

CONSTITUTION & BYLAWS
of the
WILBURTON EDUCATION ASSOCIATION

ARTICLE I

NAME

The name of this Association shall be the Wilburton Education Association. *OK*

ARTICLE II

PURPOSE

The purpose of this association shall be to represent the interests of its members on the local, state, and national levels through the programs of the United Teaching Profession.

ARTICLE III

MEMBERSHIP

Membership shall be composed of all certified educators in the Wilburton Public Schools upon payment of the annual dues of this association, the Oklahoma Education Association, and the National Education Association *OK*

ARTICLE IV

OFFICERS AND EXECUTIVE COMMITTEE

Section 1

The officers of the association shall consist of president, past-president, president-elect, secretary/treasurer, and delegates and alternates to the Oklahoma Education Association Delegate Assembly and the National Education Association Representative Assembly.

Section 2

There shall be an Executive Committee with executive powers, consisting of the above officers and one building representative from each building.

ARTICLE V

ELECTIONS

Section 1

Officers and Executive Committee members for the ensuing year shall be elected during the spring meeting of the Association during even numbered years (starting in 1988). President-elect shall be elected during the spring meeting of the Association during odd numbered years (starting in 1989).

Section 2

A Nominating Committee shall be appointed by the President. The Committee shall consist of at least one representative from each building.

Section 3

There shall be a slate for each office. Provision will *OK* be made for open nominations.

Section 4

Election shall be by secret ballot and by plurality *OK* vote.

Section 5

Eligibility to vote and eligibility for election shall *OK* be based upon proof of membership.

ARTICLE VI

AFFILIATION

This Association shall be an affiliate of the Oklahoma *OK* Education Association and the National Education Association.

ARTICLE VII

DUES

Association dues shall be determined each year by the membership at the time of election of officers during the spring meeting.

ARTICLE VIII

AMENDMENTS

A proposed amendment to the constitution shall be submitted to the Executive Committee in writing. Copies shall be distributed to the membership at least ten (10) days prior to it being voted upon. Voting will be by secret ballot, and a two-thirds majority shall be necessary for the amendment to pass.

ARTICLE IX

QUORUM

A quorum for business shall be the number of members present at a regular meeting. A quorum for the Executive Committee shall be 50% of the Executive Committee plus one person.

ARTICLE X

MEETINGS

Regular meeting of the Association shall be held during the months of September and March. Other meetings will be held as called by the President or Executive Committee. *OK*

BYLAWS

ARTICLE I

RULES OF ORDER

The method of procedure of the Association shall be based on the latest revision of **Roberts Rules of Order**.

ARTICLE II

DUTIES AND TERMS OF OFFICERS

Section 1

All officers and Executive Committee Members shall take office on July 1, and shall serve for a period of two years, with the exception of President-Elect, who shall serve for one year.

Section 2

The term of office for each of the delegates and alternates to the Delegate Assemblies shall be for two (2) years in accord with the Oklahoma Education Association Constitution.

Section 3

In case of a vacancy, the office shall be filled by the Executive Committee, with the exception of the president. If there is a vacancy in the office of president then the past-president, or president-elect, shall serve as acting president until the Executive Committee calls for a special election for a replacement to complete the current term of office.

Section 4

The President shall preside at all meetings of the Association and of the Executive Committee. He/She shall appoint all committees not otherwise specified and shall be an ex-officio member of all committees except the Nominating Committee. The President is responsible for the Unit's reports to the Oklahoma Education Association.

Section 5

The Secretary-Treasurer shall keep a record of all meetings of the Association and of the Executive Committee. In cooperation with the President, the Secretary-Treasurer shall certify the Unit's annual report and shall be responsible for the collection of all dues. He/She shall have charge of all funds of the Association, shall deposit them in the name of the Association, and shall disburse them as authorized by the Executive Committee or the President.

Section 6

The Delegates to the Oklahoma Education Association Assembly shall represent the Association at the annual Delegate Assembly. The delegate shall notify the President as soon as possible if unable to attend. The delegates shall ask for directions for pending issues. The delegates shall be responsible for informing the membership of action taken at the OEA Delegate Assembly.

Section 7

Building Representatives shall be elected by the members in each of their own building by May 1. They will take office July 1. Duties shall include serving on the Executive Committee and representing the members at the Committee meetings. The Building Representatives shall be responsible for notifying the membership in their building of meetings and shall be a channel of communication between the membership and the Committee.

Section 8

The immediate past-president shall act in an advisory capacity and as a voting member of the Executive Committee. He/She shall assist in the development of a budget for the year.

Section 9

Delegates to the NEA Representative Assembly shall be elected in the ratio of one for each 150 members for a term of two years. She/He shall take office on July 1.

ARTICLE III

POWER OF THE EXECUTIVE COMMITTEE

The Executive Committee shall be responsible for the management of the Association, approve all expenditures from the general fund with the exception: The President will have discretionary power to spend up to one hundred dollars (\$100.00) for each single expenditure. The committee shall set the dues, report transactions of the committee to the membership, act on reports of committees and approve resolutions and make recommendations and other policy statements. The committee shall meet as the President designates.

ARTICLE IV

COMMITTEES

Committees shall be appointed by the President with the approval of the Executive Committee. Committees are responsible to the President, and the Chairpersons of necessary committees shall be given a committee charge for the year by the President. Such charge shall detail their duties and responsibilities. Chairpersons shall make written reports to the President and Executive Committee when requested. Suggested committees include: Public Relations, Membership, Nominations, and Social.

ARTICLE V

AMENDMENTS

Amendments to the Bylaws shall be made only by proposal in writing to the Executive Committee with copies distributed to the general membership for consideration at least ten (10) days prior to voting. A majority is required for approval, and voting must be by secret ballot.