conducive to instruction, monitoring attendance, and teaching or contributing to portions of the presentation. The extent of the participation of the Consultant-in-Training in the instructional component will be determined by the TPEP Consultants. To allow adequate preparation, the Consultant-in-Training should receive all presentation materials at least two weeks prior to the scheduled class date so they may become familiar with the content and expectations.

Co-teach Requirements

The Consultant-in-Training must co-teach a minimum of two TPEP classes with different current TPEP Consultants. Co-teaching experiences should be conducted in person but may also include virtual classes if the Consultant-in-Training elects to teach in that format.

- During the co-teaching experience, the Consultant-in-Training will work closely with the TPEP Consultant to prepare and present a designated portion of the class while gaining experience in classroom setup, instructional strategies, audiovisual equipment usage, participant engagement, and overall class management.
- Prior to being released from the TPEP Consultant Training program, the Consultant-in-Training must demonstrate the ability to effectively co-teach at least one-half of a TPEP class.
- To ensure adequate preparation, Consultants-in-Training should receive all presentation materials at least one month prior to the scheduled class date so they may become familiar with the content and prepare their assigned instructional segment.
- Consultants-in-Training will be evaluated by the TPEP Consultants with whom they co-teach, as well as the participants in the classes they co-teach. Evaluations will be used to assess readiness for designation as a TPEP Consultant.
- Co-teaching activities are considered part of the training process; therefore, Consultants-in-Training will not receive compensation for participation in these classes.

Requirements for Release as a TPEP Consultant

To be released from the TPEP Consultant Training Program and designated as a TPEP Consultant, the Consultant-in-Training must successfully complete the following requirements:

- Demonstrate proficiency in course content, instructional delivery, classroom management, participant engagement, and effective use of training materials and audiovisual equipment.
- Achieve a minimum score of **85** on the final evaluation on the official TPEP Consultant-in-Training Evaluation Form.
- Upon successful completion of TPEP Consultant Training, all observations, co-teach presentations, and evaluations, the TPEP Chairman will formally release the Consultant-in-Training and designate the individual as a TPEP Consultant.

Notes:

- 1) There is no time limit for completing the above requirements. Some new consultants may require additional Consultant Training, additional opportunities to deliver presentations, and additional time being observed while co-teaching a class before they are fully prepared. The decision to release a consultant will be determined by the TPEP Chair, TPEP Area Coordinator, active TPEP Consultants, and TESA President and/or TESA President-Elect, if necessary.
- 2) Once released, TPEP Consultants will be paid for classes taught once the TESA Central Office receives payment from the hosting educational entity.

Approved: 07/27/2026

Consultant Honorarium

TPEP Consultants shall receive an honorarium of \$150 for teaching a three-hour class and \$300 for teaching a six-hour. If class enrollment exceeds fifty participants, an additional \$50 shall be paid for a three-hour class or \$100 for a six-hour class.

Consultant Reimbursement

- Consultants teaching at TESA conferences will **not** be reimbursed for hotel, mileage, or meals.
- Consultants teaching at TPEP Consultant Training will **not** be reimbursed for hotel, mileage, or meals
- Consultants teaching TPEP classes hosted by education entities will be reimbursed for travel expenses in accordance with the hosting educational entity's guidelines.

To receive payment for a TPEP session, consultants must have an approved Consultant Agreement and a completed voucher on file.

TPEP Consultants will be paid for classes taught once the TESA Central Office receives payment from the Hosting educational entity.

Consultants teaching at conferences or consultant training will be paid upon completion of vouchers during the week following the event.

Amended: 06/19/2019
 08/01/2021
 08/01/2022
 03/28/2025

TPEP Program Guidelines

TPEP Sessions – New and Rewrite Courses

All new or rewritten TPEP sessions must be submitted to the TPEP Chair in presentation format, including consultant notes. The Chair TPEP Chair shall distribute the submission to the TPEP Coordinator and any experienced consultants whose subject matter expertise is deemed appropriate by the committee.

Any corrections, deletions, or additions shall be completed and returned to the consultant by the established deadline. The consultant will then be required to submit a final revised draft by the assigned deadline. Once received, the final draft will be redistributed as needed.

Approval from the TPEP Chair must be obtained prior to developing a new session or revising an existing session. All new TPEP sessions must also receive Board approval prior to implementation.

Fees for approved new or rewritten classes are as follows:

- \$150 for a three-hour session
- \$300 for a six-hour session

These fees shall be billed and paid upon completion and approval of the course.

If consultants identify errors or require corrections in an existing session, they shall contact the TPEP Chair for review and approval of any updates or changes.

Self-Directed Study – Non-TPEP Course Approval

Courses selected for self-directed study must be a minimum of three clock hours and must focus on education-related subjects delivered in a classroom setting by a qualified instructor.

Online courses may be considered for credit if they meet established criteria. Credit awarded for online courses shall be calculated at an hourly equivalent, with one credit equaling one TPEP hour. To qualify for TPEP credit, courses must be at least three hours in length.

Participants must submit a Certificate of Course Documentation Form, along with verification for each non-TPEP course requested for credit. Documentation shall be submitted to the TESA Central Office via email for review and approval by the TPEP Chair. In the event of disputes or questions regarding course approval, the TPEP Chair shall obtain final approval from the TESA President.

CEOP Celebration Ceremony Participation

All candidates who complete TPEP training and earn the designation of Certified Educational Organization Professional (CEOP) may participate in the CEOP Celebration Ceremony held during the Summer Work Conference.

Members who complete CEOP coursework prior to the ceremony may also participate, provided that the CEOP application, required documentation, and applicable fees are submitted to the TESA office by May 1st. Such members must notify both the TESA Central Office and the TPEP Chair of their intent to complete coursework at the Summer Work Conference.

Certification Update (CEOP Recertification)

The CEOP certification update requires six hours of coursework per year for individuals who wish to maintain their certification.

All coursework must meet the same criteria as self-directed study courses outlined above. Courses must be completed between August 1 and July 31 of each membership year to qualify for that year's certification maintenance requirements. The certification update period begins the year following the awarding of the CEOP designation.

The TESA TPEP Chair shall confirm recertification by issuing an official letter via email to the member.

Amended: 05/11/2016
08/01/2022

Parliamentarian Duties

The Parliamentarian shall:

Be appointed by the president.

Understand the Articles of Incorporation, Bylaws, and Standing Rules of the Texas Educational Support Staff Association, Inc.

Attend all Executive Board meetings and general meetings of the association during the term of office.

Bylaws Committee Responsibilities

- Present all proposed revisions to the Executive Board for approval.
- Be responsible for preparing bylaw revisions for electronic submission to the membership.
- Present proposed bylaw revisions to the membership if voting is conducted during an Association meeting.
- Work with the Central Office to ensure:
 - Approved bylaw revisions are properly recorded in official documents
 - Current bylaws are maintained in the Central Office

Meeting Responsibilities

- Ensure that a motion book is available at all Executive Board meetings.
- Secure one timer and two tellers for the SWC business meeting.
- Explain duties to the timer and tellers prior to the meeting.
- Provide motion cards for the tellers.
- Collect and retain all unused motion cards following the meeting.
- Arrange for microphones during the general meeting in coordination with the SWC Chairman and President.
- Be knowledgeable in parliamentary procedure as outlined in *Robert's Rules of Order Newly Revised* and have a current edition available during meetings.

General Session Responsibilities

- Following the introduction by the President during the general session meeting, the Parliamentarian shall proceed to the microphone and explain meeting procedures to the membership.

As stated in the bylaws of the Texas Educational Support Staff Association, Inc., Article VII, Robert's Rules of Order, Revised, shall govern in all matters not covered by the bylaws of this Association.

The following rules of parliamentary procedure will be used for this business session.

Each member may speak twice on the same question, but cannot speak for the second time on the same question if someone is waiting to speak on the floor.

There will be a two-minute time limit for discussion for each question; this is due to the shortness of time.

I would like to recognize the timer: _____ from _____.

When speaking, members should come to the microphone located at either aisle. A member should wait to be recognized by the chair, and then state your name, where you are from, and the motion. The tellers will hand out motion cards. Write the motion on the motion card, obtain a second, and the person making the second will also sign the motion card and hand it back to the teller. The teller will bring the written motion to the front, and the president will proceed.

The tellers are:

- _____ from _____ and
- _____ from _____

The Bylaws state that forty members present will constitute a quorum.

President _____, we have a quorum.

Additional Duties of the Parliamentarian

- Advise the President, Executive Board, and membership on parliamentary matters when requested to do so.
- Update motion books, guidelines, and bylaws as appropriate following each Executive Board meeting and general meeting.

Organizational Leadership

- Work in close cooperation with other officers and committee chairmen to promote the welfare of TESA.

Transition of Office

Upon completion of the term of office, shall deliver all files, papers, records, and other Association property to the successor within 30 days.

Amended: 04/03/2026

Web Advisor Duties

The Web Advisor shall:

Be appointed by the president.

Understand the Articles of Incorporation, Bylaws, and Standing Rules of the Texas Educational Support Staff Association, Inc.

Attend all Executive Board meetings and general meetings of the association during the term of office.

Be responsible for maintaining the TESA website and ensuring all information is current, accurate, and user-friendly.

Website Responsibilities

- Work closely with committee chairmen to upload pertinent information to the TESA Website once it has been approved by the TESA President.
- Ensure important announcements, forms, meeting information, conference details, and organizational updates are posted in a timely manner.
- Monitor the website to ensure:
 - Proper functionality
 - Accessibility
 - Ease of navigation for TESA members and visitors
- Assist with updating website content, photographs, documents, and resources as needed.
- Coordinate with the President and Executive Board regarding website needs and requested updates.

Professional Responsibilities

- Maintain professionalism and confidentiality when handling organizational information.
- Perform any other duties as assigned by the TESA President.

Organizational Leadership

- Work in close cooperation with other officers and committee chairmen to promote the welfare of TESA.

Transition of Office

Upon completion of the term of office, shall deliver all files, papers, records, and other Association property to the successor within 30 days.

Approved: 05/19/2026