

REGION #16 EDUCATION ASSOCIATION

CONSTITUTION AND BY-LAWS

Ratified June 9, 2010

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.

Section 3.

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

Section 4.

Honorary members shall include all former members of the Association no longer engaged in active service in Region #16. Such members shall enjoy all the privileges of active members but shall not have the right to vote or hold office.

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 majority vote of the membership present at 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 local 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 from continuous membership must be by a written statement to the Treasurer prior to August 31st.

ARTICLE V - DUTIES OFFICERS

Section 1.

The officers of this Association shall be a President, a Vice-President, a Secretary, and a Treasurer. Within ten calendar days, after the election, the President and Vice-President have the option of choosing to share duties as Co-Presidents. The final decision to serve as Co-Presidents is at the President-elect's discretion, and shall be made known to the Executive Board in writing within the aforementioned ten calendar days. In this case, the two shall share all duties regularly assigned to the President and Vice-President.

Section 2.

The officers shall be elected for a term of one year.

Section 3.

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.

Section 4.

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

- a. a vacancy in the office of President shall be filled temporarily by the Vice-President
- b. a vacancy in any other office shall be filled temporarily by a member of the Association appointed by the Executive Board.
- c. a special Association meeting shall be called to elect the new officer provided two weeks notice of such election shall have been given.

Section 5.

Impeachment. If any officer is accused of dereliction of duty, the Executive Board shall investigate all charges and make 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. Two weeks notice of such impeachment shall be given.

ARTICLE VI - EXECUTIVE BOARD

Section 1.

In addition to the officers specified in Article V, 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 presidents) 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.

Section 2.

The representatives from each school shall be elected for a term of one year by the members of the Association in each school. This election shall take place at the last regular Association meeting of the school year.

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 will attend the All Presidents' Meeting of the CEA.
- 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 copresidents, 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.
- c. The Vice-President shall serve as chairman of the Membership Committee and will continuously update the membership roster. In addition, he/she 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 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.

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. He/She shall keep an itemized record of receipts and expenditures. He/She shall report orally at each Association meeting, and will distribute a written report annually at the first scheduled meeting of the school year and at such times as the Association, Executive Board, or President shall direct.
- b. 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. -- **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 V, Sec. 4)
- d. It shall investigate and make a recommendation in any accusation involving impeachment. (Art V, Sec. 5)
- 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 V, Sec. 5.
- 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 6. -- **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.
- b. Each Building Representative will gather membership information from the members and forward it to the Chairperson of the Membership Committee in a timely manner.
- c. An Association Building Representative will chair informal grievances at the building level.
- d. Each Association Building Representative will represent the Association at a minimum of one County Council meeting per year.
- e. Each Building Representative shall be paid \$200 at the last regular Association meeting of the school year.

Section 7. -- **GRIEVANCE CHAIRPERSON**

- a. The Grievance Chairperson shall arrange for training of Association Building Representatives in the areas of members' rights and ethics, in addition to his/her responsibilities as stated in Section 6, a--e.
- 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 shall have all local, CEA, and NEA dues paid on his/her behalf. Reimbursement shall be paid at the last regular Association meeting.

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.

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.

Meetings are open to active members of the Association only, except by invitation of the President.

Section 4.

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 5.

It is recommended that all meetings be rotated among the schools.

Section 6.

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.

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.

There shall be the following Standing Committees whose chairpersons will be appointed annually by the President with the advice of the Executive Board. The indicated numbers of members are to be considered minimums, and committees shall be at least that size and composition whenever possible.

- a. Legislative/Political Action Committee - to handle local, state, and national legislative matters, and to work with political endorsements and questionnaires. There shall be five (5) members.
- b. Personnel Policies 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 Personnel Policies 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:

1. 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.
 2. 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. Public Relations - to interpret the programs of the Association and the schools to the public. There shall be five (5) members.
 - d. Professional Rights and Responsibilities - to process individual and Association professional problems in the area of grievances and ethics. This committee shall be comprised of the Association Building Representatives from each school, in addition to the Grievance Chairperson.
 - e. Membership - to promote membership in the local Association, the CEA, and the NEA. This committee shall be comprised of the Vice President and the school building representatives.
 - f. Evaluation - to prepare and distribute materials to the membership concerning any plans for the teachers to implement the state statutes regarding Teacher Evaluation. The committee must plan to cooperatively develop with the board a total evaluation process under the State Department of Education guidelines. There shall be five (5) members.
 - g. Social - to plan activities for increased fellowship, and to assume the responsibility for annual Association functions.
 - h. UniServ - to be the liaison and communicant between the Association and the UniServ. This will be a committee of one (1) member appointed by the President with the approval of the Executive Board. This person shall also be the chairperson of Legislative/Political Action Committee.
 - i. Instructional and Professional Development - to aid the members in in-service training and to sponsor a scholarship program.

Section 4.

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

Section 5.

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 6.

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 7.

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:

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

C. Voting Procedures:

1. Voting shall occur by the general membership at the ratification meeting.
2. Voting shall be by secret ballot.
3. All votes will be tabulated at the close of the meeting by the Chairperson of the Personnel Policies Committee and the Executive Board Officers.
4. A majority of the votes must be in favor of acceptance in order for ratification to occur.
5. If the tentative agreement is defeated, then negotiations will resume as required by state statutes.