

**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.

Assure that signature cards and records are updated for all financial accounts, safety deposit box, and post office box. Update and review all bonds, insurance and other related expenses.

Conduct board orientation meeting. Assure that all board members and committee chairmen understand their duties for the year.

When making travel arrangements for president and president-elect, arrangements should be made at least one month in advance for scheduled meetings. If president will not be attending scheduled function, he/she should advise the president-elect of this decision. President-elect will need to proceed in making own arrangements.

Represent TESA at all professional meetings when invitations are received. If president cannot attend, the president-elect, vice president, or other appropriate person should attend and represent organization. Travel expenses will be paid as appropriate.

Maintain/update Office Procedural Manual.

Prepare President's message for each issue of The TESA Connection.

Attend all area workshops. If the president cannot attend, the president-elect or another appropriate person should be appointed to bring greetings. Travel expenses will be paid according to travel guidelines.

Prepare and send agenda including board reports, room assignments, and information to Executive Board prior to arrival at FWC, Spring Board, and SWC.

Arrange for appropriate committee meetings at FWC and SWC.

Preside at all Executive Board meetings and general meetings of the association held during term of office.

Approve all minutes recorded by the secretary of the Executive Board meetings and the general meetings in a timely manner in order to meet deadlines of publication of minutes of general membership meeting in The TESA Connection.

With approval of the Executive Board sign all contracts or appoint designees.

Approve all communications sent out in the name of the organization.

Know the purposes, plans, and needs of the organization, and strive to advance the organization during term of office.

Make arrangements for the President's Luncheon, which is held during Summer Work Conference.

Serve in an advisory capacity as a member of the SWC, TPEP, and Marketing Committees and assist each of these committees with any duties assigned.

Serve as a member of Bylaws committee. Serve as an ex-officio member of all committees not previously specified except the Nominations Committee.

Work in close cooperation with other officers and committee chairmen to promote the welfare of TESA. Make phone calls to congratulate those candidates who won the election.

Oversee submission of NAEOP Administrator of the Year (the TESA Administrator of the Year from the previous year) and NAEOP Office Professional of the Year (TESA immediate past president or designee). Prepare vouchers for application fees for these awards.

Be the official TESA delegate to an NAEOP advisory council and annual conference. Be prepared to present honorary TESA membership and TESA membership pin to newly installed NAEOP president at NAEOP conference.

Give the TESA president's pin to president-elect at Summer Work Conference or NAEOP conference.

Supervise the central office staff. Review central office staff salary at Spring Board meeting. Evaluate central office staff before the meeting.

Be the liaison with other professional organizations or appoint designees.

Upon retiring from office, deliver to successor within 30 days all files, papers and other property belonging to the Association.

Approved:

Amended:	06/22/1991	04/12/2003	06/25/2011	08/01/2022
	11/07/1993	04/23/2005	08/01/2015	
	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 held during term of office. When president is unable to attend scheduled functions, it is the responsibility of the president-elect to make own arrangements.

Shall be responsible for submitting articles to NAEOP NES magazine.

Serve as an advisory member of the SWC and TPEP Committees to assist with duties assigned. Serve as a member of the Marketing, Nominations and Bylaws Committee.

Serve as a member of the Budget Committee, if president chooses to appoint a budget committee. Prepare budget and calendar for year as president.

Choose theme, logo, and goals for year as president.

Proof ballot prepared by Nominations chairman.

Make phone calls to candidates who did not win the election. Ask them to serve in another capacity.

Send data sheet to new board members collecting information re: birthday, superintendent, supervisor, and other pertinent information.

Send memo regarding purchase of a gift and appropriate card for the president, to Executive Board and committee members. Gift and card are presented to the president during first board meeting at SWC.

Review and approve the Standing Rules after updated by central office when the board has approved changes during a board meeting. Dates of revision must always be on the Standing Rules.

Prepare and facilitate the President/President-elect session at SWC with the help of the newly elected president-elect.

When selecting upcoming board and committees - current President (who will be Immediate Past President for the coming year) will be asked to chair the Marketing Committee. If Immediate Past President cannot accept this position, then the incoming President will ask another active Past President to serve in this capacity.

Select members for different committees as per guidelines in bylaws and committee duties:

The TESA Connection: The president appoints assistant editor (with input from chairman) and the advertising manager.

Membership Committee: Chairman, appointed by the president from elected members-at-large. The committee shall be appointed by the president. Each member of this committee shall be from different educational institutions. The committee may have representation from education service centers, higher education, administrative, secondary, and elementary.

Nominations: Chairman appointed by president from elected members-at-large. The president appoints two additional committee members. Both members shall be past presidents. Each of the three shall be from a different educational institution or represent a different area in the state.

Area Workshops: Chairman appointed by president from elected members-at-large. The president appoints two additional committee members. Each of the three shall be from a different educational institution.

Affiliate Services: Chairman appointed by president from elected members-at-large. The president appoints two additional committee members. Each of the three shall be from a different institution. Consideration should be given to having representation from public schools, education service centers, and higher education from different areas of the state.

Awards/Scholarship/Journalist: Chairman appointed by president from elected members-at-large. The president appoints three additional committee members. Each of the four shall be from a different institution.

Fall Work Conference: If hosted by an affiliate, chairman is recommended by the local association sponsoring the Fall Work Conference and approved by the TESA president. The chairman appoints as many subcommittee chairmen as deemed necessary.

Summer Work Conference: Chairman appointed by president. President also appoints a chairman for social, registration, and exhibits for a total of four.

TPEP: president appoints chairman and two committee members. Consideration shall be given to experience and expertise as a TPEP consultant and/or coordinator.

Marketing: Shall consist of the chairman, the TPEP chairman and the Affiliate Services chairman. The legislative consultant shall be an ex-officio member of this committee and does not count as one of the three.

Send letters to superintendents and supervisors of newly elected board members.

Prepare packets for distribution to new officers and chairmen at the board meeting at SWC. Include listing of officer and committees, birthdays, due dates, mailing schedule, president's handbook, and other appropriate information in packets.

Secure the past president's plaque from the central office and present the plaque to the outgoing president at the installation of officers during SWC.

Work in close cooperation with other officers and committee chairmen to promote the welfare of TESA. Serve as official alternate delegate as president-elect to NAEOP Annual Conference.

Automatically become president on August 1 of the following year.

If applicable, negotiate contracts with hotels for SWC that will be held during their year as President. Negotiations with the location site should include but not be limited to:

- ✓ Complimentary Presidential Suite for president/president-elect
- ✓ Complimentary suite for conference committee
- ✓ 10 rooms @ discounted rate for TESA board members
Included in these 10 rooms should be a suite or confirmed adjoining rooms for the TPEP committee and a room for the central office staff if needed.
- ✓ Complimentary meeting rooms for the board meeting and TPEP sessions. If food is served during board meeting it will be direct billed to TESA.

Prepare President’s Handbook to be distributed to Executive Board members, Affiliates of TESA, and Advisory Board. Serve in other capacities at the request of the president.

Prepare and send agenda, room assignments, and other related information for board orientation to incoming board. Remind them to bring written goals for the year.

Upon retiring from office, deliver to successor within 30 days all files, papers and other property belonging to the Association.

Amended:	06/22/1991	04/12/2003	08/01/2015	08/01/2022
	06/07/1996	04/30/2006	03/24/2017	
	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 term of office.

Serve as editor of The TESA Connection. As editor shall have a staff, appointed by the president, consisting of:

- ✓ Assistant editor - usually someone from editors' own school district or city, shall assist in editing/retyping/preparing/proofing, and gathering material to meet publishers' specifications.
- ✓ Advertising Manager - shall contact firms inviting them to advertise in the newsletter and will follow up with letters and copies of the newsletter to all advertisers. Along with the editor will recommend (for board approval) the price and amount of advertising each year.

Have a checklist to make sure all information required is in each issue.

Choose a theme for the newsletter or use president's theme and set deadlines for the four issues (fall, winter, spring, and summer). Deadlines are adjusted depending on whether formatting is done in a city of the editor and sent electronically to publisher or if the publisher doing the printing of the newsletter does typesetting.

Request news articles for each issue of the newsletter from presidents of affiliates, Executive Board, committee chairmen. These articles/ informational items/reports are in addition to other feature articles and should be submitted electronically if possible.

Take digital pictures of all activities throughout the year for TESA events. If necessary, provide electronic copies or electronic purchase capabilities (i.e. Ofoto.com) for a scrapbook.

Communicate with board and committee chairmen when changes are made in the ads/articles they submit.

Contact people to write feature articles for each issue. Each issue should include at least two feature articles of approximately 250 to 500 words.

President is to approve copies of all information before being submitted to the newsletter from the committee members. **PRESIDENT IS TO RECEIVE COPIES OF ALL PROOFS ON NEWSLETTER BEFORE FINALIZING FOR PRINTING.**

Forward copy of a newsletter to publisher for printing.

If formatting is done in the city of the editor, electronically prepared material is forwarded to the publisher. A proof is returned to the editor for final proofing and returned to the publisher for printing.

If formatting is done at the publishing house where printing is done, the editor shall edit/proofread/type/assemble to publishers' specification all materials received and forward to publisher for printing.

The central office will provide the publisher the number of copies to be printed according to the current membership list.

- ✓ Return pictures in a timely manner to affiliates or persons submitting to newsletter.
- ✓ Printer should send 10 copies of each issue of the newsletter to The TESA Connection editor.

Deadlines:

<u>Issue</u>	<u>Material to Editor</u>	<u>Mailed or Posted</u>
Fall	September 10	October 30
Winter	November 20	January 15
Spring	January 30	March 24
Summer	May 30	July 29

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

Upon retiring from office, to successor within 30 days all files, papers and other property belonging to the Association.

Approved:

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

The TESA Connection

The TESA Connection will be a newsletter published online four (4) times a year for the members of TESA. A printed copy of the newsletter can be sent for a fee of \$10 per year. The newsletters will be 8 pages, 8.5" x 11" format, prints 4 color/2 sides, saddle stitch and folded to final mail size of 5.5" x 8.5". The spring issue will be entered at NAEOP for newsletter competition so should include a high volume of NAEOP related information (i.e. List of NAEOP/PSP recipients including a link or general information about NAEOP PSP program, Spotlight TESA member elected or appointed to an NAEOP position.)

Items Common for all four Issues

Feature articles - At least two per issue, 250 to 500 words maximum

President's Message (president)

Message from the Editor

Deadline for next issue of The TESA Connection

Information about www.tesatexas.org with links to pertinent and timely deadlines. (i.e. TESA membership form, retiree's membership form, NAEOP membership form, area workshop information & forms, awards/scholarship forms, Affiliate Services information & forms, Volunteering for TESA Nomination forms, TPEP information, address change information, list of officers, central office information, general meeting minutes, bylaw changes which require notice prior to vote, etc.)

TESA Calendar of Events listing all upcoming events available at time of print to go through the publish date of next issue.

In addition to items common to all issues, the following is a list of possible items which could be used if applicable:

Legislative update (legislative consultant)

Advertisements - electronically prepared ads from advertising manager

Affiliates in Action (affiliates)

TESA Code of Ethics, Philosophy, Bylaws, and Standing Rules (central office)

Story & a pictorial layout on SWC-- pictures, statements from first timers, other participants (SWC chairman or others who you designate)

A pictorial layout of new TESA Executive Board and committee chairmen

A pictorial layout of board orientation

Bosses Week Proclamation from NAEOP, if available

Article/pictorial layouts on NAEOP Summer Conference and Institute (contact TESA members who attended for articles and pictures)

List of Honorary TESA members

Article/pictorial layout on TPEP Consultant Training, if held (TPEP chairman) Article/pictorial layouts on Area Workshops, if held (editor or area workshop chairman) List of contributors to TESA Scholarship funds. (Awards/Scholarship/Journalist chairman) TPEP CEOP recipients' - recognizing those who have completed certification requirements (central office)

List of affiliates and affiliate presidents

Spotlight on awards presented at SWC: Administrator of the Year, Nelda Van Dyke Award, Yearbook of the Year, Newsletter of the Year, Spirit Award.

A pictorial layout of scholarship recipients (Awards/Scholarship/Journalist chairman)

Amended:	07/24/2000	04/12/2003	04/30/2006	06/19/2012	06/20/2017
	07/20/2001	11/10/2003	06/25/2011	08/01/2015	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 held during term of office.

Record and transcribe the minutes of the Executive Board meetings and general meetings, and send them to the president for editing within two weeks following the meeting.

Store tapes of minutes of meetings in the central office. Tapes can be reused 90 days after the minutes have been approved.

After the president has approved the minutes of the general meeting, submit a copy to The TESA Connection for printing in the official publication adhering to the deadlines of the newsletter.

Perform secretarial duties as requested by the president and the Executive Board and perform other duties as deemed necessary to carry out the obligation of this office.

Serve as chairman of the Bylaws Committee and as such perform the following duties:

- ✓ Present all revision suggestions to the Executive Board for approval.
- ✓ Be responsible for preparation of camera-ready bylaws revisions suitable for either publication in The TESA Connection or for electronic submission to membership. If the voting is to be done at a meeting of the Association, chairman will present the revision changes to the membership.
- ✓ Work with central office to ensure bylaw revisions are recorded in the appropriate documents and bylaw revisions that are maintained in the central office.

Make TESA pins and other items available to the membership at FWC and SWC. Give all receipts and money to central office staff for deposit.

A \$5.00 credit card fee will apply for payment of membership, TPEP classes, conferences or any other TESA transactions. This charge will now be reflected on all TESA forms beginning August 1, 2019.

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

Upon retiring from office, deliver to successor within 30 days all files, papers and other property belonging to the Association.

Amended:	06/22/1991	07/20/2001	03/01/2017	08/01/2022
	06/07/1996	04/12/2003	06/20/2017	
	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 held during term of office.

Be responsible for supplying information to any group of educational support, clerical, secretarial personnel and/or instruction assistants interested in the organization of a local unit.

Serve as chairman of the Affiliate Services Committee, which is composed of two members, appointed by the president. Each member of this committee shall be from a different educational institution, with consideration given to having representation from public schools, education service centers, and higher education institutions from different areas of the state.

Offer the assistance of TESA and/or arrange for a visit by a TESA board member or committee member to encourage and help formulate units.

Notify The TESA Connection, Executive Board, and others who need the information about newly organized local units. Encourage local units to affiliate with TESA and NAEOP and coordinate this work with the TESA and NAEOP membership chairman. Each affiliate will submit an Application for Affiliation along with the fee of \$30 + \$0.25 per member in the local affiliate. The physical year is August 1-July 31.

Promote TESA membership among local units by meeting with, speaking to (or arranging for speakers), and counseling with active organizations throughout the state.

Receive all completed Affiliate Services Consultant Request forms from service centers/school districts/colleges/associations for consultants for professional development programs.

Assign consultants, making every effort to assign the consultant requested. However, consideration should be given to the topics in which consultant volunteers have indicated they are competent, as well as to the distance that must be traveled. New presentations should be prepared if necessary.

Provide the consultant with a copy of the Affiliate Services Consultant Request form and workshop evaluation forms for distribution to participants for completion at the workshop. Details of the workshop are to be the responsibility of the consultant and the requesting organization. A voucher is also issued to the consultant for return to Affiliate Services chairman.

Notify the requesting organization in writing, of the name, address, and phone number of the consultant assigned.

Provide the TESA central office with a copy of each Affiliate Services Consultant Request form so that the requesting organization/district may be invoiced by the central office upon receipt of the consultant's voucher from the Affiliate Services Chairman.

	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	\$500	\$600	\$400	\$475	\$100	\$150	\$200	\$300
If held in conjunction w/ 2 TPEP Classes during one	\$650	\$750	\$550	\$625	\$125	\$175	\$225	\$325
Additional hours	\$125		\$125		N/A		N/A	

Requestor will be invoiced for consultant's Affiliate Services fees listed above plus expenses of the consultant including mileage.../airline coach ticket, hotel, meals, and airport parking. Request an evaluation summary of the workshop from the consultant.

Prepare a report of consultant service activities to be presented to the Executive Board and to the membership at the executive board and general business meeting.

Contact committee members and give them a list of affiliates indicating the ones that have affiliated and those that have not renewed to date. List is divided between committee members to follow up with a personal letter to affiliate presidents urging them to renew their affiliation.

Publicize and oversee any affiliate-related awards to be presented.

Keep Affiliate Services Handbook ("Organizing an Association") updated by conferring with the president and making the proper revisions for presentation to the Executive Board for approval.

Prepare an ad or article to appear in the four issues of The TESA Connection.

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

Upon retiring from office, deliver within 30 days to successor files, papers and other property belonging to the Association.

Amended: 06/22/1991 06/24/2005 08/01/2022
 06/27/1992 04/30/2006
 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.

Be familiar with forms and files, correspond with committee members, set goals and handle requests when received. Attend all Executive Board meetings and general meetings of the association held during term of office.

Serve as chairman of Area Workshop Committee, which shall consist of two (2) members in addition to the chairman. Each of the three (3) shall be from a different educational institution. This committee is responsible for contacting educational institutions across the state and scheduling workshops.

Give a financial report of area workshops that have taken place since last board meeting.

After a district or association has inquired about a workshop, send guidelines to chairman. Follow up to ensure all guidelines are being followed.

Be responsible for contacting local districts/educational institutions/education service centers throughout the state and scheduling workshops. Workshops are to be scheduled to allow participants to attend without interruption of daily schedule.

Contact local workshop chairman to award workshop after the following criteria has been met:

- ✓ A written invitation from the hosting school district superintendent, college/university president or chancellor, or region service center executive director has been extended to the TESA president.
- ✓ The TESA president notifies the Area Workshop Chairman when an invitation letter has been received and the date is approved.

Attend and open all workshops. If unable to attend, may appoint a member of the TESA workshop committee, TESA president, a TESA board member, or the local chairman to preside. Consider having each committee member open a workshop. Chairman can also be there and be introduced.

Provide the local chairman with information for arranging the workshop. Provide evaluation forms for use of participants in evaluating the workshop.

Provide attendance certificates. These should be standard form and size for all workshops.

Submit workshop agendas to NAEOP for PSP credit. PSP credit and amount should be printed in very small type on certificate.

Arrange with appropriate TESA chairmen to have on hand at each workshop membership applications, TPEP brochures, and other printed material deemed appropriate to promote TESA membership.

Notify all Executive Board members of area workshop dates, time, and place at least one month prior to workshop.

Submit an article/information for each issue of The TESA Connection, if necessary and encourage local workshop chairmen to submit workshop registration forms in a timely manner so a link for newsletter can also be included.

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

Upon retiring from office, deliver within 30 days to successor files, papers and other property belonging to the Association.

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

Check List of Requirements – Area Workshops

Prior to confirmation of Workshop:

- ✓ An invitation letter from the Administrator of the hosting district to 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.
- ✓ TESA President, President-elect, and Area Workshop Chairman registration fees shall be included in the workshop budgets and their registrations are complimentary.
- ✓ If TESA board members are presenting a breakout session during the workshop, their registration fee is complimentary.

Prior to advertisement of Workshop a District must:

- ✓ Receive approval of materials/schedule prior to printing and mailing from TESA president.
- ✓ List the TESA Workshop Chairman or designee and the TESA president on 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 will make presentations during lunch.
- ✓ At the closing session of the workshop, the local workshop chairman must furnish to the area chairmen or designee a final count of attendees.

After the workshop the local workshop chairman must:

- ✓ Within 15 days, complete a financial report and send a copy of the financial report with TESA's portion of registration fee to TESA Central Office, P.O. Box 11825, Killeen, TX 76547.
- ✓ Send a summary of the evaluations to TESA Area Workshop Chairman.

Board approved: 04/12/2003

General Information Guidelines – Area Workshops

YOUR TESA AREA WORKSHOP CHAIRMAN WILL:

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

Provide sample copies of letters with suggested format for use by local association and superintendent to send to surrounding school districts and other educational entities in the area (samples attached). These are only to give a basic idea of content -- use any method preferred. Flyers are very effective.

Provide sample copies of financial statement, printed program, and hotel/direction information. (see sample)
Provide evaluation sheets for use at the conclusion of the workshop. (see sample)

Provide attendance certificates including PSP point value. (see sample) Notify TESA board members of time, place, and date of workshop.

YOUR TESA AREA WORKSHOP CHAIRMAN WILL NEED (from local association chairman):

Campus name, location, address for workshop, and name of local chairman as soon as possible after date is determined. For approval, a copy of the workshop program prior to printing.

Copy of any news article 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. This fee is paid to TESA to cover the expenses of the president, president-elect and the area workshop chairman. The fee is added to the cost of the luncheon and other local expenses to determine the charge to each participant not exceed \$50.00.

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

All approved travel expenses for the TESA president and area workshop chairman are paid by TESA. The president-elect expenses shall be subject to the adopted travel guideline.

The local district or hosting office personnel association will pay for all other related expenses: publicity, programs, decorations if utilized, cost of lunches, and other related expenses.

Area workshops need not be elaborate affairs but each workshop should be self-supporting.

The local chairman or treasurer shall furnish the TESA area workshop chairman with TESA's portion of the registration fee, a complete financial report and an evaluation summary 15 days following the workshop.

Suggested Local Committees and Their Duties – Area Workshops

REGISTRATION

A letter with pre-registration form, map, and hotel information should be mailed by this committee and/or superintendent to the affiliate president, secretaries association, superintendents, education service centers, colleges and universities and other educational entities in the area. Deadlines for pre-registration should be at least one week prior to the workshop. The refund deadline and late fee, if any, should be noted on the registration form. Registrations should be accepted the day of the workshop.

A letter with pre-registration form, map, and hotel information should be mailed to each TESA Executive Board Member. The TESA area workshop chairman will provide mailing labels with names and addresses of the board members. All pre-registration forms and fees should be sent to this committee chairman. The money from registration fees should be deposited in the local association's account for paying workshop expenses.

Envelopes or folders should be used as registration packets. Place programs, evaluation forms, and other assorted information in the packet with nametags clipped to the outside for easy identification. A registration packet should be prepared for each person pre-registered. The program committee of the local association will provide programs. The TESA area workshop chairman will provide the evaluation forms and attendance certificates.

Assemble prepared registration packets alphabetically for distribution to participants as they arrive. Have available a receipt book and extra supply of packets with blank nametags for those who register the morning of the workshop.

One registration table should be for the participants who have pre-registered, and another to collect the registration fees and distribute packets to those who did not pre-register.

The attendance certificates should be distributed and evaluation forms collected at the close of the workshop.

The treasurer of the local association should work very closely within this committee. A careful account should be kept of all monies received and of all expenses in order that a true financial picture can be determined. A financial report shall be given to the TESA area workshop chairman within 15 days after the workshop. A check made payable to TESA in the appropriate amount (see attached financial report form) shall be submitted with the financial report. If no local association exists, a member of this committee should serve as treasurer.

PROGRAMS

The local area workshop chairman shall arrange for all speakers. It is suggested to ask local community members and/or school district personnel to be breakout session speakers to help cut down on cost. If sessions on teacher retirement are desired, the TESA area workshop chairman may assist the local chairman in arranging for a TRS speaker. TRS does not charge for these services.

The local chairman or president shall issue an invitation to the TESA president and president-elect to participate in the area workshop. President will be seated at the head table if one is used, and bring greetings.

The local district and/or association should provide printed programs. Extra copies should be made available for the TESA files and local files.

This committee is responsible for working with the arrangement committee to set up needed equipment for consultants and speakers. A lectern should be provided for the general session and any consultants who request one. Officers of the local organization may be asked to introduce the consultants.

The evaluation sheets are collected at the close of the workshop. The local workshop chairman will send an evaluation summary to the TESA area workshop chairman within 15 days. Extra copies of the summary should be available for the TESA file and for local files.

PUBLICITY

The local association and/or the local district are responsible for publicizing the workshop in an area of approximately 100 miles. Sample letters are enclosed in the packet. Flyers may also be mailed to superintendents, service centers, colleges, secretarial associations, and other educational entities in the area. Flyers may be distributed at any other TESA sponsored conference or workshop.

This committee should send publicity information to area and local media, and TESA board members.

Registration information should also be sent to the editor of The TESA Connection for publication according to the published deadlines.

LUNCHEON COMMITTEE

This committee selects the location, menu, and price of the luncheon for participants. The committee provides luncheon tickets for the registration packets and supplies table decorations. If the luncheon is not held on the same campus as the workshop, a map should be prepared for the registration packets.

The luncheon may be prepared by a cafeteria staff, catered, or in a restaurant near the workshop location. The most convenient method is to have the luncheon served cafeteria style on the campus where the workshop is being conducted. Because of the time limit, no speakers are required for the luncheon, but musical programs add a nice touch.

HOSPITALITY COMMITTEE

Several people should be in the area where the participants and consultants arrive to greet and give directions. It is a nice gesture to provide coffee, juice, doughnuts, or cookies for the participants but is not necessary.

This committee may also gather items and prepare hospitality/goodie bags. Usually local businesses are willing to donate items. These bags would be given to participants upon arrival.

ARRANGEMENT COMMITTEE

The local workshop chairman and all local committee chairmen are on this committee. In this way, all will know the other plans of the group. This group will set up rooms and other accommodations for the sessions, provide for registration, morning coffee, luncheon, and other physical arrangements.

President along with president-elect should be invited to be stage guests. It is not necessary for president-elect to speak, but for respect of the office, the president-elect should be included at each workshop.

DOOR PRIZE COMMITTEE

This committee solicits door prizes from local community merchants, local district and association, and vendors. Door prizes are distributed at selected times during the workshop.

VENDOR COMMITTEE

This committee solicits vendors, collects booth fees and assigns booth area. Vendors are asked to set up in specific areas for the duration of workshop and donate a door prize.

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

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 held during term of office.

Serve as chairman of the Awards/Scholarship/Journalist committee, which consist of two members in addition to the chairman. Each member of the committee shall be from a different educational institution.

Verify that 80% of the interest earned on each scholarship account be transferred into the operating fund each year to offset expenses incurred by the committee.

It shall be the duty of this committee to advertise the availability of all scholarships approved by the Executive Board.

It is the duty of this committee to develop a scrapbook to be presented to the current president at the Spring Board Meeting when he/she would be Immediate Past President.

It is the duty of this committee to advertise the availability of all awards, including Administrator of the Year, Nelda Van Dyke Award, Newsletter, Yearbook, and any other awards determined appropriate by the Executive Board.

Awards

The deadline for all awards shall be February 25th.

Any changes that are to be made to the Awards or Scholarship applications must be approved by the TESA Executive Board.

Select a panel of judges not affiliated with TESA to choose the Nelda Van Dyke Award winner and TESA Administrator of the Year. Nominations are received in the TESA central office and then forwarded to the awards chairman for distribution to the judges.

Secure appropriate plaques for the Nelda Van Dyke winner and the Administrator of the Year, from an awards company.

Actual size of plaques should be no larger the 15" by 12".

1. Nelda Van Dyke

Notify the president of association nominating the Nelda Van Dyke Award winner and advise them of the date and time of the presentation. The TESA President, Awards Chairman and local association president are the only people aware of the Nelda Van Dyke Award winner prior to the presentation at SWC. That the Nelda Van Dyke award recipient be given the option of receiving a sash.

Responsible for the NVD sash: 1) The width of the sash be six inches. 2) The overall length of the sash be seventy-six inches with Velcro attachment to adjust length for fit. 3) Nelda Van Dyke be spelled out. 4) The year of the award be printed in full, i.e., 2010. 5) The back and side trim of the sash be royal blue with the top inset white. 6) The TESA logo be at the top of the sash and the current TESA President's logo be at the bottom of sash. 7) All lettering, logo's and numbers to be embroidered. No glue, stick-on letters or numbers are to be used. 8) The sash is to be worn over left shoulder. 9) Sash is to be made of durable and quality material. 10) With the exception of the TESA President's logo, all letters and numbers and TESA logo will be embroidered in royal blue.

Assure that all Nelda Van Dyke nominees for the current year be recognized at the Summer Work Conference, in alphabetical order, and Past Employee of the Year and Nelda Van Dyke winners be recognized at the SWC.

2. Administrator of the Year

Notify the winner of the Administrator of the Year Award in this manner: 1) Notify president of association nominating the winner to give them an opportunity to talk with their nominee first. 2) Notify winner to advise them of the date and time the presentation of their award will be made.

3. Spirit

Display Spirit Award entries. Select three TESA Past Presidents to judge the Spirit entries. Judges should not belong to an Affiliate that submitted an entry.

Entry must be an article of clothing (hat/visor, scarf, shirt, vest, etc.) and/or accessories, representing the Summer Work Conference Theme. Article entered should be worn by the Affiliate members during the SWC.

The affiliates will also be judged by their attendance and participation at main events i.e. General Session, Business Meeting, Banquet, etc.

Entry form must be obtained and completed at the TESA Awards/Scholarship/Journalist booth. Article(s) must be turned in by the designated date and time set by the Awards/Scholarship/Journalist committee. Articles(s) may be entered only by a current TESA member or Affiliate.

A small plaque will be awarded for first place and certificates prepared for the second and third place winners. The actual size of the plaque should be no larger than 8" by 10".

4. Yearbook/Newsletter

Select an impartial panel of judges to choose the outstanding yearbook and the outstanding newsletter from entries sent to the TESA central office.

Secure appropriate plaques made for the first place winners of the Yearbook and Newsletter contests, from an awards company. The actual size of the plaque should be no larger than 8" by 10".

Prepare certificates for the second and third place winners of these contests. Winners are not announced until awards are presented during SWC.

Journalist

Through the TESA Connection and monthly Internet blasts request that affiliates, individuals and officers send pictures or articles of local/state association meetings and events, area workshops and conferences that might be included in the TESA President's scrapbook.

Be responsible for information/article for each issue of The TESA Connection, adhering closely to newsletter deadlines.

Take pictures, or arrange for such, of FWC, area workshops, SWC, NAEOP meetings, TPEP workshops, and other TESA functions.

Choose and compile a scrapbook for the current year for the president and present to president at Spring Board Meeting when he/she would be Immediate Past President.

Through The TESA Connection and monthly Internet newsletter request that affiliates, individuals and officers send pictures and articles of local/state association meetings and events, area workshops, and conferences that might be included in the TESA scrapbook for the president.

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

Upon retiring from office, deliver within 30 days to success files, papers, and other property belonging to the Association.

Scholarships

Request contributions and applications for scholarships from affiliates through monthly newsletter and TESA newsletter. Actively solicit contributions for scholarship fund at various TESA activities.

All contributions should be directed to the TESA central office.

When requests are received for scholarship information, send description of scholarship, which includes procedure, scholarship application to be completed, and letter with directions for information to be returned to committee chairman.

When scholarship application is received, send a copy to the TESA president and to each awards/scholarship/journalist committee member requesting recommendation.

At each board meeting, present financial report (received from TESA office) and any recommendation(s) for scholarship recipient(s).

Recommendation(s) for scholarship recipient(s) will be presented for approval at spring board meeting.

- ✓ Verify that all applicants are TESA members.
- ✓ Mail confirmations of applications that were received.
- ✓ Notify winner(s) with letter prior to SWC.
- ✓ Present certificate at SWC to winners.

Scholarship amount recommended must not exceed 50 percent of the balance in the scholarship money market account as of March 1 of the fiscal year. Contact central office for exact balances.

Submit scholarship recommendation to the TESA Executive Board at Spring Board meeting for approval including names, districts, and amounts.

After Executive Board approves scholarship(s), notify applicant(s) and send a voucher to the applicant(s) with instructions to complete, sign, and return to the committee chairman, with copies of the paid receipts following completion of classes.

Upon receipt of signed paper work, sign the voucher as chairman, and forward to TESA president for signature and processing. Make a file for each applicant and keep a copy of every transaction.

Amended: 03/24/2017
 03/22/2019
 08/01/2022

The Lorene Roby Rogers Memorial Scholarship

The Texas Educational Secretaries Association, now known as the Texas Educational Support Staff Association, after her death December 31, 1969 established a memorial fund to Mrs. Lorene Roby Rogers, 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 in that university.

Lorene was an example of continuous learning by 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, 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 Support Staff 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 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 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, 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 to be 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 Support Staff Association 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 of paraprofessionals.

Administrative Procedure of the Fund

A fund known as THE DR. MICHAEL ZOLKOSKI TECHNOLOGY SCHOLARSHIP has been established in 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 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. In case of surplus funds, 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 funds available as of March 1 of each fiscal year. Each year, 80 percent of the interest earned will be transferred into the TESA Operating Fund.

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 requesting scholarship, name and description of the class for which funds are to be reimbursed, copy of 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 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 funds available as of March 1 of each fiscal year. Each year, 80 percent of the interest earned will be transferred into the TESA Operating Fund.

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

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

Contact members of the membership council to ensure that someone is available to man a table to promote memberships at Area Workshops, FWC, SWC, and other appropriate meetings/gatherings of our association. A poster, membership applications, and other TESA materials should be available for use at these meetings.

Coordinate with TESA Central Office and Web Advisor to send a notice in July regarding August 1 renewal date (6 weeks' notice is preferred). Second notices to be sent on September 1 for all non-renewal. At the end of August, membership to be considered lapsed and member dropped from membership list and The TESA Connection mailing list.

See that membership cards will be sent out by central office.

Include membership application and reference online membership in each issue of The TESA Connection.

NAEOP Membership:

- Promote a membership campaign through the affiliates of TESA and direct contact with the TESA members.
- Secure from the NAEOP office enough membership brochures to give out at TESA meetings and workshops, and for mailing.
- Maintain a membership list, if made available by the National membership chairman.
- Be knowledgeable of the Professional Standards Program.

Promote the National Association of Educational Office Professionals by:

- a. Conducting sessions at area workshops and local association meetings when invited.
- b. Provide membership and PSP brochures to interested persons.
- c. Verify TESA meetings for points on PSP certificates.
PSP Credit can be earned at Area Workshops, FWC, SWC, and other education related in-service/staff development programs.

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

Upon retiring from office, deliver to successor within 30 days all files, papers and other property belonging to the Association.

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

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 held during term of office.

Have a committee of persons from different educational institutions, appointed by president. Committee members will be reimbursed according to the travel guidelines.

Make available the Volunteering for TESA form on the TESA Website for nominee recommendations.

Verify that candidates hold active membership in TESA before Nomination Committee meeting. Provide a list for committee at meeting: name, district, work/home phone number, and fax number.

The nominating committee will meet in early November or FWC (if held) to select possible candidates for each position. One person can be considered as a possible candidate for several places on the ballot. The committee should have 3 choices for each position from which 2 candidates will be selected. In the event that there are not two (2) qualified individuals for each place, at least one (1) name shall be presented. Candidates will be contacted either by phone, fax, or e-mail. No more than three (3) members of the Executive Board shall be from the same educational institution, except the president and president-elect cannot be from the same educational institution.

Fill the slate of three Executive Officers.

After the slate of Executive Officers has been decided, Member-at-Large candidates will be paired so the end result will represent the entire state geographically if possible.

Carefully check the eligibility of all potential candidates according to the bylaws.

Make sure nominees are active members of TESA.

Contact each nominee for permission to place name on ballot and send each a data sheet after approval of the president-elect. Advise candidate that an alternate nominee will be selected if ballot data sheet is not submitted by deadline.

Send the candidate a thank you letter after the candidate's acceptance. The letter should specify the position for which the nominee is a candidate.

Prepare and have camera ready the voting instructions, the biographical sketch, and official ballot for publishing. The ballot format should include a statement of interest by the candidate, which should be 25 words or less, and information most relative and current pertaining to the qualifications for office. The president-elect must proof the ballot. Ballot available for voting by February 15. The posted deadline on the ballot should be March 1. In the event March 1 occurs on a Saturday or Sunday, the posted deadline on the ballot should be the following Monday.

Make available the Volunteering for TESA forms/link to membership at SWC.

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

Upon retiring from office, deliver within 30 days to successor files, papers and other property belonging to the Association.

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 most important committee. Only members in good standing who are well acquainted with the membership, who are informed of the duties of the offices to be filled, who understand the objectives and policies of the organization, and who are willing to plan objectively for the future of the organization by seeking out the best possible nominees for each and every office should serve on this committee.

The Bylaws and Standing Rules pertinent to nominations should be studied in advance of the first meeting of the committee. A membership list should be on hand and the committee members should know who is eligible to hold office.

Securing Names. The list of possible candidates to be placed on the ballot for all elected positions is drawn from the submitted Volunteering for TESA forms. Current Executive Board members, presidents of local associations, and general membership should be invited, and urged, well in advance of the first committee meeting to submit names of prospective names to be considered for placement of committees.

If a current board member is to be placed on the ballot for the upcoming election, nominations chairman must verify that all requirements for that board member are in place, i.e. current paid member of TESA and NAEOP, etc.

Qualifications for Nominees. Each member should feel responsible for presenting names for consideration, selecting them from personal knowledge and suggestions submitted by other members. Then all names should be considered thoughtfully and discussed freely. It is required that the nominees for the following positions: President, President-elect, Vice President, and Secretary/Treasurer hold TPEP certification (currently CEOP). It is required that all nominees for the member-at-large positions must hold or currently be pursuing (within the last 12 months) the TPEP certification (currently CEOP).

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

- ✓ Does the person have the ability and the commitment to promote the interest of TESA?
- ✓ What is the person's experience?
- ✓ 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, which would qualify for the office?
- ✓ Does the person have qualities, which will represent TESA well in the community?
- ✓ Is person an active member in their local association and TESA?

Choosing candidates. The nominee for the office of president-elect should be agreed upon first, followed by the Executive Officers. Members-at-large are chosen last. Candidates are selected by a majority vote. Committee members should be encouraged to express their views before a vote is taken. No deliberations of the committee should be discussed outside of the committee meeting.

Although geographical locations of all candidates must be considered to achieve representation from every area of the state, it is essential that each area be represented by a member-at-large.

Contacting a candidate. A prospective candidate should be contacted only when the committee approved doing so. The slate of three Executive Officers should be filled before contacts are made for member-at-large positions. A committee member should be designated to make the contact. The prospective candidate should be informed of the duties of the office, and be approached in such a way that the candidate will regard it as an honor to be asked. Candidate should agree to serve if elected. Candidate should be asked not to divulge nominating committee information.

Each candidate must notify or inform supervisor of expected duties and absences that will be required of duties while serving on the board.

Number of nominees. The ballot shall list only two nominees for each office. However, the committee may list more than two on their worksheet 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. To make such a requirement would mean (1) that service on the nominating committee carried a penalty by depriving its members of one of their privileges; and (2) that appointment to the nominating committee could be used to prevent a member from becoming a nominee." However, if a member of the committee is a potential candidate, they should be excused from the committee while such a candidacy is considered.

Withdrawal of a nominee. If a nominee withdraws before the election is held, the committee is reactivated unless the bylaws or standing rules provide otherwise.

Completion of Obligations. The committee's work is completed when the ballot has been published.

Amended: 08/01/2022

Summer Work Conference Committee

The president of the Texas Educational Support Staff Association, Inc. appoints members of the SWC Committee. The committee shall consist of the chairman and three members.

- a. Each of the members shall be from a different school district.
- b. Responsibilities shall be as outlined under "DUTIES" in the Officer's Handbook.
- c. If possible, the chairman should have served in some capacity on the SWC committee for at least one year.

Meetings should include (but are not limited to) the following:

Initial get-acquainted meeting during SWC prior to year beginning August 1.

- ✓ August/September - Meet with committee to outline duties and discuss plans for the year. Prior to this meeting the SWC chairman will make arrangements to have meeting with conference facility over this weekend.
- ✓ November - During FWC (if held)
- ✓ February/March - Committee lock-in if necessary.

The conference shall be self-sustaining. The chairman shall prepare and present an estimated budget to the executive board at board orientation. A final report shall be made after the conference and copies submitted to the president, president-elect, the current year's SWC chairman, and the central office for filing.

Expenses:

All expenses of the SWC committee will be charged to SWC including travel, and lodging as stated in guidelines for expenditures.

All pre-registrations and fees are handled through the central office. The TESA central office will pay all bills upon approval of the SWC chairman and president. All vouchers should be submitted to the central office no later than July 31.

The conference chairman is responsible for planning and scheduling sessions and activities for the SWC in coordination with the SWC Committee and TESA Advisory Board.

A timeline shall be developed and copies distributed to all involved.

Keynote speakers are to be contacted and secured as soon as possible after August 1.

Each SWC committee member shall keep a complete file of correspondence, planning documents, agendas, and list of activities to be given to the following year's committee at the close of the conference.

Adopted:	11/06/1981	
Amended:	06/18/1984	04/30/2006
	08/18/1984	06/25/2011
	07/20/0001	08/01/2015
	04/12/2003	

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.

Hold the CEOP certification.

Encouraged to attend all Executive Board meetings and general meetings of the Association held during term of office. Work with SWC committee to plan details of conference.

Prepare and submit a budget to the Executive Board for approval at board orientation.

Be responsible for programming, securing keynote and other main speakers, and group session consultants. Send correspondence inviting speakers and consultants and confirming their assignments.

Prepare packets for all consultants, which includes thank you letter, voucher, evaluation, nametag, ribbon, and conference program.

If inviting NAEOP President to Summer Work Conference, complete and send Field Service Request to NAEOP by July 1st of each year.

Be responsible for audiovisual needs of consultants as well as for the general sessions, opening session (flag ceremony/ vespers), breakout sessions, and president's luncheon.

Ask for volunteers to facilitate sessions. Develop facilitator assignments for consultants. Make packets for each facilitator to include: consultant vita, instructions, evaluation forms, and facilitator ribbon. Send correspondence confirming facilitator assignments.

Make reservations at the conference facility for rooms for all group sessions, luncheon, banquet, and brunch. Make hotel reservations for keynote speakers, entertainers, and special guests.

Make reservations at hotel for room blocks and TPEP meeting rooms if applicable.

Schedule, in cooperation with the president, the time for the TESA business meeting during the conference.

Correspond with the SWC committee members periodically, to seek advice as plans are made and keep everyone informed of progress made throughout the year.

Determine, in cooperation with the other SWC committee members the theme for the SWC, topics to be presented including a session for past presidents, a session for retirees, time schedules, and other appropriate data.

Work with committee, central office, and web advisor in planning the registration brochure. The registration information should be available and on the website no later than March 15.

Is responsible for the conference program, which should be printed by mid-June.

Prepare ads and/or articles promoting the SWC for the fall, winter, and spring issues of The TESA Connection. The spring issue may include the registration form and information. The summer issue should include a “thank you” letter from the committee.

Serve as coordinator during the SWC and delegate duties to others, as necessary.

Secure volunteers who are attending the conference to assist in various aspects of the SWC.

Work with committee in preparing an invitation to SWC to be performed at summer conference highlighting conference details.

Promote SWC at FWC and Area Workshops by having an information table, asking for volunteers, dispensing conference information, awarding free conference registration (at FWC), and displaying, selling, and distributing conference shirts. Work with President and web advisor to provide registration information on-line to promote the conference on the TESA website.

Coordinate with TPEP Committee chairman the TPEP sessions to be offered and incorporate TPEP registration information in conference registration material. Assign TPEP sessions to rooms as necessary. (TPEP committee is responsible for all aspects of TPEP sessions prior to and at SWC.)

Include the business meeting agenda and new year proposed budget in the registration packet so members have time to review the information prior to the meeting. Update and print evaluations for consultants, facilitators, breakout sessions, and conference.

Assist and encourage committee members in their duties if and when needed.

Approve all vouchers for the conference for payment and forward to President for signature and approval. Signed vouchers should be forwarded to the central office for payment by July 31.

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

Upon retiring from office, deliver within 30 days to successor all files, papers, and other property belonging to the Association.

Amended:	06/22/1991	04/30/2006
	06/07/1996	06/25/2011
	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 conference chairman to plan details of the conference.

Transmit to conference chairman information to be included on registration form.

Secure bids on note pads, writing pens or pencils, lapel pins, folders, bags, and other items to be given to conference participants.

Prepare registration packets prior to conference for participants. Packets include certificates, pad, pen or pencil, tickets, nametag, lapel pin, copy of registration form, and flyers (area restaurants, conference information, menus, contest guidelines). The business meeting agenda and new year proposed budget will be included so members have time to review the information before the meeting.

Prepare nametags for all attendees, consultants

Arrange for printing of conference attendance certificates after submission to NAEOP for PSP credit point value. Receive copies of all pre-registration information from Web advisor.

Arrange for printing of tickets needed for special functions such as opening session, banquet, brunch, president's luncheon, general and business sessions, and computer sessions.

Set up all mechanics for registration and distribution of materials to registrants upon arrival. All pre-registration fees are handled through the central office.

Secure volunteers to assist with registration at conference.

Work with conference chairman to design ads for The TESA Connection and the monthly newsletter. Assist the chairman and other committee members as needed.

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

Upon retiring from office, deliver within 30 days to successor all files, papers other property belonging to the Association.

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 conference chairman to plan details of the conference.

Make arrangements for all social functions, which normally include banquet with entertainment and brunch. Other social functions may be added, i.e., tours, box lunches, etc.

Make arrangements for speakers/singers for opening session (if applicable).

Make arrangements for all music and entertainment where and when needed assuring that piano, organ, tape cassette, and/or other appropriate musical instruments and sound equipment are available when needed.

Secure volunteers to assist with various duties such as taking tickets, distributing door prizes and shirts, and decorating. Work with conference chairman in planning menus for conference.

Order conference shirts.

Arrange for door prizes to be presented at the conference.

Arrange for the presentation of the flag at the opening session (if applicable).

Arrange for a banner to be used throughout the conference (TESA banner or conference banner). Arrange for a floral arrangement to be used throughout the conference, if desired.

Plan and make arrangements for an invitation to promote the SWC to be presented at SWC. Participants may include conference committee, president and president-elect.

Work with chairman to design ads for The TESA Connection.

Help TESA president, if requested, with entertainment for the SWC presidents' luncheon. Assist the chairman and other committee members if and when needed.

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

Upon retiring from office, deliver within 30 days to successor all files, papers and other property belonging to the Association.

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

SWC Proceedings and Exhibits Chairman (Appointed) Duties

As Proceedings and 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 details of the conference.

Contact exhibitors (prime responsibility) issue contracts for exhibiting spaces, make exhibitors knowledgeable of procedures, make booth assignments, and confirm with central office receipt of contracts and fees.

Prepare place cards for all seated functions. Arrange for "line up" of those to be seated at all functions. Work with the hotel staff for set-up and booth floor plan within the exhibit area.

Be responsible for all required conference signs that have been approved by the SWC Chairman.

Arrange for security for exhibitors through conference facility as required for compliance with insurance requirements. Make exhibitor packets to include nametags, ribbons, in/out procedures, and conference program. Collect all evaluations for conference (facilitator and general).

Secure volunteers to assist in the exhibit area.

Work with SWC chairman to design ads for The TESA Connection. Assist the chairman and other committee members, as needed.

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

Upon retiring from office, deliver within 30 days to successor all files, papers and, other property belonging to the Association.

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

Marketing Chairman (Appointed) Duties

Immediate past president shall be asked to chair the Marketing Committee. If immediate past president cannot serve this position, then the incoming president will ask another active past president to serve in the capacity.

The Marketing Chairman shall:

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

Encouraged to attend all Executive Board meetings and general meetings of the association held during term of office.

Act as liaison in cooperation with the legislative consultant between the Association and the legislature. Observe, by visiting the central office, any needs for improvement and report to president.

Conduct an evaluation of the central office with the president/president-elect and report to the Executive Board at the Spring Board meeting.

Suggest long-range goals for TESA to enable the Association to better meet the needs of the members and market the Association.

Perform other duties as assigned by president.

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

Upon retiring from office, deliver within 30 days to successor files, papers and other property belonging to the Association.

Board Approved: 11/07/1998
Amended: 06/22/1991
04/12/2003
04/23/2005

Marketing Committee-Duties

The Marketing Committee shall be appointed by the president if necessary and shall consist of not more than two (2) members in addition to the chairman. The members shall be the TPEP Chairman and the Affiliate Services Chairman. This committee shall serve in an advisory capacity to the board and perform other duties as assigned by the president. The Legislative Consultant shall be an ex-officio member of the committee and does not count as one of the four.

The Marketing Committee shall:

Understand the significance of the rapid advances that have been made in education such as certification and legislative programs.

Keeps abreast of legislation and serves as a liaison in cooperation with the Legislative Consultant between the Board and the legislative process.

Serves in an advisory capacity to the president and the Board in the operation of the TESA Central Office. Serves in an advisory capacity to the Board. No action shall be taken without Board approval.

Shall follow up on recommendations and revisions made throughout the year to ensure they have been implemented.

Shall continue to work closely with the president, president-elect, and Executive Board to guide the Association in a positive and productive direction.

Shall give advice to the president and president-elect for updating the TESA Officer's Handbook yearly.

Shall allow the TESA Administrative Assitant to meet with the committee chair (if immediate past president) for arbitration on any issues deemed necessary.

Perform other duties as assigned by the president.

Board Approved: 11/07/1980

Amended:	03/28/1992	04/12/2003
	06/29/1990	04/23/2005
	07/25/2000	04/30/2006
	07/20/2001	08/01/2022

TESA Professional Enrichment Program (TPEP) Chairman (Appointed)

Duties

The TPEP chairman shall:

Be appointed by the president.

Understand the Articles of Incorporation, Bylaws, and Standing Rules of the Texas Educational Support Staff Association, Inc. If possible, have served in some capacity on the TPEP committee for at least one year.
Hold the CEOP certification and be an active TPEP consultant.

Encouraged to attend all Executive Board meetings and general meetings of the association held during term of office.

Act as liaison between the Executive Board and the membership and shall keep the membership informed of all TPEP activities. Be responsible for coordinating the scheduling of all TPEP activities with hosting organizations and at TESA sponsored events (FWC, SWC, and area workshops) and shall keep membership and central office informed of scheduled sessions.

Be responsible for coordinating, scheduling, and promoting with incoming president and incoming TPEP Chairman TPEP Consultant Training. At the discretion of the president, Consultant Training may be offered every other year with the possibility of additional trainings at conferences.

Work with other professional educational organizations in promoting TPEP program.

Suggest long-range goals for TPEP for board approval to enable TESA to fulfill the changing needs of the membership and to promote marketing

Do an annual evaluation and periodic needs assessment of the TPEP program and make recommendations to the president and Executive Board.

Do an annual evaluation and needs assessment of consultants and schedule appropriate training. Update annually the list of active consultants; i.e., current TESA membership and participation in training workshops.

Maintain and update printed handouts relevant to the TPEP program and supply such information to professional organizations and/or publications. (Must be submitted to Board for review and approval prior to distribution.)

Coordinate with TESA central office the financial records for all TPEP training sessions and assume responsibility for working within the guidelines of the TPEP budget.

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

Upon retiring from office, deliver within 30 days to successor files, papers and other property belonging to the Association.

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

TESA Professional Enrichment Program (TPEP) Committee Duties

The TPEP committee shall:

Be appointed by the president and shall consist of not less than two (2) members holding CEOP certification. Consideration shall be given to experience and expertise as a TPEP consultant and/or coordinator.

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.

Conduct a periodic needs assessment and update core curriculum topics as necessary (with Board approval).

Serve in advisory capacity to the President and Executive Board on matters relating to TPEP. (No action will be taken without board approval.)

Schedule TPEP sessions and obtain consultants for the sessions. Prepare contracts for all consultants.

Set up TPEP sessions for FWC/SWC/CT in coordination with President and Conference Chairman. Perform other duties as assigned by the President.

Shall meet periodically as deemed necessary by the President and the TPEP Chairman. Shall be reimbursed according to the guidelines established for Executive Board travel.

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
Exceptional Customer Service

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

- ✓ At least 3 hours in length for total class
- ✓ In a classroom setting or online**
- ✓ Job related
- ✓ Taught by a qualified instructor
- ✓ TPEP classes not taken for credit in last three (3) years
- ✓ TPEP classes recently re-written

*Participants must be enrolled in the TPEP program (have taken a TPEP course) prior to 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 applicant's educational entity. Applicant must present the certificate showing completion of the class and credits awarded. TPEP clock-hours will be awarded in three or six hour blocks, equaling one clock-hour per credit awarded on certificate.

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	

Guidelines for Scheduling Level I & Level II TPEP Sessions

Contact the TESA Central Office or your Area TPEP Coordinator to schedule a TPEP session.

All the necessary information will be obtained and a Host Contact Information Form will be completed and sent to the TPEP Chairman to be disbursed to the TPEP Area Coordinators.

An agreement to provide training will be initiated by the TPEP Committee and sent by email to the Host.

TPEP Fee Schedule:

LEVEL I – All hosting entities affiliated with TESA or having an organization within that is currently affiliated with TESA or holding a current Institutional membership.

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

*When two sessions are booked under one host contract at the same location and day

**Profile for Success requires a materials fee of \$10.00 per person.

LEVEL II – All hosting entities not affiliated with TESA or not having an organization within that is currently affiliated with TESA or not holding a current Institutional membership.

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

*When two sessions are booked under one host contract at the same location and day

**Profile for Success requires a materials fee of \$10.00 per person.

An INSTITUTIONAL MEMBERSHIP will be open to School Districts, Colleges/Universities, and Education Service Centers at a yearly fee of \$150.00. This membership classification would entitle the holder to fees at the Affiliate rate.

The TPEP Area Coordinator will contact a consultant for the session, complete the Host Contract Information Form and return it to the TESA office. A Consultant contract will be initiated by the coordinator and sent to the consultant for a signature. Every effort will be made to secure a consultant in the area to conserve expenses. The TPEP Area Coordinator will initiate the voucher for Lynne Russell, program author, for \$10 per participant per contract on file with TESA.

The TESA central office will send the necessary materials to the Host.

When it is necessary to cancel a session that has been scheduled the Host must contact the TESA central office as soon as possible. The TESA Central Office will in turn notify the TPEP Chairman. If unable to teach a class, the consultant must notify the area coordinator as soon as possible. The area coordinator will secure a new consultant and notify the TESA central office of the changes. The TESA Central Office will in turn notify the TPEP Chairman.

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

Area Coordinators

Upon receiving a request to host, the TPEP Area Coordinator will initiate a Consultant Agreement for the desired classes. The Area Coordinator will seek a consultant based on the following:

- ✓ Host request
- ✓ Location
- ✓ Availability
- ✓ Determine host's preference for securing hotel, airfare, rental car if using a non-local Consultant
- ✓ Send reimbursement voucher to Consultant prior to scheduled TPEP session

Other duties:

- ✓ Work in conjunction with TPEP Chairman in securing Consultants for FWC (if held)/SWC/CT
- ✓ Assist TPEP Chairman with all aspects of the committee's responsibilities

After receiving Consultant Contract, the Area Coordinator shall forward it to the TESA Central Office. The TPEP Committee will prepare the HOST Contract within three (3) business days. Once the completed HOST Contract is returned, the TPEP Chairman will provide a copy to the TESA Central Office.

Amended: 03/22/2019
 08/01/2022

Guidelines for TPEP Consultant Training

Location/Dates:

Select location and dates for training which are easily accessible and approved by President and President-elect. A participant fee will be charged for training.

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 consultant for hotel accommodations, mileage, or meals.

Sessions and Consultant:

Select sessions to be taught

- ✓ Presentation Skills must be one of the offered sessions 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.
- ✓ Prepare reimbursement vouchers for Consultant Training Consultants teaching TPEP sessions.

Guidelines for TPEP Consultants

TPEP consultants* must be a member of the Texas Educational Support Staff Association, Inc.

TPEP consultants* must have obtained and maintained the Certified Educational Organization Professional (CEOP) certificate on a yearly basis.

TPEP consultants* must attend a minimum of six hours of consultant training bi-annually in order to continue teaching. If they do not attend their names will be removed from the list of consultants until they attend training. A one-time exemption because of extenuating circumstances can be applied for. The TESA President and TPEP Chairman will consider the request. The decision will be made and communicated to the consultant via email or letter.

TPEP Consultants* must train on a new class or a class that has been updated before they can teach that class.

*TPEP Chairman has the discretion to waive these requirements to secure qualified instructors in highly skilled and/or technical courses to provide the TPEP courses that are in demand from our membership.

Consultant Training (CT)

New consultants should check with the area coordinators for observing and team teaching opportunities. A Consultant Training Evaluation Form will be initiated and forwarded to the TPEP Chairman.

New TPEP Consultant Qualifications include must have CEOP, must be a TESA member in good standing, attend TPEP Consultant Training, make a presentation of not less than one (1) hour to current TPEP Consultants, and must be observed teaching a class by a current TPEP Consultant to be approved as a TESA TPEP Consultant. Consultant Training will consist of learning presentation skills for in person and Zoom classes, overview of being a TPEP Consultant, consultation and working with a current TPEP Consultant prior to making a presentation.

TPEP Consultants will be paid an honorarium of \$150 for teaching three hours and \$300 for teaching six hours. If the class size exceeds 50 participants, an additional \$50 for a three-hour class or \$100 for a six-hour class will be paid.

TPEP Consultant Reimbursements

1. Consultants teaching at TESA conferences will **not** be reimbursed for hotel, mileage, or meals.
2. Consultants teaching at TPEP Consultant Training will **not** be reimbursed for hotel, mileage, or meals
3. Consultants teaching TPEP classes hosted by education entities will be reimbursed for travel expenses according to host educational entity guidelines.

In order to be paid for teaching a TPEP session, consultants must have a consultant contract and a completed voucher.

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

Consultants will not award credit to any participant missing 15 minutes or more of a session. Certificates must not be distributed to participants until the end of the session.

Consultants should not contact educational entities and request to teach TPEP sessions. The area coordinators are responsible for assigning consultants. There are times when an educational entity or a group requests a specific consultant and the best effort is made to honor specific requests.

Consultants may not use any TPEP materials to teach personally. This is an automatic dismissal from the consultant list. All materials must be returned to TESA.

When a consultant is unable to teach a class that has been contracted the area coordinator must be notified as soon as possible. Consultants should not attempt to find a replacement. It is the responsibility of the coordinator to find another consultant for the class.

Personal business and advertising by consultants or participants will not be allowed during any TPEP session.

Amended: 06/19/2019
08/01/2021
08/01/2022

TPEP Program Guidelines

TPEP Sessions/New/Rewrite

All new/rewrite sessions must be submitted to the TPEP chairman in presentation format, including consultant notes. The chairman will distribute to the TPEP Committee and any experienced consultants whose expertise the committee values in the subject. Any corrections, deletions, or additions will be completed and returned to the consultant by the deadline given. The consultant will have a deadline to return the final draft, once that is received again, it is distributed as before. When it is approved it will be sent in final draft form to TESA central office for formatting. No workshop will be added to the brochure until the final draft is received and the TPEP chairman is confident it meets TPEP criteria and will be completed in a timely manner. The TPEP chairman should give approval to write a new session or for any rewrite. The board must approve all new TPEP sessions.

Fees for approved new or 50% or more TPEP sessions rewrite:

\$150.00 for a three-hour session

\$300.00 for a six-hour session

Update Fees

Update of 25% to 50%

Three (3) hour session - \$75.00

Six (6) hour session - \$150.00

Update of 25% or less

Three (3) hour session - \$35.00

Six (6) hour session - \$70.00

To be billed and paid upon completion/approval

Course approval for self-directed study non-TPEP courses:

Courses selected by the participant must be a minimum of three clock hours on educational related subjects taught in a classroom setting by a qualified instructor.

Online classes will be considered for credit following the posted eligibility criteria. Credits awarded on online course certificates will be assigned an hourly equivalent of one credit equaling one TPEP hour. TPEP hours would continue to be awarded in blocks of 3 or 6 hours.

Participants must submit Course Documentation Form with verification for each non-TPEP course to be applied. The online course certificate printed upon completion of the class along with proof of district/higher education staff development credit must be submitted. Documentation must be submitted to the TESA Central Office for approval by the TPEP Chairman. If disputes or questions arise regarding course approval the TESA TPEP Chairman will obtain final approval from the President.

Participation in CEOP Celebration Ceremony

All candidates completing TPEP Training and having earned the distinction of Certified Educational Organization Professional (CEOP) may participate in the celebration ceremonies at Summer Conferences or Fall Conferences (if held). In addition, members who complete their CEOP coursework the day before the CEOP Celebration Ceremony, at any conference, may participate in the celebration, at that conference, provided CEOP application, paperwork, and applicable fees are submitted to the TESA office by the third Friday, in May or the third Friday prior to the Fall Conference (if held). These members are required to notify the TESA office and TPEP chairman of their intentions to complete coursework at Summer Conference or Fall Conference (if held).

Certification Update

Certification update consists of six (6) hours of course study per year for those CEOP recipients who wish to keep their CEOP certification current. This coursework must meet the same criteria as the self-directed study listed above and coursework must be completed between August 1 and July 31 of each year to meet requirements for the current membership year. Update will begin the year following awarding of CEOP certification. The TESA Central Office will confirm by letter the member's updated CEOP certification.

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

Parliamentarian Duties

The Parliamentarian shall:

Be appointed by the president, subject to approval by the Executive Board.

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 term of office.

See that motion books are available at Executive Board meetings.

Secure one timer and two tellers for SWC. Explain the duties of each of them and provide motion cards for the tellers. Any motion cards not used should be returned to parliamentarian after meeting.

Make arrangements for microphones in aisle(s) at general meeting with local arrangement committee (or through president).

Be familiar with parliamentary procedures as based on Robert's Rules of Order, Newly Revised – (have copy available).

After president introduces parliamentarian during general session meeting, go to microphone and explain procedures as follows:

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

The following rules of parliamentary procedures 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 50 members present will constitute a quorum, President _____, we have a quorum.

Advise president, Executive Board, and membership upon parliamentary points, when requested to do so. After each Executive Board meeting and general meeting, update motion books as appropriate.

After each Executive Board meeting and general meeting, update guidelines and bylaws according to motions as appropriate.

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

Upon retiring from office, deliver within 30 days to successor, files, papers, and other property belonging to the Association.

Fall Work Conference (FWC) Chairman Duties

The Fall Work Conference Chairman shall:

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

Secure the approval of the TESA president on all FWC plans.

Meet with TESA president-elect during May or June prior to actual FWC to finalize plans.

Encouraged to attend FWC Executive Board meeting during actual year of conference to give status report.

Be responsible for appointing sub-committees to handle various phases of the conference planning, and coordinating the work of these sub-committees. Suggested sub-committees are:

- a. Reservations - shall be responsible for pre-registration materials sent as well as keeping accurate records of pre-registration, preparing registration cards, tickets, and other related material.
- b. Program - shall work out details of the program for special events of the conference.
- c. Publicity - shall take care of all details of publicity.
- d. Transportation - arrange transportation to any event held away from the conference hotel.
- e. Decorations - shall arrange for any decorations used.
- f. Information - shall provide information booth for the conference participants.
- g. Conference Packets - shall prepare packets to be given to participants.
- h. Other Committees - as needed.

Appoint a conference treasurer to handle all financial arrangements. The chairman of the conference shall approve all expenditures and the conference is to be self-supporting by a registration fee sufficient to cover expenses, but no more than 85% of the registration fee for SWC.

Make arrangements for a headquarters hotel early in the planning. A suite for the president is furnished by host affiliate. Send information to The TESA Connection for the summer issue. A notice should also be in the fall issue prior to the conference.

Distribute registration brochures at SWC.

Have certificate of attendance printed for fall conference with PSP points as approved by NAEOP.

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

Upon retiring from office, deliver within 30 days to successor files, papers and other property belonging to the Association.

Revised: 08/19/1986 04/30/2006
Amended: 06/22/1991
 06/24/1995
 04/12/2003

Fall Work Conference

The TESA FWC is awarded by bid basis from local-sponsoring associations and their school and city officials. The TESA president should receive bids two years in advance of proposed conference date for presentation at the Executive Board meeting of the SWC. The decision to accept bid will be made at the TESA SWC.

The conference shall be self-sustaining. The registration fee should not exceed 85% of the registration fee for SWC registration. A budget shall be developed to include all expenses including:

- a. Meals (meals that are conference scheduled for all participants; presidents' breakfast may be separate from general registration.)
- b. Speakers
- c. Entertainment
- d. Printing (brochures with registration form, all programs, etc.)
- e. It is preferred that registration be included in summer issue of The TESA Connection.

The conference schedule shall include:

- a. Friday Registration
 Reception
- b. Saturday President's Breakfast
 Business Meeting (TESA)
 Mini-workshop sessions, (including one session for past presidents and a session for Luncheon
 Possible free time or optional tours
 Evening Banquet
- c. Sunday Breakfast/Devotional

The schedule of conference activities may be flexible dependent upon local facilities and availability of speakers.

Location must have sufficient rooms for seminars, meetings, and meal functions. Negotiations with the location site should include but not be limited to:

- ✓ Complimentary Presidential Suite for president/president-elect
- ✓ Complimentary suite for conference chair
- ✓ 10 rooms @ discounted rate for TESA board members
Included in these 10 rooms should be a suite or confirmed adjoining rooms for TPEP committee
- ✓ Meal functions are payable by the hosting association. Responsibilities of Sponsoring Affiliate:

The local sponsoring affiliate shall present a bid portfolio containing bid for conference. It shall contain invitations from affiliate school district superintendent, higher education chancellor/president, educational service center executive director.

The sponsoring association is responsible for planning and scheduling of activities for fall conference. All conference plans must be communicated to the TESA president before being finalized. Speakers and breakout sessions MUST be approved by the executive board.

The sponsoring affiliate should notify TESA president of the name of their FWC chairman as soon as their selection has been made.

The sponsoring affiliate is responsible for sending information for inclusion in The TESA Connection, summer issue, prior to FWC, fall issue prior to conference, and may be requested by The TESA Connection editor to be responsible for cover of that fall issue.

The sponsoring affiliate shall provide a financial report to the TESA Executive Board at the next regular scheduled business meeting following the FWC. A timeline/records of the operation of the FWC shall also be provided for the next year's chairman by March following the conference.

The sponsoring affiliate shall provide a certificate for participants as verification of attendance. (See duties of chairman.)

Procedures for Preparation of Hosting a TESA Fall Work Conference

Bids must be submitted to the TESA board at its SWC board meeting a maximum of three years prior to hosting conference. During Second School Year to Prior Hosting Conference:

TESA president is notified of conference chairman or co-chairmen as recommended by local association. Chairman or co-chairmen select steering committee (six is a good number).

Steering committee selects theme for the conference.

Steering committee makes first draft of conference schedule, appoints other committee chairman and develops a preliminary timeline for completing preparation for conference.

Steering committee selects souvenir favor or pin to be given and places order, if desired.

Steering committee holds planning sessions with committee chairmen. Chairmen select their committee members and begin their individual plans.

SWC - Take leaflets and/or advertising handouts to distribute from the Chamber of Commerce. During the School Year Prior to Hosting Conference:

Prepare preliminary conference budget at the beginning of the year. This is necessary in order to determine a registration fee.

Set a definite dollar amount for the decoration chairman and other chairmen to use in completing their particular function.

Conference chairman obtains firm prices for room rates and food charges from hotel. Meal plans must be finalized no later than early spring so that the registration fee can be set. If hotel contract specifies an allowance of a possible increase of price of meals, the increase must be included in the budgeted meal figures.

Determine if extra tickets for individual meal functions are to be sold. If so, set the amount for each ticket, making sure the cost of any favor given at the function is included.

Steering committee selects seminar topics and finds consultants. Confirm all consultant agreements in writing. Steering committee selects keynote speaker and suggests topic that will relate to conference theme.

Steering committee arranges for Saturday evening entertainment. Confirm in writing. Steering committee develops skit to be presented at SWC.

Committees work on favors and table decorations, etc.

If a tote bag of some type is to be used with registration packets, conference chairman should place order.

Publicity chairman submits layout of registration form to the editor of The TESA Connection prior to the deadline for the summer issue. Deadline is the middle of May.

REGISTRATION FLIERS: must be completed for handout at SWC.

Information flier should include: Conference theme

Registration fee

Registration deadline

President's Breakfast fee

Cost of extra tickets for individual meal functions

Tour fees (if any) Hotel room rates

Have registration form and a hotel registration form submitted for the summer issue of The TESA Connection.

Publicity chairman submits a double-page layout, and works with the editor of The TESA Connection for the cover of the fall issue prior to the deadline in mid-August.

Conference chairman request periodic progress reports from committee chairmen. Keep written records of on-going timelines and share with steering committee.

Hold work sessions as necessary to assist committees in completing projects. Start of School Year of Hosting Conference:

In late August or early September, prepare certificates to be given to conference participants. Send to TESA president for approval and signature. Other signatures on form include conference chairman and local association president.

Print certificates, conference programs, tickets for meal functions, and tours. Print number of your highest projections plus extras for files and extra programs for publicity purposes. Also check to see that chairmen for the events requiring individual programs have their programs printed. For examples: Luncheon/General Sessions, and President's Breakfast. Print name tags for all registrants.

Double-check everything. Follow up on speaker, consultants, entertainers, hotel arrangements, invited guests, and committee chairmen. Keep record as to when, how, and where.

Develop preliminary timeline for the hotel to use in setting up for the seminars and meal functions. The hotel will then develop one of their own for the steering committee to approve.

Develop final timeline for the local association to use in conducting the conference. Have one for each member of the steering committee, each committee chairman, one for the hotel and leave copies at conference registration desk. This allows everyone to keep up with responsibilities, where committee can be located, where material is stored, and related conference details.

The Weekend of the Conference

Assemble everything and take to the hotel. Have list of who is responsible for taking what, where it is to be stored, etc. This should be included in the timeline mentioned above.

All chairmen should be flexible and prepared for last minute changes. The conference chairman should be available for consultation.

Conference chairman should be prepared to give a registration report at the business session of the conference.

After completing the conference, clear with the hotel and gather up leftover supplies and props, etc. Be sure the treasurer remains with the conference chairman in order to pay hotel charges. Don't forget to have the checkbook available.

After the Conference is Over:

Pay TESA \$5 per participant.

Pay all outstanding bills. Sixty five percent of the profit with copies of all receipts and a financial report is due to TESA within 30 days of the completion of the conference. If no profit is made, the affiliate is still liable for \$5.00 per participant payable to TESA.

Close bank account. Transfer balance to savings or general fund as per local-affiliate instructions.

Miscellaneous Notes:

A separate bank account should be set up for the conference. At least two signatures should be required. Hostess badges for local members are helpful.

Using local school and college personnel for speakers and seminar leaders can hold down costs. They normally do not request an honorarium.

Revised: 03/21/1987
 04/12/2003
 06/25/2011
 08/01/2022

Guidelines - Fall Work Conference Under the TESA Umbrella

The President Elect of the Texas Educational Support Staff Association, Inc. appoints members of the FWC Committee. The committee shall consist of the chairman and three members.

- a. Each of the members shall be from a different school district.
- b. Responsibilities shall be as outlined under "DUTIES" in the officer's Handbook
- c. If possible, the chairman should have served in some capacity on the FWC committee for at least one year.

The committee along with the president shall prepare and present an estimated budget to the executive board at SWC. A final report shall be made after the conference and copies submitted to the president, president-elect and central office for filing.

Meetings should include (but are not limited to) the following:

- ✓ Initial get-acquainted meeting as soon after appointment as possible.
- ✓ February - Meet with committee to outline duties and discuss plans for the year. Prior to this meeting the president will make arrangements to have meetings with various hotels and convention center (if applicable).
- ✓ April, May - meet with committee at hotel or specified location to plan for conference.
- ✓ June - During SWC
- ✓ July, August - meet with committee at hotel or specified location for updates and planning.
- ✓ September, October - meet 2 times during these months to finalize plans for conference. Expenses

All expenses of the FWC committee will be charged to FWC including travel, and lodging as stated in guidelines for expenditures.

Registration information should be submitted to the Web advisor to be placed on the Web no later than September 1. All pre-registrations and fees are handled through the central office. The TESA central office will pay all bills upon approval of the FWC chairman and president. All vouchers should be submitted to the central office no later than December 15.

The conference chairman is responsible for planning and scheduling sessions and activities for the FWC in coordination with the FWC committee.

A timeline shall be developed and copies distributed to all involved.

Keynote speakers are to be contracted and secured as soon as possible to allow for advertisement at SWC if at all possible.

Each FWC committee member shall keep a complete file of correspondence, planning documents, agendas, and list of activities to be given to the following year's committee at the close of the conference.

Procedures for Preparation of TESA Fall Work Conference

In late August or early September, prepare certificates to be given to conference participants. Send to TESA president for her approval and signature. The conference chairman will also sign certificate.

Print certificates, conference programs, tickets for meal functions and tours. Print number of your highest projections plus extras for files and extra programs for publicity purposes. Also check to see that chairmen for the events requiring individual programs have their programs printed. For example: Luncheon/General Session, President's Breakfast. Print name tags for all registrants.

Fall Work Conference Chairman (Appointed) - Duties

The Fall Work Conference Chairman shall:

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

Hold the CEOP Certification

Attend the Fall Executive Board meeting and general meetings of the Association held during term of office. Secure the approval of the TESA president on all FWC plans.

Work with FWC committee to plan details of conference.

Prepare and submit a budget to the Executive Board for approval during SWC.

Be responsible for programming, securing keynote and other main speakers, and group session consultants. Send correspondence inviting speakers and consultants and confirming their assignments.

Prepare packets for all consultants, which includes thank you letter, voucher (if applicable) evaluation, nametag, ribbon, and conference program.

Be responsible for audiovisual needs of consultants as well as for the general sessions, opening session, breakout sessions, and president's breakfast.

Work with president to make hotel reservations for keynote speakers, entertainers, and special guests.

Work with president to make reservations at the hotel(s) for room blocks & TPEP meeting rooms if applicable. Schedule, in cooperation with the president the time for the TESA business meeting during the conference. Determine the theme for the FWC, topics to be presented, time schedules and other appropriate data.

Work with president and web advisor in planning the registration brochure to be placed on the TESA Web site by September for on line registration.

Prepare ads and/or articles promoting the FWC for the summer and fall issues of The TESA Connection. The fall issue will include the registration information. The winter issue should include a "thank you" letter from the committee.

Serve as coordinator during the FWC and delegate duties to others, as necessary.

Promote FWC at the SWC and Area Workshops by having an information table, asking for volunteers, dispensing conference information, awarding free conference registration (as SWC), and displaying, selling, and distributing conference shirts.

Coordinate with TPEP Committee chairman and TPEP sessions to be offered and incorporate TPEP registration information in conference registration material. Assign TPEP sessions to rooms as necessary. (TPEP committee is responsible for all aspects of TPEP sessions prior to and at FWC).

Update and print conference evaluations.

Have certificate of attendance printed for fall conference, to include: (requires approval from NAEOP - form can be found on the NAEOP website.)

Assist and encourage committee members in their duties if and when needed.

Approve all vouchers for the conference for payment and forward to President for signature and approval. Signed vouchers should be forwarded to the central office for payment by December 31.

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

Upon retiring from office, deliver within 30 days to successor all files, papers, and other property belonging to the Association.

FWC 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 conference chairman to plan detail of the conference.

Work with Web advisor to secure list of registrants and counts for all sessions and event.

Secure bids on note pads, writing pens or pencils, lapel pins, folders, bags and other items to be given to conference participants.

Prepare registration packets prior to conference for participants. Packets include certificates, pad, pen or pencil, tickets, nametags, lapel pin, copy of registration form, and flyers (area restaurants, conference information, menus, contest guidelines if applicable).

Secure conference ribbons for Executive Board, facilitators, consultants, and exhibitors. Prepare nametags for all attendees, and consultants.

Arrange for printing of conference attendance certificates. Receive copies of all pre-registration forms from central office.

Arrange for printing of tickets needed for special functions such as opening session, banquet, brunch, President's Breakfast, general and business sessions and breakout sessions.

Set up all mechanics for registration and distribution of materials to registrants upon arrival. Secure volunteers to assist with registration at conference.

Work with conference chairman to design ads for The TESA Connection.

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

Upon retiring from office, deliver within 30 days to successor all files, papers and other property belonging to the Association.

FWC Social Chairman (Appointed) - Duties

The Social Chairman shall:

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

Work with conference chairman to plan details of the conference.

Make arrangements for all social functions, which normally include banquet with entertainment and brunch. Other social functions may be added, i.e., tours, box lunches, etc.

Make arrangements for all music and entertainment where and when needed assuring that piano, organ, tape cassette, and / or other appropriate musical instruments and sound equipment are available when needed.

Secure volunteers to assist with various duties such as taking tickets, distribution of door prizes, decorating and shirts. Work with conference chairman in planning menus for conference.

Order conference shirts.

Arrange for the presentation of the flag at the opening session (if applicable).

Plan and make arrangements for an invitation to promote the FWC to be presented at SWC. Participants may include the conference committee, president, and president-elect.

Solicit any prizes necessary, as determined by design of program, i.e. contest or gaming prizes. Work with chairman to design ads for The TESA Connection.

Help TESA president, if requested, with entertainment for the FWC presidents' breakfast.

Assist the chairman and other committee members if and when needed.

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

Upon retiring from office, deliver within 30 days to successor all files, papers and other property belonging to the Association.

FWC Proceedings and Exhibits Chairman (Appointed) Duties

The Proceedings and Exhibits Chairman shall:

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

Work with conference chairman to plan details of the conference.

Contact exhibitors. Issue contracts for exhibiting spaces, make exhibitors knowledgeable of procedures, make booth assignments, and confirm with central office receipt of contracts and fees.

Prepare place cards for all seated functions. Arrange for "line up" of those to be seated at all functions.

Work with the decorating firm, convention center or hotel for set-up and booth floor plan within the exhibit area. Be responsible for all required conference signs that have been approved by the FWC Chairman.

Make exhibitor packets to include nametag, ribbon, in/out procedures, and conference program. Collect evaluations for conference.

Secure volunteers to assist in the exhibit area.

Work with chairman to design ads for The TESA Connection.

Assist the chairman and other committee members if and when needed.

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

Upon retiring from office, deliver within 30 days to successor all files, papers and other property belonging to the Association.

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	06/24/1995	08/01/2022
	04/12/2003	