

# WAWASEE COMMUNITY EDUCATOR'S ASSOCIATION CONSTITUTION AND BYLAWS

**Adopted: February 20, 2008**

**Revised: May 18, 2010**

**Amended: August 16, 2010**

## **Article I**

The name of our professional organization shall be Wawasee Community Educator's Association and shall be referred to in the Constitution and Bylaws as the Association.

## **Article II**

- Section 1. To promote within the educational employee group the highest type of professional practices; to encourage active member participation in all school matters; and to urge all members to further develop respect for professional morality.
- Section 2. To cooperate with community projects that will result in mutual understanding and contributions on the part of both educational employees and the community for the benefit of all children in the Wawasee Community School Corporation.
- Section 3. To represent active members by securing and maintaining terms and conditions of employment which will improve professional growth, morale and security of educational employees in the Wawasee Community School Corporation.
- Section 4. To encourage educational employees to exercise their rights and privileges and to willingly work for or accept positions of leadership in civic affairs.
- Section 5. To work for the welfare of school children, the advancement of public education, and the improvement of educational opportunities for all.
- Section 6. To hold assets and incur liabilities necessary for the attainment of Association purposes.
- Section 7. General membership meetings shall be held at least one time per year.
- Section 8. Association meetings shall be held at a time, date, and place to be established by the President.

## **Article III Membership**

- Section 1. Full Membership-Active. Any person who is a certificated employee of Wawasee Community School Corporation may become a member of this Association. To become a member, a qualified person must pay the current annual dues of the United Education Profession (local, Indiana State Teachers Association, and the National Education Association) and agree to abide by the Code of Ethics of the National Education Association.

- Section 2. Part-time Membership (1/2 day). Any person who is a certificated employee of Wawasee Community School Corporation for ½ day contract may become a member of the Association. To become a part-time member of this Association a qualified person must pay full local dues, ½ state dues, and ½ NEA dues and agree to abide by the Code of Ethics of the National Education Association.
- Section 3. Reserve Active Membership. Any active member establishing status with the Association as being on leave of absence from the profession for the school for professional improvement or emergency shall be eligible for Reserve Active Membership. To obtain a reserve active membership a qualified person must pay full local, 1/3 state, and ½ NEA dues and agree to abide by the Code of Ethics of the National Education Association.
- Section 4. Rights of Membership. All active members of the Association shall have the right to full voting privileges and to hold offices. The Association shall not deny membership to individuals on the basis of race, sex, creed, or national origin.
- Section 5. Obligation of Membership. All active members shall agree to abide by the provisions of the Code of Ethics of the National Education Association and shall support the stated purposes and objectives of the Association.
- Section 6. Continuation of Membership. Active membership shall be continuous until the member leaves the school corporation or resigns from the Association in writing to the President (resignations must be submitted between August 15 and September 1 of each calendar year. Any resignation received after September 1 shall be held until the following membership year and may be honored at the request of the resignee).
- Section 7. Membership Year. The membership year shall be September 1 to August 31.

#### **Article IV Duties and Terms of Officers**

- Section 1 The officers of the Association shall be a President, Vice President (s), Secretary, and Treasurer and the immediate Past President, all of whom shall be members in good standing.
- Section 2 Duties of each Officer:
- The President shall call and preside at all the meetings of the Executive Board and the Association. He/She shall, with the Treasurer, sign all vouchers. He/She shall appoint all committees not otherwise provided for, except the nominating committee, subject to the approval of the Executive Board, and shall be an ex-officio member of all committees, except the nominating committee. The President may relieve any chairperson of his/her duties for just cause and with the consent of the Executive Board. He/She shall serve as a District Council Delegate. He/She shall represent the Association to the state and national conventions when possible. The President shall provide for the auditing of the Treasurer's books at the end of each fiscal year and when the Treasurer's term of office expires.

- The Vice President shall assume all duties of the President in case of absence or resignation of the President. The Vice President shall be responsible for any additional duties assigned to him/her by the President. He/She shall chair the Association membership enrollment and shall inform members of policies, programs, and accomplishments of the Unified Association. He/She shall serve as a District Council Delegate.
- The Secretary shall keep a record of all meetings of the Association. He/She shall also keep a file of the names of the members. It is the secretary's duties to conduct the correspondence of the Association.
- The Treasurer shall be responsible for the collection of dues from the Association Representatives. He/She shall have charge of all funds of the Association, shall deposit them in a bank in the name of the Association and shall disburse them as authorized by the Executive Board. He/She shall propose a budget for the following year at the April meeting and be approved by the Executive Board at the May meeting.
- The Association Representatives shall serve on the Executive Board. They shall collect dues from the members in their building. They shall communicate with those they represent, providing the members with information about the Association's business and sending the members' views and opinions about matters of concern to the Association. The Association Representative shall submit the name of an individual from their building to the Executive Board to serve on the nominating committee.
- The District Council delegates shall attend the DISCO meetings and report information at the Executive Board meetings. They will have the authority to represent WCEA in all matters pertaining to the DISCO Council. However, the delegate may not obligate the expenditure of WCEA funds without the approval of the local Executive Board.

**Article V**  
**Executive Board**

- Section 1      The Executive Board shall consist of elected officers, District Council Representatives, and Association Building Representatives. Persons serving only as appointed committee chairpersons can serve as non-voting members of the Executive Board.
- Section 2      The Executive Board shall conduct the affairs of the Association between meetings of the general membership.
- Section 3      The Executive Board is authorized to spend money as designated in the approved budget. Other expenditures shall be referred to the membership for approval.
- Section 4      The Executive Board shall meet once a month and other meetings may be called when deemed necessary by the President or by 2/3 of the members of the Executive Board.
- Section 5      The governing body shall have the power to fill any officer vacancies. The person so appointed shall serve only until the next general election.

Section 6 The Executive Board shall establish annual dues and prepare the budget for the following year.

**Article VI  
Due Process**

The Association believes that any member who may be subject to censure, suspension, or expulsion shall be guaranteed due process with the right to appeal. Such procedures shall be adopted by the Executive Committee. Such decision may be appealed to the Judicial Review Board of the Indiana State Teacher's Association.

**Article VII  
Affiliation**

The Association shall affiliate with the Indiana State Teacher's Association and adhere to the standards required for such affiliation. Affiliation with any other professional organization deemed appropriate shall only be adopted with the combined approval of the Executive Board and the active membership.

**Article VIII  
Dissolution**

In the event of dissolution of the Association, any assets remaining after payment of all debts of the Association shall be transferred by the Association to either another association approved by the Internal Revenue Service as a not-for-profit association, or a school, association, or corporation that is a not-for-profit organization under the Internal Revenue Code Sec. 501©3, 501©5 or 501©6.

**Article IX  
Contract Ratification Process**

- Section 1. When tentative agreement of a contract has been reached, it shall be the responsibility of the negotiations chairperson to notify the W.C.E.A. President. The President (or designee) will inform all members of the proposed changes to the contract.
- Section 2. The President may call a formal presentation meeting to be held immediately after a tentative agreement has been reached to clarify proposed contract changes. The process may be conducted via e-mail rather than a formal presentation.
- Section 3. The Executive Board is responsible for the notification of all W.C.E.A. members regarding the date and time of all presentation and ratification meeting(s).
- Section 4. Admission to presentation and ratification meetings shall be limited to W.C.E.A. members.
- Section 5. The ratification meeting will be held no sooner than three (3) days following the presentation meeting(s).
- Section 6. The contract ratification voting will be by secret ballot. A simple majority of members voting is required to ratify the contract.

## **Article X Amendments**

An amendment to this constitution may be proposed at a meeting of the Executive Board or of the general membership. The proposed amendment must be presented at a general meeting of the association. It shall be discussed and voted on by the general membership. The voting shall be by referendum ballot and shall be conducted by the Association Building Representatives of each school. At least two weeks shall elapse between presentation and voting on a proposed amendment. Adoption of said amendment shall require a two-thirds (2/3) majority vote of the members voting.

# **BYLAWS**

## **Article I Rules of Order**

Robert's Rules of Order, Newly Revised shall be the authority on all questions of procedure not specifically stated in this Constitution and Bylaws.

## **Article II Elections**

- Section 1 Nominating Committee. A nominating committee, chosen by the Executive Board, shall prepare a slate of nominations for the President, Vice President, Secretary, Treasurer, District Council Delegate (s) and District Council Alternates. The chairperson of the nominating committee shall present the prepared slate and accept nominations from active members. The officers will be elected by secret ballot which will be created, disbursed, collected and counted by the nominating committee.
- Section 2 Installation of Officers. The newly elected officers shall be installed at the May meeting and assume office at the end of the current school year.
- Section 3 Officer Terms. The President, Vice President, and Immediate Past President shall serve terms of Two (2) years in each office. The Treasurer, Secretary, District Council Delegate(s) and District Council Alternates and Association Building Representatives will be elected in for two (2) years. The President and Secretary shall be elected in the even years. The Vice-President and Treasurer shall be elected in the odd years. Each school will have two (2) Association Representatives to be elected in alternating years.
- Section 4 Ethnic Minority Representation. Ethnic Minority Representation shall, whenever appropriate, be at least proportionate to the Ethnic Minority Membership of the Association.
- Section 5 Vacancies in Association Building Representative positions shall be filled with an election conducted by the building membership.

## **Article III Committees**

- Section 1. Standing Committees:
- Membership Committee: The Vice President is Chairperson of the Membership Committee with each Association Building Representation serving as a member of the committee.
  - Legislative and Political Action Committee
  - Public Relations Committee

- Discussion Committee: Committee Chairperson is appointed and approved by the Executive Board. Discussion Committee members are to be made up of Executive Board Members.
- Professional Negotiations Committee
- Grievance Committed is to be comprised of the President, Vice-President, Discussion Chairperson, and Negotiations Chairperson. Other members may be appointed and approved by the Executive Board.
- Health Insurance Committee
- Wellness Committee

Section 2 Ad Hoc Committees may be formed as deemed necessary by the President and the Executive Board. These committees must have stated purposes with the chairperson being selected by the President with the approval of the Executive Board. These committees may include but are not limited to the following: Sick Leave Bank Committee, Retirement Gift Committee.

### **Article V Delegates**

Section 1 Delegates to the Representative Assembly of the Indiana State Teachers Association and the National Education Association convention shall be elected by the membership. The election shall be conducted with open nominations and a secret ballot. Delegates to the Indiana State Teachers Assembly shall be elected in accordance with ISTA Bylaw requirements regarding such elections.

The election of NEA delegates is to be completed and reported according to the State Plan (filed with NEA in January).

Section 2 Provision shall be made for run-off elections, if necessary.

### **Article VI Dues**

Section 1 The annual dues of the Association shall be set based on the proposed budget presented at the April Executive Board Meeting and voted upon at the May Executive Board Meeting.

Section 2 The Officers of the Association shall have their dues reimbursed on the following schedule:

- One half of the reimbursement at the December Executive Board Meeting and one half at the May Executive Board Meeting.
- President---full payment of dues
- Vice President---one half payment of dues
- Secretary and Treasurer---one quarter payment of dues
- Discussion Chairperson---one half payment of dues
- Contract Maintenance/Bargaining Chairperson---full payment of dues

## **Article VII Amendments**

The Bylaws may be amended by a majority vote of members of the Executive Board provided a written proposal has been filed with the Secretary and the membership notified by the Association Representatives; and that the proposed amendment was presented at a previous meeting for consideration and discussion.