

Constitution of the Jenks Classroom Teachers Association

Article I/Name: The name of the association shall be Jenks Classroom Teachers Association; hereafter referred to as JCTA, Jenks Educators, or Jenks CTA.

Article II/Affiliation: This association shall affiliate as an associate member with the Oklahoma Education Association (OEA) and National Education Association (NEA) under their rules.

Article III/Purpose: The purpose of this association is to promote and strengthen the teaching profession, to work towards the advancement and improvement of instructional opportunities for all students and to advocate for and represent in a collective way the interests of all its members

Article IV/Membership: Membership in JCTA will be open to all certified, non-administrative personnel upon payment of dues and shall be continuing unless terminated for cause. No Educator shall be denied membership, the right to hold office, or subject to discrimination because of age, race, religion, gender identity, sexual orientation or educational position. No educator's membership shall be terminated without due process according to the procedure established by the Representative Council. After due and proper investigation and notification of charges, the Representative Council may, by a two-thirds (2/3) vote, expel any member thirty (30) days after such notification, for the following reasons:

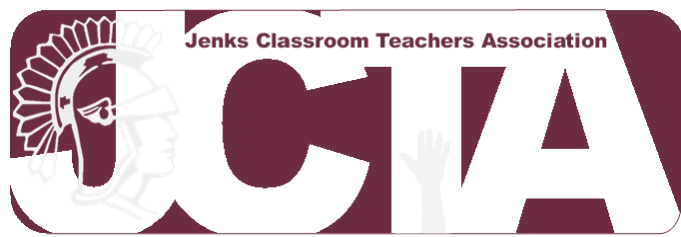
- A: Violation of Code of Ethics of the United Teaching Profession; or
- B: Membership in, or personal advocacy of, an organization which advocates the changing by force the government of the United States; or
- C: Conviction of a felony.

Article V/Officers: The officers of the association shall be President, Vice-Presidents (one from secondary and one from elementary), Secretary, Treasurer, and Past President. These officers shall constitute the Executive Board.

Article VI/Representative Council: There shall be a Representative Council with executive powers. This council shall consist of the Executive Board and the building representatives.

Article VII/Amendments: An amendment to this constitution shall be submitted the Representative Council in writing. The Representative Council shall submit the proposed change to the members thirty (30) calendar days in advance of the next meeting, not more than forty-five (45) calendar days, and it shall be voted on by secret ballot at the meeting. It shall be adopted if approved by a two-thirds (2/3) vote of the members present.

As Amended November 7, 2019



By-Laws of the Jenks Classroom Teachers Association

Article I/Duties and Terms of Officers:

Section 1. All officers shall take office on April 1 and serve for two (2) years, except the President who shall serve for three (3) years.

Section 2. In case of vacancy, it shall be filled by the Representative Council, with the exception of the offices of Vice-President, President, and Past President. A Vice-President appointed by the Representative Council shall assume the duties of President. The office of Vice-President shall be appointed by the newly seated President. Appointee shall be subject to confirmation by the Representative Council.

Section 3. The President shall preside at all meetings of the Association. S/he shall appoint all committees not otherwise provided for herein. The President is responsible for the Association's annual report to the OEA. The President shall serve as delegate to the OEA Delegate Assembly and the NEA Representative Assembly. S/he shall co-sign with the Treasurer, all checks of the association. The President may call meetings of the Executive Board and/or Representative Council and General Membership.

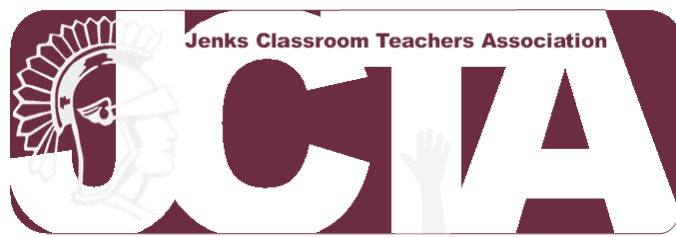
Section 4. A Vice-President appointed by the Representative Council shall assume the duties of the President in the absence of the President. The Vice Presidents shall serve as ex-officio members of all committees, except the Audit Committee.

- a. Vice Presidents shall be elected from members at large.
- b. Vice Presidents shall oversee memberships.
- c. Vice Presidents shall be responsible for other duties as assigned by the President or Representative Council.

Section 5. The Secretary shall keep a record of all meetings of the Association. In cooperation with the President, the Secretary shall certify the Association's annual report to the OEA. The Secretary shall also be responsible for correspondence, as directed by the President or Association. The Secretary shall receive duplicate financial records for audit purposes.

Section 6. The Treasurer shall be responsible for the collection of all dues. S/he 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 as authorized by the Representative Council and the approved Association budget. S/he shall co-sign, with the President, all checks of the association. The Treasurer shall present to the Audit Committee on September 15 the receipts and expenditures, along with the association's books. For oversight, the Secretary shall receive duplicate records on all financial records.

Section 7. The Past President shall serve one year as a member of the Executive Board as a non-voting member. The Past President shall assume such duties as assigned.



Article II/Executive Board: The Executive Board shall implement plans and policies as directed by the Representative Council and shall meet monthly in conjunction with the Representative Council

Article III/Representative Council:

Section 1. The Representative Council shall serve as the executive body in all matters delegated to it. It shall consider and act upon all matters brought before it between General Membership meetings. It shall meet upon the call of the plurality of the membership of Representative Council or upon the call of the President.

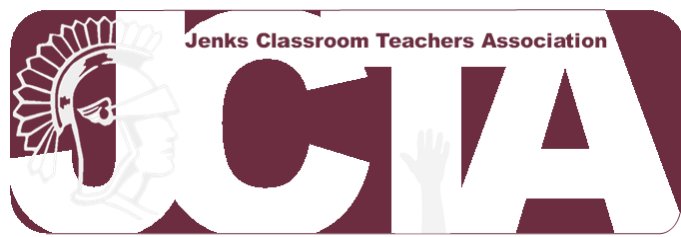
Section 2. The Representative Council shall authorize expenditures according to the Association budget.

Article IV/Standing Committees: There shall be such standing committees as deemed necessary and prudent for the functioning of the Association. The charges of these committees shall be as prescribed by the Representative Council. The President shall submit, for the Representative Council's approval, membership to these committees. All committee findings and recommendations shall be submitted to the Representative Council for appropriate action.

- A. Budget
- B. Negotiations
- C. Nominating
- D. Scholarship
- E. Advocacy
- F. Community Care

Article V/AdHoc Committees: Each year, or as needed, the Representative Council under the leadership of the President, 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 rules approved by the Representative Council.

Article VI/Audit Committee: The Audit Committee shall be composed of three (3) Representative Council members nominated and established no later than September 15 by the Representative Council. Current members of the Executive Board are ineligible to serve on the Audit Committee. This committee shall review and examine the Treasurer's Report and submit its findings to the Representative Council during the regularly scheduled October Executive Council Meeting.



Article VII/Nominating Committee and Elections:

Section 1. An Elections Committee shall be appointed by the President with the approval of the Representative Council. The Elections Committee shall submit a slate of candidates to the Representative Council.

Section 2. All nominations shall be open to any member in good standing. All nominations shall be submitted to committee prior to beginning of the Spring Semester.

Section 3. The Elections Committee shall be responsible for the printing, distributing, collection, and counting of the ballots.

Section 4. Election shall be by secret ballot and plurality vote unless Representative Council directs otherwise.

Section 5. Elections shall be held no later than the last Tuesday of January.

Section 6. Each building shall elect its representatives to the Representative Council before the closing of the school year. Newly elected representatives will take office on April 1. At the time of the election, the number of representatives is determined by a ratio of 1:20 or a major fraction thereof in JCTA membership with a minimum of one (1) representative per building.

Article VIII/Membership:

Section 1. Membership requirements shall be as stated in Article IV of the Constitution.

Section 2. Membership privileges will become effective upon subscription of membership.

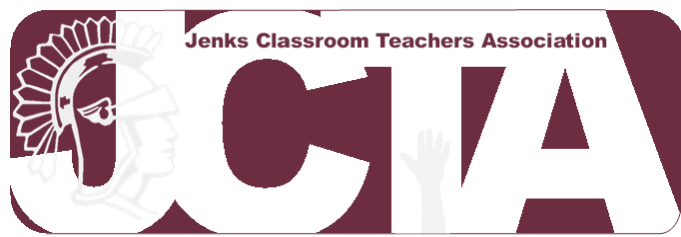
Article IX/Meetings:

Section 1. General meetings of the Association membership shall be held upon call of the Representative Council and/or the President of the association. The President shall determine the time and place for the meeting. At a minimum one (1) meeting shall be held in November with annual budget presentation.

Section 2. Special meetings of the Association shall be held upon call of the Representative Council and/or the President. The President shall determine the time and place for the meeting.

Section 3. The Executive Committee and Representative Council shall meet monthly upon the call of the President, or a plurality vote of its members.

Article X/Dues: The annual dues of this association shall be recommended by the Representative Council, following the development of a budget which will detail the programs, expenditures, and income for the association at the November General Membership meeting.



Article XI/Amendments: An Amendment to the Bylaws shall be submitted to the Representative Council in writing. The Representative Council shall submit the proposed change at the next meeting for a vote by the membership. The meeting must occur thirty (30) calendar days after presentation, but not more than forty-five (45) calendar days. Proposed changes which receive a majority vote of those members present shall be adopted.

Article XII/Rules of Order: Roberts Rules of Order, Revised, shall be the authority on all questions of procedure not specifically stated in the Constitution or Bylaws.

Revised November 7, 2019

Michael Horn, JCTA President

Victoria Vargas, JCTA Secretary