

REGION #16 EDUCATION ASSOCIATION CONSTITUTION AND BY-LAWS

Ratified March 13, 2002

ARTICLE I - NAME

The name of this organization shall be the "Region #16 Education Association".

ARTICLE II - OBJECTIVES

The objectives of this organization shall be to promote the best interests of education, to work for the welfare of students, to improve the professional status of its members, to develop and promote the adoption of such ethical practices as mark the teaching profession, and to cooperate with the Connecticut Education Association and the National Education Association for the purposes of mutual professional advancement.

ARTICLE III - MEMBERSHIP

Section 1.

All certified professional employees actively engaged in the teaching profession below the rank of vice-principal in the public schools of Regional District #16 shall be eligible for active membership provided they are also enrolled as active members of the Connecticut Education Association and the National Education Association.

Section 2.

Adherence to the Code of Ethics of the Education Profession adopted by the Association shall be a condition of continuance of membership. [See CEA website for more details.](#)

Section 3.

An active member is entitled to vote in Association matters, be eligible for appointment, or hold elected office as provided by these by-laws.

Section 4.

[Honorary members must be approved of by the Executive Board. Rights carried with the honor include the right to attend meetings and to speak but not to make motions, vote or hold office. Honorary members are not required to pay association dues. To determine what constitutes an honorary member, refer to the membership chairperson and Robert's Rules.](#)

ARTICLE IV - DUES

Section 1.

The amount of annual membership dues of the Association shall be determined by the Executive Board, subject to approval by [a two-thirds vote of the membership in each Region #16 school. This vote of approval shall be held at the final Association meeting. In addition, all active members shall receive written notice of dues change proposals and the impending vote at least ten school days prior to the final Association meeting.](#)

Section 2.

Membership shall be considered as continuous from year to year with annual dues and/or service fees collected through payroll deduction.

The duration of the payroll deduction will be determined by specific procedural language written in the currently negotiated contract between the Region #16 Education Association and the Region #16 Board of Education. In the event that the existing contract does not specify the duration, it will be determined by a majority vote of members present at the final Association meeting of the school year for the next academic year.

Section 3.

Notice of intent to withdraw or reactivate membership must be by a written statement to the Treasurer prior to July 1st. Electronic mail shall not be considered a written statement.

ARTICLE V-NOMINATING, ELECTING, AND VOTING PROCEDURES

Section 1 Nominations

- a. The Elections Committee shall seek candidates for officers of the Association at the last General Membership Meeting using the following procedures:
 1. formally contact all incumbent officers
 2. distribute notice to membership
 3. seek to nominate unfilled position(s) by contacting individuals directly
- b. All candidates for association officers must present to the Elections Committee a petition of support signed by at least 10% of the membership prior to the April Executive Board Meeting.
- c. Members of the Elections Committee may run for office, but they may not take part in the counting of ballots.
- d. The Elections Committee Chairperson shall report all candidates who have submitted valid petitions of support for office to the Executive Board at the April meeting.
- e. The slate of candidates shall be posted in the schools ten school days prior to the last general meeting.

Section 2 Elections

- a. At the last general membership meeting, Association members shall vote for officers by secret ballot in accordance with procedures developed by the Elections Committee and approved by the Executive Board.

- b. A simple majority of the votes cast shall be necessary for election of an officer.
- c. In case no nominee receives a majority on the first ballot, the Elections Committee shall arrange for a run-off to decide between those individuals occupying the first two places.
- d. Within one week the Elections Committee shall post in each school the results of said election.

ARTICLE VI - OFFICERS AND EXECUTIVE BOARD

Section 1.

The officers of this Association shall be President, Vice-President, Secretary, and Treasurer.

- a. The election of officers shall be conducted at the last regular meeting of the Association during the school year by secret ballot, and such officers shall assume office on July 1 following such election, for a term of one year and/or to end by June 30th.

Section 2

The Executive Board shall consist of the chairpersons of all standing committees, one (1) faculty representative for every fifteen (15) members in a school, (e.g. 30 members =2 faculty representatives), and the immediate past president or co-presidents of the Association. The past president(s) and past negotiations chair (s) will be (an) honorary, non-voting member(s) of the Board, with the option of attending meetings unless the Board specifically requests his/her presence.

- a. The representatives from each school shall be elected for a term of one year and/or to end by June 30th by the members of the Association in each school. This election shall take place at the last regular Association meeting of the school year.

Section 3.

Vacancies occurring by reason of death, resignation, incapacity, or by other disqualification, shall be filled until June 30th as follows:

Clause 1: a vacancy in the office of President shall be filled temporarily by the Vice-President and to last until June 30th.

Clause 2: a vacancy in any other office shall be filled by a member of the Association appointed by the Executive Board within one month of the vacancy and to last until June 30th.

Clause 3: a special Association meeting may be called to elect the new officer provided ten school days notice of such election shall have been given in writing to the general membership.

Section 4.

Impeachment. If any officer is accused of dereliction of duty, the Executive Board shall investigate all charges and make non-binding recommendations to the general membership. A quorum must be present when a vote is taken, and two-thirds of the quorum must vote in favor of the

recommendation for the vote of impeachment to carry. **Ten school day's** notice of such impeachment shall be given.

ARTICLE VII - DUTIES OF THE OFFICERS AND EXECUTIVE BOARD

Section 1. -- **PRESIDENT**

- a. The President or Co-Presidents shall be the chief executive officer(s) of the Association. If there are co-presidents, they will assume all duties normally assigned to the offices of President and Vice-President.
- b. The President must carry out the policies of the Association and assign responsibilities for fulfilling the needs of the members of the Association.
- c. The President shall prepare, with input from the Executive Board, the agendas for each Association meeting.
- d. The President shall preside over all meetings of the Association and Executive Board, and may call special meetings of each of these as needed.
- e. The President shall serve as an ex-officio member of all committees, without a vote.
- f. The President **or Co-President** will attend the All Presidents' Meeting of the CEA. Should the President not be able to attend, the **Vice President shall attend.**
- g. The President shall have all local, CEA and NEA dues paid on his/her behalf and shall be paid \$2000 at the last regular Association meeting of the school year. In the case of co-presidents, both stipends (President's and Vice-President's) will be added together and divided equally, with each receiving full reimbursement of all local, CEA and NEA dues at the last Association meeting of the school year.

Section 2. -- **VICE-PRESIDENT**

- a. The Vice-President, in the absence of the President, shall preside at all meetings of the Association and Executive Board.
- b. In the event that the office of President becomes vacant during a term, the Vice-President shall assume those duties temporarily, **per article VI.**
- c. The Vice-President shall serve as chairman of the Membership Committee and will continuously update the membership roster. In addition, he/she, **or their designee**, shall attend the County Council meetings and disseminate information from these meetings to the building representatives.
- d. The Vice-President shall also serve as the Executive Board may authorize.
- e. The Vice-President, **or if in absentia a designee**, shall serve as Association Parliamentarian and shall be responsible for determining a quorum of active members.
- f. The Vice-President shall have all local, CEA and NEA dues paid on his/her behalf, and shall be paid a stipend of \$1750 at the last regular Association meeting of the school year.
- g. In the case of co-presidents, both stipends (president's and vice-president's) will be added together and divided equally, with each receiving full reimbursement of all local, CEA and NEA dues at the last Association meeting of the school year.

Section 3. -- **SECRETARY**

- a. The Secretary shall keep a record of the proceedings of all meetings, including those of the Executive Board, and maintain a file thereof. The Secretary shall, under the direction of the Executive Board, carry on the correspondence of the Association in duplicate. The Secretary shall be responsible for the printing of all Association meeting agendas, which will be provided to each member one day in advance of the meeting, with the exception of the first Association meeting of the school year.
- b. The Secretary shall have all local, CEA and NEA dues paid on his/her behalf, and shall be paid \$300 at the last Association meeting of the school year.
- c. **The Secretary shall record attendance at Executive Board meetings and include absences in the official minutes.**

Section 4. -- **TREASURER**

- a. The Treasurer shall act as receiver and custodian for all funds of the Association and shall make payments from those funds as authorized by the Association or the Executive Board.
- b. He/She shall keep an itemized record of receipts and expenditures.
- c. He/She shall provide written reports at each Association meeting. The written report shall include but not be limited to a summary of all financial accounts held by the Region 16 Education Association at such times as the Association, Executive Board, or President shall direct.
- d. The Treasurer shall have all local, CEA and NEA dues paid on his/her behalf and shall be paid \$300 at the last regular Association meeting of the school year.

Section 5. -- **GRIEVANCE CHAIRPERSON**

- a. The Grievance Chairperson shall arrange for training of Association Building Representatives in the areas of members' rights and ethics.
- b. The Grievance Chairperson, working in cooperation with the President, will be responsible for preparing and filing all grievances on behalf of the Association members.
- c. The Grievance Chairperson should share general information regarding any and all possible/probable grievance issues at each association meeting. All personal and identifying information shall be kept confidential.
- d. The Grievance Chairperson shall have all local, CEA, and NEA dues paid on his/her behalf. Reimbursement shall be paid \$1,000 at the last regular Association meeting.

Section 6. -- **EXECUTIVE BOARD**

- a. It shall have the authority to speak and act for the Association between meetings of the entire membership.
- b. It shall hold such meetings as are necessary to formulate policies and carry on the programs of the Association.
- c. It shall fill any vacancies in offices that may occur between regular meetings. (Art VI, Sec. 3)
- d. It shall investigate and make a recommendation in any accusation involving impeachment. (Art VI, Sec. 4)
- e. It shall be authorized to expend sums of money not to exceed \$500 for routine purposes.
- f. Its members are subject to impeachment using the same procedures as in (Article VI, Sec. 4.)
- g. Attendance is expected at all regularly scheduled Executive Board and Association meetings. More than two absences may result in the forfeiture of one's stipend. A decision in such cases will be made by a majority vote of the Executive Board at its last regularly scheduled meeting of the school year.

Section 7. -- **BUILDING REPRESENTATIVES**

- a. Each Association Building Representative shall represent members as needed and serve as a liaison for the Association in his/her building. This role shall include the distribution of material for the Association and reporting pertinent information regarding issues to the President in a timely manner.
- b. Each Building Representative will assist in gathering membership information from the members and forward it to the Chairperson of the Membership Committee in a timely manner.
- c. An Association Building Representative may chair informal grievances at the building level.
- d. Each Association Building Representative may represent the Association at a County Council meeting per year upon approval of the President.

- e. Each Building Representative shall be paid \$200 at the last regular Association meeting of the school year.

ARTICLE VIII - MEETINGS

Section 1.

Regular meetings of the Association shall be held a minimum of four times a year beginning in August or September. Regular meetings will be held only during the school year.

- a. Meetings are open to active members of the Association only, except by invitation of the President.
- b. It is recommended that all meetings be rotated among the schools.

Section 2.

Special meetings shall be held at the call of the President with the advice of the Executive Board. Upon the written request of 20% of the membership, the President must also call a special meeting.

Section 3.

The Executive Board shall meet a minimum of 4 times per year, or at the call of the President, or the majority of the Board. Representation of all committees is expected and any member consistently absent may be subject to impeachment.

Section 4.

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern this local Association in all cases to which they are applicable and in which they are not inconsistent with this Constitution of this local Association or of the Connecticut Education Association or the National Education Association. **Perhaps we should include a short supplement from Robert's Rules here or link to the website?**

ARTICLE IX - COMMITTEES

Section 1.

The chairperson of each committee shall be a member of the Executive Board.

Section 2.

The chairperson of each committee shall report at each Executive Board meeting and each regular Association meeting as well as other times as directed by the President.

Section 3.

Standing Committee Chairpersons shall be appointed annually. Chairpersons will assume office by appointment of the President with the advice of the executive board. They shall serve from time of appointment until June 30.

Section 4.

There shall be the following Standing Committees whose chairpersons will be appointed annually by the newly elected President with the advice of the Executive Board. **There shall be a minimum of three (3) members to constitute a committee.**

- a. **Public Awareness and Policy Committee** - to handle local, state, and national legislative matters, and to work with political endorsements and questionnaires.
 - a. **Attend regional political and policy meetings.**
 - b. **Attend community groups and gatherings as they relate to Region 16 Schools.**
 - c. **To interpret the programs of the association and the schools to the public.**
 - d. The committee chair shall be the liaison and communicant between the Association and its UniServ **representative.**
- b. **Negotiations** Committee - to represent the Association before the administration and Board of Education in studies and negotiations concerning salaries and other conditions of employment of professional personnel. The chairperson of the **Negotiations** Committee will have, during a negotiating year, his/her local, CEA, and NEA dues paid, and in addition shall be paid \$150.00 at the last regular Association meeting. This committee shall be comprised of two specific groups:
 - a. The Research Group - shall be any number of members of the organization who wish to assist and cooperate in the compilation of necessary information needed by the Negotiating Team.
 - b. The Negotiating Team - to be at least equal in number to that team of board members selected for the negotiating team of the Board of Education.
- c. Professional Rights and Responsibilities **Committee** - to process individual and Association professional problems in the area of **rights, responsibilities, grievances and ethics.** This committee shall be comprised of the Association Building Representatives from each school, in addition to the Grievance Chairperson.
- d. **Membership and Social Committee** - to promote membership in the local Association, the CEA, and the NEA. To plan activities for increased fellowship, to assume the responsibility for annual Association functions and **to sponsor a scholarship program.** This committee shall be comprised of the Vice President and the school building representatives.
- e. **Instructional and Professional Evaluation Committee** - to **acquire** and distribute materials to the membership concerning any plans for teachers to implement state statutes regarding teacher evaluation **including the acquisition of CEUs and in-service training.** The committee must cooperatively develop with the **Region 16 Board of Education** a total evaluation process under the State Department of Education guidelines.

Section 5.

Chairpersons of all committees, especially those that are in direct contact with the Board of Education, should be tenured Association members.

Section 6.

Officers of the Association and chairpersons of standing committees shall be exclusive. No Association member shall hold more than one of these positions at the same time, except where specifically listed as one of his/her duties.

Section 7.

If a Standing Committee cannot be formed because of a lack of volunteers, it shall be inoperative for the year. In such instance, the Executive Board, as a group, will assume the necessary duties.

Section 8.

Other committees as required shall be established by the President with the approval of the Executive Board and shall be appointed from a list of volunteers whenever possible.

ARTICLE X - QUORUM

Section 1.

A quorum for all Association meetings shall consist of **twenty percent (20%)** of the active members.

Section 2.

A quorum for the Executive Board shall consist of seventy percent (70%) of its members.

Section 3.

All votes pertaining to salary, Association stipends, and fringe benefits shall require a majority of the total membership in attendance for passage.

ARTICLE XI - EXPULSION AND REINSTATEMENT OF MEMBERS

The Executive Board shall have the power to censure, suspend, or expel any member for cause after due notice and hearing, and shall have the power to reinstate any suspended or expelled member. Disciplinary action against a member for violation of the CEA's Code of Ethics shall be taken only on the basis of a recommendation duly submitted in writing by the Professional Rights and Responsibilities Committee, following a full and proper hearing.

ARTICLE XII - AFFILIATION

This organization shall affiliate annually with the Connecticut Education Association under its rules and with the National Education Association under its rules.

ARTICLE XIII - AMENDMENTS

These by-laws may be amended by a two thirds vote of those present at any regularly called meeting of the Association, providing all members of the Association have received, in writing, a copy of the proposed amendment at least ten (10) school days prior to the regular meeting at which action on the proposed amendment will be taken.

ARTICLE XIV - REIMBURSEMENT OF ASSOCIATION BUSINESS DAYS

When a teacher finds it necessary to take a day for official Association business, there shall be reimbursement under the following conditions:

- a. The teacher has exhausted his/her professional days for the year and needs another day.
- b. The day would be taken without pay. At this point, the Executive Board would vote whether to reimburse the teacher the amount of pay lost.

ARTICLE XV - GRIEVANCE ARBITRATION PROCEDURE

Section 1. -- Procedure

- a. Upon receipt of a written level 3 grievance reply, the grievant has two (2) school days to notify the Chairperson of the Professional Rights and Responsibilities Committee (hereafter known as PR&R) if the grievant wishes to continue to arbitration.
- b. The grievant MAY also request an opportunity to make a presentation of the case to the PR&R Committee and the Executive Board before any decision is made by them.
- c. If arbitration is determined not to be warranted by the Executive Board, the grievance is ended.

Section 2.

Any grievance processed by the Association shall be forwarded to arbitration after an affirmative vote by the Executive Board.

ARTICLE XVI - CONTRACT- MEMBERSHIP RATIFICATION

In order for ratification of any tentative agreement, these procedures must be followed:

A. Preparation Procedures:

1. On the first full day after a tentative agreement has been reached, the President shall call for an emergency meeting of the Executive Board and the Personnel Policies Committee. At said meeting, the proposed changes will be discussed. The Personnel Policies Committee and the Executive Board will then vote to endorse or reject the tentative agreement. An affirmative vote is necessary for the ratification process to continue.
 - a. Within three (3) school days after a tentative agreement is reached, the Personnel Policies Committee will prepare distribute to each member of the bargaining unit a complete set of all proposed changes.
 - b. It will be the responsibility of the Building Representatives or designees to distribute these proposals at their respective schools.
2. The President, in consultation with the Executive Board, will call a meeting of the general membership. This meeting will take place no less than seven (7) school days from the date of the tentative. The purpose of this meeting shall be to:
 - a. discuss the tentative agreement, and
 - b. vote whether or not to accept said agreement.

B. Meeting Procedures:

3. The President shall preside over the general meeting.
4. The Chairperson of the Personnel Policies Committee (also called the Negotiating Team) shall present the tentative agreement to the membership.
5. Once all proposed changes have been explained, Association members will be given an opportunity to speak concerning changes.

C. Voting Procedures:

6. Voting shall occur by the general membership at the ratification meeting.
7. Voting shall be by secret ballot.
8. All votes will be tabulated at the close of the meeting by the Chairperson of the Personnel Policies Committee and the Executive Board Officers.
9. A majority of the votes must be in favor of acceptance in order for ratification to occur.

10. If the tentative agreement is defeated, then negotiations will resume as required by state statutes.