

ROCKFORD EDUCATION ASSOCIATION

BYLAWS

Revised as of 10/23/09

I. Rules

Roberts' Rules of Order, latest edition, shall be the authority on all questions of procedure not specifically established in the Constitution or Bylaws.

II. Meetings

- A. General Membership Meetings: There shall be a minimum of one general membership meeting each year. Such meetings shall be scheduled by the Executive Board at the beginning of each school year as to the times, places, and dates of each meeting. It shall be the president's power to modify the times, date or place of any meeting upon notification to the membership within five (5) working days.
- B. Special Meetings: Either the President or the Executive Board may call a special meeting upon one day notification to the general membership as to the time, place, date and purpose of said meeting.
- C. Executive Council Meetings: The Council shall meet monthly during the school year in accordance with the calendar adopted by the Executive Board. After establishment of the calendar, the membership shall be notified of dates, times and place of meetings..
 - 1. Open to all members
 - 2. Member shall be permitted to address a meeting during new business items.
 - 3. Additions or changes to the meeting schedule may be made by the President or three members of the Council with at least 18 hours notice, except in emergencies. .
 - 4. Minutes of each meeting must be kept and made available for membership inspection.

- D. Ratification Meeting: The ratification balloting will be conducted by secret ballot of the active members. The Elections Committee shall establish balloting guidelines to include but not limited to:
1. Privacy of voting
 2. Proper identification of active members
 3. Accuracy of administering and tabulating ballots.

The balloting shall take place after the negotiations team reaches a tentative agreement. Balloting shall take place no earlier than five (5) calendar days after the summary of the tentative agreement is made available to the membership for informational use and no later than forty-five (45) calendar days after the tentative agreement is reached. A general membership meeting will be held to inform the members of the content of the tentative agreement and this meeting shall take place prior to the balloting. The contract will be ratified or turned down by a majority vote of the active voting members.

Only active REA members may vote on ratification. Persons who tender agency shop fees (fee payers) do not have voting rights.

- E. Agenda: An agenda shall be established for all general and special meetings. It shall include a means for bringing any and all business matters before the membership.

- F. Withholding Services:
Sec.1 – the decision to withhold services shall be made subject to the following procedures.
1. The bargaining team recommends said action to the Executive Council.
 2. The Executive Board recommends said action to the membership; and,
 3. The membership approves said action by an affirmative vote of 75% of those members voting.

III. Quorum:

A. A majority of active members shall be required to establish a voting group for all Executive Board, Executive Council, and committee meetings.

B. Those present shall be a quorum for membership meetings.

C. Contract ratification shall be a simple majority (50% plus 1) of those voting.

IV. Duties of Officers

A. President:

It is the responsibility of the President to:

1. Preside over meetings, appoint members of committees subject to approval of the Executive Council.
2. Serve as ex officio member of all committees.
3. Represent the association before the public, be executive officer of the association.
4. Submit the annual budget for consideration, co-sign all monies in the form of checks dispersed by the association treasurer.
5. Maintain contact and communication with the programs and policies of KCEA, MEA and NEA, and inform members of such.

B. Vice President:

It is the responsibility of the vice president to:

1. Familiarize themselves with the duties and plans of the president, the goals of the association and serve as assistant president helping and supporting the president in all their duties.
2. Act as an alternate to any meeting (local, county, KCEA etc.) the president is unable to attend due to extenuating circumstances.
3. Facilitate meetings through familiarity and use of Robert's Rules of Order, act as parliamentarian.
4. In the absence of a chairman for a standing committee (PAC, etc.) act as chairperson until the position is satisfactorily filled.
6. Act as chair of the Bargaining Committee
 - a. Solicit, gather candidates for the negotiation team and run the election for the team.
 - b. Work with the team to develop, distribute and gather surveys, as well as compiling results that lead the negotiation process.
 - c. Attend the KCEA Bargaining meetings. Meet with the negotiating team for ongoing updates from these meetings.

C. Secretary:

It is the responsibility of the secretary to:

1. Maintain a concise reporting and record of Association business making sure the summary reflects the important points of discussion.
2. Keep the minutes and the permanent record of association business and activities. Keep a permanent minutes book.

Distribute the minutes to the membership for vote of acceptance before upcoming meetings for corrections or changes.

4. Certify with the local president to the state and national association the names of all persons chosen to serve as delegates from the local association to the annual meetings and to such other meetings as requested. (See IX B)

5. Keep a systematic method of filing
 - a. Letters received
 - b. Copies of letters sent
 - c. Records of the association, in particular voting
 - d. Treasurer's reports
 - e. List of all committee members
 - f. All standing committee reports
 - g. Any ad-hoc committee reports
 - h. Negotiating committee reports
 - i. Up to date copies of the constitution and by-laws
 - j. Up to date copies of contracts including letters of understanding.

6. Sent out notices of regular and special meetings of the association, including an agenda.

7. Carry on the correspondence of the association.

8. Take a place beside the president at all meetings and be prepared to run the meeting in the absence of the president and vice president.

D. Treasurer:

It is the responsibility of the treasurer to:

1. Receive, protect, care for all funds of the association.

2. Disburse the funds of the association in accordance with the direction of the executive board. All monies distributed in the form of checks must be co signed by the president of the association. No checks shall be made payable to cash.
3. Maintain an accurate accounting of the association funds to be reported in a monthly treasurer's report in writing submitted to the secretary, including statements received from monthly investments, details on receipts and disbursements.
4. Prepare the treasurer's books for a yearly report and audit (independent during election year, internal the alternate year).
5. Work with the membership chair to maintain an accurate record of members and payment of dues in local, state and national association.
6. Work with the membership chair to forward state and national dues and membership record to the proper authorities.
7. Assist in preparing the budget and dues schedule in partnership with the Administration Business Office for the year and serve as financial advisor to the association. Oversee any finance committee developed for future financial need.
8. Prepare all forms necessary for yearly filing with the IRS.
9. Make payment to the various officers and committees (where appropriate) in accordance with the payment schedule agreed upon by the executive council based on % of base salary. See payment schedule attached.
10. Reconcile payroll with reporting form from MEA/NEA two (2) times per year.

E. Membership Chair:

It is the responsibility of the membership chair to:

1. Work with the treasurer in duties specifically relating to the membership.

2. Maintain an accurate record of local members in particular the fee payers.
3. Act as liaison to the fee payers and work with the president to ensure that all fees are paid.
4. Assist the treasurer and president in any membership drive developing materials to assist in their effort.

V. Delegate(s) to the MEA/NEA Representative Assembly

- A. MEA Representative Assembly delegates: The term of office for MEA Representative Assembly delegates and alternates shall be three (3) years commencing on September 1. Elections shall be held prior to June 1.

When there are four (4) or more MEA Representative Assembly delegates elected, Representative(s) of Minority Persons 3-1G shall be elected as required by the MEA Constitution and Bylaws. Each MEA Representative Assembly delegate shall serve as a Region Council delegate.

- B. NEA Representative Assembly delegates: The term of office for NEA Representative Assembly delegates and alternates shall be three (3) years commencing on September 1. Elections shall be held prior to April 1.

When there are three (3) or more NEA Representative Assembly delegates elected, Representative(s) of Minority Persons 3-1G shall be elected as required by MEA Constitution and Bylaws.

- VI. Power of Executive Board: The Executive Board shall have the duties, responsibilities, and final authority for conduct of the Association in all matters, except as provided in the Constitution and Bylaws, The Board may at any time refer matters to the general membership for consideration.
- VII. Association Representatives: The Association Representatives shall represent their buildings on the Executive Council and report on the proceedings of such to the membership of the building. He/She will post a notice of the general meeting one (1) week in advance of the meeting date, and in such a place where all members of the building will be able to

see it. If a member of the Executive Council should miss three (3) consecutive meetings of the Executive Council, then that body may declare that member's position open and a new member may be selected from the individual's building. The building representatives shall be set up on the following basis:

- 0-15 - one representative
- 16-25 - two representatives
- 26-35 - three representatives
- 36-45 - four representatives
- 46-55 - five representatives
- etc.

Itinerant teachers will be counted for the school at which they receive their paycheck.

- A. The Association Representatives shall be the liaisons between the Executive Council and their respective buildings. The Representatives will communicate monthly with their buildings within a week after the meeting of the Executive Council.
- B. The Association Representatives shall be subject to recall from office by a simple majority vote of the Association Members of their respective buildings.

VIII. Committees:

The president is authorized to establish such committees as the Executive Council or general membership deem advisable. There shall be a standing Grievance Committee, Public Relations Committee, Elections Committee and a Bargaining Committee.

IX. Nominations & Elections:

- A. The President shall appoint an Elections Committee, which shall establish election procedures, which guarantee that all elections shall provide for open nominations, secret ballot, voting procedures and preservation of ballots for at least one (1) year.
- B. The Executive Council shall certify the Elections Committee report and publish results for the election. Official reports of elections must be filed with MEA for Representative Assembly (RA) Delegates within ten (10) days after the election or local officers within thirty (30) days after the election.
- C. Elections will be conducted by May 1 of each election year. New officers and representatives will assume duties on July 1. All elections shall be by secret ballot.
- D. Vacancies in one of the positions shall be filled by the Executive Council until the next general election, except vacancy in the office of

President. The President shall always be elected by a vote of the membership. All officers plus MEA and NEA delegates must be elected at large by members in good standing.

E. Every active member in good standing shall have the opportunity to vote. All elections shall take place following the one member/one vote principle.

X. Vacancies: The Executive Board shall appoint someone to fill any vacancy for the remainder of an unexpired term.

XI. Dues:

A. Dues of the Association shall consist of the total amount of local, KCEA, State and National dues.

B. Local dues shall be established by a vote of the membership.

C. Special assessments can only be voted by the membership.

D. Each unit may also maintain a fund for needs unique to it and maintain by its Treasurer.

E. All dues shall be collected through payroll deduction. Any changes based on individual choice to alter this plan must be handled by the individual through the REA Treasurer. These arrangements must be done prior to the start of the new school year.

F. Lump sum payment of dues must be arranged before the first paycheck of the school year. The lump sum shall be paid by October.

XII. Amendments:

A. Amendments to these Bylaws may be introduced by a petition signed by fifteen percent (15%) of the total active membership and submitted to the Secretary. Amendments to the Bylaws may also be introduced by the Executive Council. These proposed amendments shall be acted upon at a subsequent meeting of the membership or by ballot within at least sixty (60) days of submission. A copy of the proposed amendment together with the recommendations of the Executive Council shall be sent to each member of the association at least fifteen (15) days prior to voting. A majority vote of the active membership voting is required to adopt the proposed amendment, which shall become effective immediately upon adoption unless otherwise provided.

B. These Bylaws may be reviewed every three (3) years.

ADOPTED _____

PRESIDENT	_____	_____
VICE PRESIDENT	_____	_____
SECRETARY	_____	_____
TREASURER	_____	_____

