ARTICLE I – RULES
Roberts’ Rules of Order, Latest Edition shall be authority on all questions of procedure not specifically stated in the Constitution and Bylaws.

ARTICLE II – MEETINGS
Section 1. General Membership meetings shall be called by the President or Executive Board as needed. At least a 24-hour notice is required, specifying date, time, place, and purpose of such meetings.

Section 2. The Executive Board shall meet at least once a month during the school year. After establishment of a calendar, the membership shall be notified of dates, times and place of meetings.

Section 3. Special meetings may be called by the President or by a petition of 30% of the membership.

ARTICLE III – QUORUM
Section 1. A quorum for meetings shall be 30% of the members. When no quorum is present at a general membership meeting, the Executive Board shall have the power to transact any business which was listed on the agenda of that general meeting, except for contract ratification (Bylaws: Article XV, Section 3-b, #3).

Section 2. The quorum for any meeting shall be established at the beginning of the meeting. Once the quorum is established, all business items listed on the agenda may be completed on the basis of the originally established quorum.

ARTICLE IV – TERMS OF OFFICE
Section 1. Elective Offices
a. Shall serve for a three (3) year term as provided in Article IV, Section 1 of this Constitution.

b. The President and the Vice-President shall be MEA and NEA Representative Assembly Delegates for terms concurrent with their regular terms of office.

c. MEA Delegates shall also be elected as NEA Delegates. These delegates shall serve three (3) year terms. To be elected on years which alternate with the terms of the President and the Vice President.
d. All Executive Committee level representatives and at-large representatives shall be elected by the members of the Executive Board at its September meeting from its membership. Executive Committee members so elected shall serve a one-year term, until the following September meeting of the Executive Board.

ARTICLE V – DUTIES OF OFFICERS

Section 1. The President’s duty shall be those normally carried out by the President of an organization including the following:

a. To act as chairperson of the Executive Board, general membership meetings and to prepare the agenda for such meetings.

b. To appoint the parliamentarian and all committee chairpersons, except as otherwise provided, subject to the approval of the Executive Board, and to be ex-officio member of all standing and Ad Hoc committees.

c. To represent the membership before the public and be responsible for administering its affairs.

d. To employ necessary part-time office help.

e. To be sole official spokesperson of the Association (An exception may occur with the permission of the President.)

f. To serve as a member of the negotiating team.

g. To distribute inter-building communications.

h. To serve as MEA and NEA Representative Assembly Delegates.

Section 2. The Vice President shall assume duties as directed by the President including the following:

a. Serve in the absence of the President.

b. Attend meetings of the organization

c. Serve as a member of the Grievance Committee.

d. Serve as a member of the negotiating team.

e. To serve as MEA and NEA Representative Assembly Delegate.

Section 3. The immediate Past President shall give aid and advice to the Professional Negotiations Team when requested.
Section 4. The **Recording Secretary** shall:

a. Keep accurate minutes of all general and Executive Board meetings and distribute them.

b. Maintain official files and perform duties as directed by the President.

Section 5. The **Treasurer** will:

a. Report monthly to the Executive Board on receipts and expenditures and on the general financial condition of the Association.

b. Hold the funds of the Association and disburse them according to the operating procedures of the Executive Board.

c. Prepare an annual financial statement for presentation to the membership.

d. Serve as chairperson of the budget committee.

e. Arrange for an annual audit.

f. Recommend a candidate for membership chairperson.

g. The Treasurer and any officer authorized to handle funds shall be bonded.

Section 6. MEA/NEA Representative Assembly Delegates shall:

a. Attend all meetings related to the position.

b. Alert the Association to significant actions of the state association and to issues to be presented to the MEA/NEA R.A.

c. Present oral or written reports of MEA Region 2 Council and MEA/NEA RA activities to the Executive Board.

ARTICLE VI – COMMITTEES

Section 1. The Standing Committees of the PCEA shall be established to carry out the goals and objectives of the United Profession. These Standing Committees shall be:

a. Instruction and Professional Development

b. Public Relations/Communications

c. Legislation

d. Membership

e. Elections
f. Grievance

g. Recognition

h. Seniority

i. Negotiations Support

j. Benefits

Except as provided in these Bylaws, all committees shall function according to the operating procedures of the Executive Board of this Association.

Section 2. Grievance Committee is a special Standing Committee and is constituted as follows:

a. The Grievance Committee shall consist of a seven (7) member committee made up of the Vice President and six (6) members appointed by the President, subject to the approval of the Executive Board, and shall represent members, minimally, as follows:

1. A chairperson appointed by the President with the approval of the Executive Board.

2. One member each, representing Elementary, Middle School, High School, and Pupil Personnel Services.

3. One member selected “at-large.”

4. The Uniserv Director shall be an ex-officio member.

b. The Grievance Committee shall meet when necessary to consider complaints from a member or the membership, and implement appropriately the procedures of the Master Agreement.

Section 3. Ad Hoc Committees

The President shall have the power to appoint, with Executive Board approval, such other committees as the Executive Board or the general membership deem advisable.

Operating procedures for Ad Hoc Committees shall be as adopted by the Executive Board.

ARTICLE VII – PROFESSIONAL NEGOTIATING TEAM
Section 1. The PN Team shall consist of three permanent members: the President, the Vice President, and the Chief Negotiator, who may select additional members in accordance with Master Agreement.

Section 2. The PN Team shall determine and prepare the initial contract proposal to be submitted to the Board of Education.

Section 3. The PN Team shall have the power to negotiate tentative agreements with the Board of Education; including the power of compromise, present and/or withdraw proposals.

Section 4. The PN Team shall have the power to present a tentative agreement for ratification to the membership.

Section 5. The PN Team shall have the power to make recommendations relative to ratification of a tentative agreement.

Section 6. The PN Team shall have the power to establish Ad Hoc PN Advisory Committees and to provide their directions.

Section 7. The PN Team once selected shall remain in place until a successor agreement is ratified, provided that if a new president is elected, he/she shall join the team at the time of election.

ARTICLE VIII – CHIEF NEGOTIATOR

Section 1. Selection of the Chief Negotiator shall be as follows:

a. The President shall appoint an Ad Hoc Nominations Committee, representing high school, middle school, elementary, and Pupil Personnel Services, subject to the approval of the Executive Board.

b. The President shall call an initial meeting of the committee prior to October 15th in the final year of a contract, at which time the committee shall elect a chairperson.

c. The Nominations Committee shall seek out interested persons to nominate for the position of Chief Negotiator.

d. All candidates shall be screened by the Executive Board.

e. A majority vote of the Executive Board shall elect the Chief Negotiator.

f. In the event of a proposed contract extension or expedited bargaining, the Executive Board shall select the Chief Negotiator.
Section 2. The Chief Negotiator shall:

a. Serve as chairperson of the Professional Negotiations Team and shall act as chief spokesperson in formal negotiations and during all contract maintenance meetings.

b. Chair Professional Negotiations Advisory Committee.

c. Report to the Executive Board.

d. Attend negotiation training sessions.

e. Select the Negotiation Support Committee in conjunction with the President.

ARTICLE IX – BOARD OF REFERENCE

Issues that would normally be referred to a local board of reference shall be referred to the MEA Board of Reference in accordance with MEA’s procedures and policies.

ARTICLE X – POWERS OF THE EXECUTIVE BOARD

Section 1. Upon the Executive Board shall rest the duties, responsibilities and authority for conduct of the Association in all matters except as provided in the Constitution and Bylaws: The Executive Board may, at any time, refer matters to the general membership for consideration.

Section 2. The Executive Board shall have authority to call special meetings of the general membership or Executive Board if the President is unwilling or unable to do so.

Section 3. The Executive Board shall have authority to remove MEA and NEA delegates from office for failure to perform duties stated in Bylaws by a simple majority of those present.

Section 4. The Executive Board shall have authority to call a general membership meeting for the purpose of recall of an officer who has not fulfilled the duties according to the Bylaws. Voting will take place in the buildings. A vote of two-thirds of the entire membership will be required to remove said officer.

ARTICLE XI – BUILDING REPRESENTATIVES

Section 1. Building Representatives and Alternates shall be elected in May in each building on a basis of one (1) representative for every ten (10) members or major fraction thereof, with a minimum of two (2) members per building.
Section 2. Only members of the Association in good standing are qualified to be Building Representatives.

Section 3. Building Representatives’ duties shall be to attend regular meetings of the Executive Board, call meetings of building membership to discuss Association business, conduct enrollment of members in building, provide communication between members and the Executive Board.

Section 4. Building Representatives’ terms of office:

a. Shall be for one year beginning September 1st.

b. Vacancies shall be declared as per Article IV, Section 3, of this Constitution.

c. Vacancies shall be filled through appointment by the building chairperson until the next regular election.

d. Building chairpersons shall be elected each year by their fellow building representatives.

e. Shall expire on August 31st except those years when a Master Agreement is pending. In the latter case, Building Representatives’ terms shall expire when the agreement is ratified.

Section 5. Upon presentation of a petition signed by thirty (30) percent or more of the members at a work location, an election for building representative will be held.

ARTICLE XII – NOMINATIONS AND ELECTIONS

Section 1. The President shall appoint an elections committee which shall establish election procedures, with the Executive Board’s approval, which guarantees that all elections shall provide for open nominations, secret ballot, voting procedures, and the preservation of ballots for one year after the Executive Board has certified the results. Election results will be forwarded, within thirty (30) days after the election, to MEA after certification.

Section 2. The Executive Board shall certify the Elections Committee report and publish results of the election.

Section 3. Vacancies in one of the positions shall be filled by the Executive Board until the next general election, except a vacancy in the office of the President and/or Representative Assembly Delegate. The President shall always be elected by a vote of the membership. Representative Assembly Delegates shall be replaced by the duly elected alternate.

Section 4. All officers plus MEA/NEA delegates must be elected at-large by the membership.
ARTICLE XIII – MEMBERSHIP AND DUES

Section 1. Dues of the Association shall consist of the total amount of local, state and national dues. Local dues shall be assessed at .125 percent of the previous year’s average salary.

Section 2. Dues may be paid by payroll deduction by all members on a regular scheduled payroll. Members may also choose to pay annually directly to the Association office.

Section 3. Application for membership in this Association shall be made on the prescribed form. Applications shall include a signed authorization for payroll deduction of dues where applicable.

Section 4. An eligible applicant shall be considered an Association member when his completed application has been processed in the Association office.

Section 5. Any member whose dues have been in arrears for more than one month and who has been notified of same shall be referred to the Board of Reference with the appropriate charge.

Section 6. Additional dues assessments may be made, if recommended by the Executive Board and approved by an affirmative vote of the majority of members voting. Voting on these assessments shall be by secret ballot in the buildings.

ARTICLE XIV – STIPENDS AND RENUMERATION

Section 1. Stipends shall be established in the budget and approved by the Executive Board.

Section 2. Remuneration for individuals authorized by the President or the Executive Board to attend conferences, or other official meetings shall be as provided in the Operating Procedures adopted by the Executive Board.

ARTICLE XV – RATIFICATION

Section 1. The negotiations team is authorized to enter into a tentative agreement with the Employer subject to ratification according to the following procedure:

a. The PN Team shall inform the membership of a tentative agreement.

b. The actual text of the contract changes must be distributed to the membership at least 48 hours prior to a general membership meeting held to explain the tentative agreement and to entertain debate on its merits.

c. The PN Team must present a recommendation to the membership at the meeting call pursuant to (b) above.
d. A ratification vote shall be held in the buildings within two workdays of the general membership meeting.

e. Ratification shall be by secret ballot and requires a majority of the votes cast.

f. In the event of a job action, a general membership meeting will be called by the PN Team to explain the tentative agreement and make a recommendation. A vote will be taken on the job action, and a simple majority of those present will decide.

Section 2. Any changes made in a Master Agreement during the term of the agreement must follow the ratification procedures described in Section 1 above.

ARTICLE XVI – AMENDMENT OF THE BYLAWS

Section 1. The Bylaws may be amended by an affirmative vote of a majority of the members voting. All proposed amendments must be heard at two Executive Board meetings. Proposals may be initiated either by a majority of the Executive Board or by petition of 30% of the general membership. A proposed amendment must be posted in the school buildings for a minimum of five school days before the vote. Voting shall take place by secret ballot in the buildings.

Section 2. Amendments to the Bylaws have immediate effect unless otherwise provided.

04/2000