

# Collective Education Association of St. Mary's County

## BYLAWS

### ARTICLE I

#### NAME

The name of this Association shall be Collective Education Association of St. Mary's County

### ARTICLE II

#### OFFICERS AND BOARD OF DIRECTORS

Section 1: The officers of the Association shall consist of a President, Vice President, Secretary, and Treasurer.

Section 2: The Board of Directors shall consist of the officers listed above, and five (5) Members at Large representing each of the following classifications: Administration; Instructional Support; Operations; Trades; and Retired members.

*Transition Language: These bylaws are effective 11-16-08; except in the case of the officers and the board, which will continue in its current structure until the new officers are elected into office and begin their new term on July 1, 2009.*

Section 3: To be eligible for office, a member must be an active dues paying member for at least one year prior to nomination and must remain a dues paying member while in office.

Section 4: Officers shall be elected by the membership of the Association for a two year term. The President and Secretary shall be elected on odd-numbered years. The Vice President and Treasurer shall be elected on even-numbered years.

Section 5: Board of Directors shall be elected by the membership of the Association for a two year term. Should two or more vacancies occur on the Board of Directors at the same time, an election shall be held. Administration and Trades Members-at-Large shall be elected on odd-numbered years. Instructional Support and Operations Members-at-Large shall be elected on even-numbered years.

Section 6: No officer or Member-at-Large shall serve more than two consecutive terms in the office to which elected, unless there are no nominations to fill that office at the end of the second term. In that event, the incumbent officer may be re-elected for one additional term.

Section 7: All officers shall assume office on July 10<sup>th</sup>.

## ARTICLE III

### DUTIES OF OFFICERS

- Section 1: The duties of the President shall include the following:
- (a) preside at all meetings of the Association and the Board of Directors;
  - (b) serve as ex-officio member of all appointed committees except the Nominations and Elections Committee;
  - (c) appoint all standing committees and special committees with the advice and approval of the Board of Directors;
  - (d) sign all vouchers authorized by the Board of Directors within the limit of the budget;
  - (e) oversee the development of a program plan; and
  - (f) attend MSTA functions, the NEA RA, meetings with the Superintendent, and Board of Education meetings.
- Section 2: The duties of the Vice-President shall include the following:
- (a) complete the unexpired term should the office of President become vacant;
  - (b) perform the duties of the President when that officer is absent; and
  - (c) work closely with one or more committees.
- Section 3: The duties of the Secretary shall include the following:
- (a) keep accurate records of the proceedings of the Association and the Board of Directors meetings;
  - (b) distribute copies of such records as requested by the President or Board of Directors;
  - (c) keep on file a correct list of the names and address of all officers, members of the Board of Directors, and chairpersons and members of all committees; and
  - (d) serve as chair of the Membership Committee.
- Section 4: The duties of the Treasurer shall include the following:
- (a) receive all Association funds;
  - (b) keep an accurate account of the funds;
  - (c) deposit all funds in an insured financial institution in the name of the Association;
  - (d) disburse funds of the Association by check over the signatures of the Treasurer and President, upon approval of the Board of Directors;
  - (e) prepare and distribute a monthly financial report of the Association funds to the Board of Directors and a quarterly report to the general membership;
  - (f) present a budget proposal to the Board of Directors at the February meeting for approval;
  - (g) prepare the books for an audit/accounting review prior to the expiration of his/her term in office;
  - (h) transfer to his/her successor, all monies, books, papers, and property in his/her possession belonging to the Association upon the expiration of his/her term of office; and
  - (i) serve as chair of the Budget Committee.

- Section 5: The duties of the Members at Large shall include the following:
- (a) coordinate and communicate with bargaining unit members in their area of representation;
  - (b) report to the Board of Directors any concerns of the classification represented;
  - (c) promote membership within his/her classification represented; and
  - (d) serve as liaison between the member and CEASMC.

Section 6: The Board of Directors shall have power to fill vacancies within the Board of Directors, except for the office of President.

#### **ARTICLE IV**

#### **MEMBERSHIP**

Section 1: The Membership year shall be September 1<sup>st</sup> through August 31<sup>st</sup>.

Section 2: Members of CEASMC shall also be members of MSEA and NEA.

Section 3: Membership in the Collective Education Association of St. Mary's County, the Maryland State Education Association, and the National Education Association shall be continuous unless the member provides written notice to the Association President between August 15<sup>st</sup> through August 31<sup>st</sup> of his/her intent to resign from the Association. The written notice must be sent by mail or delivered to the Association in person. Said resignation will be effective beginning the new membership year, September 1<sup>st</sup>.

#### **ARTICLE V**

#### **GENERAL MEETINGS**

Section 1: There shall be at least two general membership meetings during the year, one toward the beginning of the school year and one towards the end of the school year.

Section 2: Special meetings shall be held at the call of the President, the Board of Directors or by petition of 10% of the general membership.

#### **ARTICLE V**

#### **PARLIMENTARY PROCEDURE**

Section 1: Robert's Rules of Order (latest revision) shall govern and be the authority on all questions of procedure not specifically stated in the bylaws.

## ARTICLE VI

### DUTIES OF COMMITTEES

- Section 1: The Membership Committee shall promote membership in the Association.
- Section 2: The Nominations and Elections Committee shall canvas the membership for nominations. Official nomination forms will be sent to all members along with a letter explaining the nominations and elections process and giving a time-table of the deadlines involved. The nominations must be accompanied by a statement that the nominee is willing to run for office. The committee shall present to the Board of Directors at its March meeting a slate of nominees. Following the March meeting of the Board of Directors, the Committee on Nominations and Elections shall distribute ballots to all Association members and record their votes. They shall announce the results of the election to the Board of Directors at its May meeting and the general membership at the end of year meeting.
- Section 3: The Constitution and Bylaws Committee shall continuously evaluate the provisions of the Constitution and Bylaws in order to make recommendations for amendments; and the Committee shall receive all proposed amendments to the Constitution and Bylaws and submit for approval to the Board of Directors.
- Section 4: The Negotiations Committee shall be made up of all interested members. The duties of the Negotiations Committee shall be to conduct surveys of the general membership to determine contract needs to develop proposed changes based on survey results and to prepare justifications. The committee shall assist in preparation for contract negotiations with the Board of Education. The President shall appoint members of this committee to serve on the Negotiations Team.
- Section 5: A Budget Committee shall be appointed to assist the Treasurer in preparing an Association budget for presentation to the Board of Directors at its February meeting. The committee shall present the approved budget to the general membership for adoption at the end of the year meeting. The Committee shall also be responsible for assisting the Treasurer in preparation for an audit/accounting review.
- Section 6: The Review Board shall be elected at the first general meeting. The Review Board shall consist of five (5) members. The Review Board shall rule on matters of Bylaw interpretation referred to it by the Board of Directors. They shall rule upon and be final judge on all election disputes referred to it by any candidate. The Review Board shall process and certify any recall procedure.

**ARTICLE VII**

**IMPEACHMENT**

- Section 1: Any officer of the Association may be impeached for an unlawful act, for misconduct, or for gross negligence to the office.
- Section 2: Impeachment proceedings against an officer may be initiated by written petition submitted to the Review Board by at least 10% of the general membership.

**ARTICLE VIII**

**QUORUM**

- Section 1: A quorum for the Board of Directors shall be a simple majority of the designated Officers and Board of Directors.
- Section 2: A quorum for the general membership shall consist of a majority of the members of the Board of Directors and Association members present.

**ARTICLE IX**

**REIMBURSEMENT**

- Section 1: Reimbursement for out-of-county travel by the President or his/her designee must be submitted in writing and approved by the Board of Directors. Upon approval the President or his/her designee shall be paid at the rate set in the budget.
- Section 2: If a mileage reimbursement is provided by MSTA, no reimbursement will be made by CEASMC.
- Section 3: Mileage reimbursement shall not exceed the Association's adopted budget.

**ARTICLE X**

**AMENDMENTS**

Proposed amendments to the Bylaws shall be submitted in writing to the Constitution and Bylaws Committee. The Committee shall present proposals to the Board of Directors. The Board shall either accept or reject the proposals. If the Board accepts, the Committee shall send written copies of the proposed amendment(s) to all members of the Association two calendar weeks in advance of the membership meeting at which a vote on the amendment(s) will take place. A two thirds (2/3) vote of those voting at a regular or special meeting shall be necessary to adopt the amendment(s).

## ARTICLE XII

### **CONTRACT RATIFICATION GUIDELINES**

Ratification of the Negotiated Agreement shall take place at a general membership meeting. Proposed changes in the contract must be approved by the Board of Directors and submitted to the membership in writing prior to a ratification vote. Ratification of a contract requires a majority vote of the members voting.

12-18-08 Revised, Accepted by general membership on 2-19-09