

**CONSTITUTION AND BYLAWS
OF THE
STILLWATER EDUCATION ASSOCIATION
FEBRUARY 1990**

CONSTITUTION

Article I - Name

The name of this Association shall be the Stillwater Education Association, which is affiliated with the Oklahoma Education and the National Education Associations.

Article II - Purpose

- Section 1: To promote the highest quality of professional practices, to encourage active participation of all educators in the promotion of the best total education program for all children of all the people, and to arouse allegiance to a genuine spirit of professional ethics and growth.
- Section 2: To encourage participation in the selection and training of teachers, to promote the continued growth of teachers through in-service training programs, and to work toward improvement of the quality and benefits of the profession.
- Section 3: To promote cooperation between schools; to encourage responsible civic action; and to aid in interpreting for the public the objectives, needs, and progress of education in Oklahoma.
- Section 4: To encourage and promote participation in the formulation and implementation of education policies in the local, the Oklahoma Education Association, and the National Education Association.
- Section 5: To pursue a course of action to maintain the highest standards in educator preparation and certification and to work diligently for conditions of employment conducive to good teaching and learning, adequate remuneration, professional security, and academic freedom.

Article III - Membership

- Section 1: Membership shall be composed of all educational personnel presently employed in the Stillwater Public Schools upon the member's payment of the annual dues of the National Education Association, the Oklahoma Education Association, and the Stillwater Education Association.
- Section 2: No educational personnel of the Stillwater Public School System shall be denied membership. No member of the Association shall be denied the right to vote; to hold office; or be subject to discrimination because of age, race, religion, or educational position.

Article IV - Officers and Executive Board

- Section 1: The officers of the Association shall consist of a President, President-elect, Vice-president, Secretary, and Treasurer.
- Section 2: There shall be an Executive Board with executive powers. The Executive Board shall consist of the above officers and the Past President.

Article V - Representative Council

- Section 1: The policy-forming body of the Association shall be the Representative Council.
- Section 2: The Representative Council shall consist of the Executive Board, one or more representatives from each school, Negotiations Chairperson, and OEA Delegates and Alternates.
- Section 3: A parliamentarian will be appointed by the President. This person will have voting privileges only if he is a member of the Representative Council.
- Section 4: In each attendance site, those persons who are members of the Association shall elect, for a term of one year, one representative for the Representative Council for every ten members or major fraction thereof.
- Section 5: The Association shall encourage ethnic minority representation on its Representative Council at least proportionate to its active minority membership.

Section 6: Any member of the Association who is not a member of the Representative Council may attend the meetings, may be recognized to speak, but must refrain from voting.

Article VI - Amendments

Section 1: An amendment to the Constitution shall be submitted to the Executive Board in writing.

Section 2: A written copy of the proposed amendment and any recommendations shall be submitted to the Representative Council.

Section 3: Representative Council by majority vote shall recommend the proposed amendment to the membership.

Section 4: The proposed amendment shall be posted for consideration in each attendance site for a minimum of ten working days before voting.

Section 5: Voting shall be by secret ballot and the amendment must be adopted by majority vote of members in attendance.

BYLAWS

Article I - Rules of Order

The latest revision of Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in this Constitution and Bylaws.

Article II - Duties and Terms of Elected Officials

- Section 1: The officers, with the exception of the Treasurer, shall take office on June 1 and serve for one year.
- Section 2: The term of office for each of the Delegates and the Alternates to the Delegate Assembly shall be for three (3) years, with staggered terms. The line of succession for placement shall be observed as provided in the OEA Constitution. The President-elect will become a Delegate to the Delegate Assembly as the fifth member.
- Section 3: The term of office for each of the Negotiations Committee members shall be for three (3) years, with staggered terms.
- Section 4: In case of a vacancy in any office, it shall be filled by the Representative Council, with the exception of the President and President-elect. The President-elect shall assume the duties of the President. Should the office of President-elect become vacant, the Association shall be called into emergency session at which time the membership shall elect a new President-elect. If the President-elect resigns and the presidency is vacant, the Association shall be called into emergency meeting by the Vice-president, and a President and President-elect shall be elected.
- Section 5: The President shall preside at all meetings of the Association, of the Executive Board, and of the Representative Council. The President shall appoint all committees not otherwise provided for and shall be ex-officio member of all committees. The President is responsible for the local's annual report to the state association and shall be delegate to the NEA-RA.

- Section 6: The President-elect shall assume the duties of the President in the absence of the President. The President-elect shall be chairperson of the Program Committee. The President-elect shall be responsible for the SEA Yearbook. At the expiration of the President's term of office, the President-elect shall assume office as President. The President-elect shall serve as Delegate to the OEA Delegate Assembly.
- Section 7: The Vice-president shall preside at meetings, in the absence of the President and the President-elect; and shall be chairperson of the Community Relations Committee, including American Education Week.
- Section 8: The Secretary shall keep a written record of all meetings of the Association, the Executive Board, and the Representative Council. The Secretary shall prepare and keep on file a correct list of the names and addresses of the members of the Representative Council. The Secretary shall prepare a brief report of the proceedings of the Representative Council and send to each building to be posted, within five (5) days following the Council meeting. In cooperation with the President, the Secretary shall certify the local's annual report. The Secretary shall chair the Internal Relations Committee.
- Section 9: The Treasurer shall be responsible for the collection of all dues. The Treasurer shall have charge of all funds of the Association, shall deposit them in the bank in the name of the Association, and shall disburse them by co-signed check as authorized by the Executive Board. The Treasurer shall serve on the Budget Committee as chairperson the year following the term of office.
- Section 10: The Past President shall serve as member of the Executive Board and the Representative Council for one (1) year following the term of presidency and shall serve as NEA-RA Delegate.
- Section 11: The Delegates to the OEA Delegate Assembly shall represent the Association at the annual Delegate Assembly. The President-elect shall serve as the voting Delegate. Any Delegate shall notify the President as soon as possible if unable to attend. The Delegates shall ask for directions from the membership for pending issues. The Delegates shall be responsible for informing the membership of action taken at the OEA Delegate Assembly.
- Section 12: Building Representatives shall be elected by the members in each building by May 1. Duties shall include serving on the Representative Council and representing the membership at these meetings. The Representatives shall call meetings of the Association members within their buildings to discuss Association business, appoint such building committees as the Association may require, organize and oversee the elections of representatives, and facilitate communication.

Article III - Powers and Duties of the Executive Board

- Section 1: The Executive Board shall:
- a. be responsible for the management of the Association;
 - b. authorize all expenditures within the limits of the budget;
 - c. by a two-thirds vote, authorize the spending of money for non-budgeted items, not to exceed \$150 in any one case.
Disbursements in excess of \$150 must have the approval of a majority of the Representative Council.
 - d. propose policies for consideration by the Representative Council;
 - e. execute policies established by the Representative Council;
 - f. cause to be reported to the members its transactions and those of the Representative Council;
 - g. establish such special committees as may be necessary; and
 - h. set the agenda for the Representative Council and all General Meetings.
- Section 2: The meeting of the Executive Board shall be held prior to the Representative Council meeting or any time at the call of the President or at the call of the majority of the members of the Board.

Article IV - Powers and Duties of the Representative Council

The Representative Council shall approve the budget, determine yearly dues, act on committee reports, establish policies of the Association, and adopt rules for governing the conduct of meetings as are consistent with this Constitution and Bylaws.

Article V - Standing Committees

- Section 1: There shall be standing committees appointed by the President, subject to the approval of the Executive Board, with the exception of the Negotiations Committee. All chairpersons shall be appointed by the President with the exception of the Program, Community Relations, Internal Communications, Negotiations, and Audit Committees. The standing committees shall be responsible for the specific functions outlined in this Constitution and in accord with the State Constitution. They shall have at least five (5) members and may, with the approval of the Executive Board, organize special sub-committees.
- Section 2: Each standing committee shall meet at the call of the committee chairperson.

Section 3: Each standing committee shall choose a recorder who shall keep a continuing record of activities. Chairpersons shall report to the Executive Board and shall prepare an annual written summary of committee action, and a list of committee personnel. Reports shall become part of the continuing committee records in the Association files.

Section 4: The standing committees shall have duties and responsibilities as follows:

- A. The Program Committee shall plan the program for each meeting of the Association, shall notify members of the program, and shall endeavor to see that the year's program includes those topics pertinent to the profession. The President-elect shall chair this committee.
- B. The Community Relations Committee shall publicize the achievements and goals of their schools and their local and state associations, and also coordinate American Education Week activities. One member of this committee should meet with each of the standing committees to better publicize activity. The Vice-president will chair this committee.
- C. The Member Rights Committee shall include the work of member rights and personnel policies. This committee shall work to insure the rights of local educational personnel. This committee is authorized to file grievances in the name of the Association.
- D. The Legislative Committee shall cooperate with Oklahoma Education Association Legislative Committee, shall work toward legislative goals, and shall keep the members informed about pending legislation. This committee shall inform legislators and candidates for office of OEA legislative goals. The chairperson should serve as the legislative contact with OEA while the Legislature is in session. Committee members will consist of a representative from each building.
- E. The SEA Staff Development Committee shall consist of the teacher representatives on the District I-16 Staff Development Committee. This committee shall be concerned with the continual improvement of instruction and professional development. A representative shall attend the Zone 12 meeting to plan Zone professional day activities.

- F. The Internal Communications Committee shall be the communication link between the President and building representatives, shall meet once a month with the superintendent as the Advisory and Communications Board, and shall extend appropriate expressions of courtesy to SEA members whenever the occasion arises. This committee will function throughout the year, beginning June 1, and will be chaired by the SEA Secretary.
- G. The Social Committee shall make suitable arrangements for any and all social affairs sponsored by the Association and shall provide refreshments as appropriate at meetings.
- H. The Negotiations Committee shall consist of five (5) elected members, serving three (3) year rotating terms, and two alternates. The Chairperson shall be selected by the committee members and shall represent the committee on Representative Council. Committee members shall represent teachers at the bargaining table.
- I. The Membership Committee shall emphasize benefits of current membership in the United Teaching Profession (UTP), be responsible for enrolling members in the Association, and provide the President, Treasurer, and EPAC chairperson with a current list of the SEA and EPAC membership.

Article VI - Special Committees

Each year the President, with the approval of the Executive Board, shall appoint such special committees as may be necessary and shall discharge the committees upon completion of their duties. These committees shall operate according to guidelines approved by the Executive Board.

Section 1: The Audit Committee shall consist of the Past President and two other members appointed by the President with approval of the Representative Council. This committee shall provide verification of SEA financial statements during June.

Section 2: The Budget Committee shall consist of the two past presidents, the current treasurer, and the past treasurer, who shall serve as chairperson. This committee will be responsible for presenting a budget.

Article VII - Nominations and Elections

- Section 1: Officers for the ensuing year shall be elected in April. All officers, except the Treasurer, shall take office on June 1. The Treasurer shall take office after the audit is completed by the SEA Audit Committee.
- Section 2: The President, with approval of the Executive Board, shall appoint the Nominating Committee by February 1. The committee shall consist of at least one representative from each building. The proposed slate of officers will be presented at the March Representative Council meeting. The proposed slate will be posted in each building.
- Section 3: Open nominations shall begin at least thirty (30) days before elections. Candidates may be nominated from the floor at the April General Meeting of the Association. Nominations will be closed at the end of this meeting and candidates may draw for ballot position.
- Section 4: Elections shall be by secret ballot and plurality vote. Voting shall be in members' respective buildings during April.

Article VIII - Meetings

- Section 1: There shall be a minimum of three (3) general membership meetings of the Association each year. The first meeting shall be held during the week preceding the opening of school. The Executive Board shall determine the time and place of all meetings.
- Section 2: Special meetings shall be held at the call of the President or two-thirds (2/3) vote of the Representative Council.

Article IX - Dues

- Section 1: The annual dues will include the local, state, and national association dues. Provisions shall be made for late employments.
- Section 2: The amount of annual dues shall be recommended by the Representative Council and approved in general meetings.

Article X - Quorum

- Section 1: The members present shall constitute a quorum at general membership meetings.
- Section 2: A majority shall constitute a quorum for Representative Council meetings.
- Section 3: A majority shall constitute a quorum for all committee meetings.

Article XI - Amendments

- Section 1: An amendment to the Bylaws shall be filed in writing with the SEA Secretary.
- Section 2: A written copy of the proposed changes and any recommendations shall be submitted to the Representative Council.
- Section 3: The proposed amendment shall be presented to the membership one month in advance of the meeting at which it is to be voted upon.
- Section 4: The amendment must be adopted by majority vote of the members present.