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1992
THE CONSTITUTION OF THE
SAND SPRINGS EDUCATION ASSOCIATION

PREAMBLE

We, the members of the Sand Springs Education Association, in order that the SSEA may speak for education in the City of Sand Springs, advance the cause of education for all citizens, promote professional excellence among educators, gain recognition of the importance of educators in the learning process, advance the interests and welfare of educators, secure professional autonomy, unite educators for effective citizenship, promote and protect human and civil rights, and obtain for its members the benefits of an independent, united teaching profession do hereby establish this Constitution of the Sand Springs Education Association.

ARTICLE I

Name and Affiliation

- Section 1 This organization shall be known as the Sand Springs Education Association.
- Section 2 The Sand Springs Education Association shall be an affiliated local unit of the Oklahoma Education Association and the National Education Association as provided by its Charter and By-laws.

ARTICLE II

Objectives and Purposes

- Section 1 The Sand Springs Education Association shall promote the educational growth and welfare of its members, render more efficient services, and promote professional interest.
- Section 2 The organization shall keep members informed about the local, state, and national associations as a unit in the interpretations and solution of their mutual educational problems.
- section 3 The Sand Springs Education Association shall cooperate with other local organizations in enterprises aimed to protect and promote the welfare of the children and youth of our city, state, and nation.
- Section 4 The Association shall encourage its members to exercise their rights and privileges as citizens and willingly accept civic responsibilities and leadership.

ARTICLE III

Membership

- Section 1 Membership in the Association shall be open to any person employed by the Sand Springs Public School District. Members, where eligible, of the Association shall also be members of the Oklahoma Education Association and the National Education Association.
- Section 2 The catagories of membership shall be Active, Support and Associate.
- A. Active membership shall be open to all employees holding a valid teaching certificate.
 - B. Support membership shall be open to all non-certificed employees.
 - C. Associate membership shall be open to anyone interested in promoting public education and not eligible for either other membership catagory.

ARTICLE IV

Officers

- Section 1 The officers of the Association shall be: President, Vice-President, Secretary, Treasurer, Delegates and Alternates to the Delegate Assembly of the Oklahoma Education Association and the National Education Association. The officers and the faculty representatives shall constitute the Executive Board. All officers shall be elected by secret ballot as prescribed by the Constitution's By-Laws.

- Section 2 Faculty representatives shall be elected by the Association members in their building or group that they represent. Representatives shall be elected according to the following guidelines:

- 1-20 members = 1 representative
- 21-45 members = 2 representatives
- 46- members = 3 representatives

Each school faculty, the administration members, and the support personnel members should follow these guidelines for representation in the Association. All representatives and alternates shall be elected in their buildings by secret ballot on the day of the Association's general election and reported to the election committee that day for validation.

The major functions of the faculty representatives shall be to represent the membership which elected them, and to aid in the Association's communication process.

The elected representatives shall attend all Executive Board meetings. Each representative shall have the right to bring business before the body and to discuss all matters.

- Section 3 Officers elected shall take office on June 1. The representatives to the OEA Delegate Assembly and the NEA Representative Assembly shall serve a designated term. All other officers shall hold office for a period of one (1) year.

Section 4 Nothing in this article shall prevent officers from succeeding themselves in office, if duly elected.

ARTICLE V

Amendments

- Section 1 All proposed Amendments to this constitution shall be in writing and signed by at least twenty-five (25) bona fide members of the Association. The members signing the proposed amendment shall in addition to their names, list their mailing address and the school in which they teach. Proposed amendments shall be submitted to the Executive Board for validation. Validation shall be by the next regular Board meeting.
- Section 2 The Secretary shall present the proposed amendment at the next regular meeting or at a called meeting within fourteen (14) days of the validation by the Executive Board. At the time the amendment is presented by the Secretary, it shall be open for discussion, deletions, additions and corrections, (if approved by the primary author according to Robert's Rules of Order.) The Secretary shall make a copy of the corrected proposed amendment and post in all buildings.
- Section 3 The proposed admendment shall be submitted to the general membership for a vote after it has been in each building for at least one week. This shall take place not more than forty (40) days after validation.
- Sectin 4 This Constitution may be amended by two-thirds (2/3) vote of the membership.

ARTICLE VI

Due Process

- Section 1 The SSEA recognizes a grievance procedure for teachers as a proper method to alleviate grievances concerning school policy. The Association shall insure that members shall be guaranteed all procedural rights and just cause as inherent in the Sand Springs Board of Education Policy (GFB).

BY-LAWS OF THE SAND SPRINGS EDUCATION ASSOCIATION

Article 1

Meetings

- Section 1 The Executive Board shall meet once each month, while school is in session, to transact business of the Association. Special meetings may be called by the President or a majority of the Executive Board.
- Section 2 General membership meetings of the Association shall be held at least once each semester.
- A. The Executive Board shall determine the time and place of the meetings.
 - B. The membership shall be notified specifying: place, date, and time.
 - C. Special meetings may be called by the President or a majority of the Executive Board.
- Section 3 The order of business at any Executive Board or general membership meeting shall be as follows:
- A. Call to order
 - B. Approval of minutes
 - C. Correspondence
 - D. Report of Treasurer
 - E. Report of Committees
 - F. Report of special committees
 - G. Unfinished business
 - H. New Business
 - I. Adjournment

ARTICLE II

Quorum

- Section 1 A quorum for meetings of the Executive Board for the transaction of business of the Association shall be a simple majority of the elected officers.
- Section 2 The members present shall constitute a quorum for general membership meetings.

ARTICLE III

Powers and Duties of Officers

- Section 1 The President shall preside at all Association meetings, Executive Board meetings and perform such other duties common to the office. The President shall be a delegate to the OEA Delegate Assembly and the NEA Representative Assembly. The President shall appoint the Parliamentarian with the consent of the Executive Board.

The President shall make the appointments to fill vacancies with the consent of the Executive board. Appoints shall be until the next regular election.

Section 2 The Vice-President shall serve as chairperson of the program committee, the nominating committee, and the grievance committee. In the event of the vacancy in the office of President, the Vice-President shall become President and serve until the next annual election. The Vice-President shall be a delegate to the NEA Representative Assembly.

Section 3 The Secretary shall keep the minutes of all Association and Executive Board meetings, and perform all other duties prescribed by the Association's Constitution and By-Laws.

Section 4 The Treasurer shall receive all funds of the Association and keep a record thereof. The treasurer shall pay out funds on orders signed by the President and authorized by the Executive Board. The Treasurer shall make an annual written report giving the account of all receipts and disbursements.

Section 5 The elected representatives or their alternates to the Delegate Assembly of the Oklahoma Education Association and National Education Association shall report to the Sand Springs Education Association, all official actions of these bodies. The elected representatives must notify the alternate of absences prior to a scheduled meeting to assure a proper representative vote.

ARTICLE IV

Powers and Duties of Executive Board

Section 1 The Executive Board shall be charged with the responsibility of conducting the general business of the Association and suggesting activities for the membership's consideration. They shall keep the membership informed on pertinent matters pertaining to the profession and perform other such duties as prescribed by the By-Laws.

Section 2 The Executive Board shall meet before each General membership meeting and prepare an agenda of the business to come before the membership and at such other times as the President or a majority of the Board may request.

ARTICLE V

Committees

Section 1 There shall be the following standing committees, appointed by the President with the approval of the Executive Board: Program, Public Relations, Instruction and Professional Development, Member Rights, Legislation, Political Action and Grievance.

Section 2 Committees and Duties

- A. The Program Committee shall be responsible for the program at each general membership meeting and organize such social activities as may serve the needs of members and promote rapport within the Association.
- B. The Communications Committee shall seek to develop public understanding of the purposes and programs of the Association. It shall develop procedures by which the Association can present material through newspapers, radio, TV, and other mass media and work cooperatively with the public in civic, fraternal and social organizations. The Communications Committee shall be responsible for the preparation of the newsletter.
- C. The Instruction and Professional Development Committee shall serve the Association as monitor and initiator of the classroom teachers' input to positive programs of instruction for the schools. It shall serve as a representative of the teachers to a school district's instructional council where such a vehicle exists by contract. The Instruction Committee shall investigate recommended changes in instructional programs for effects such programs may have on the professional educator. It should report its findings or curriculum developments directly to the Executive Committee.
- D. The Member Rights Committee shall explore and prepare programs for securing satisfactory policies and procedures for the redress of grievances. It shall process all grievances filed in accordance with the School Board Policy and policies adopted by the Association. It shall advise the Executive Committee in situations involving the defense of individual rights.
- E. The Legislative Committee shall have broad concern for state and national legislation affecting the interests of the Association. It shall inform members about newly proposed and enacted legislation related to their interests, promote activities leading to the passage of desirable legislation, encourage members to exercise their responsibility to vote and their right to participate in political activity.
- F. The Membership Committee shall organize and conduct membership enrollment. Its members shall attempt to enroll members, new teachers and former members in the SSEA, OEA and NEA. It shall communicate with members on payroll deduction, to return by direct mail any corrections in their status or address after receiving their annual membership cards.
- G. The Political Action Committee shall encourage the membership to accept their civic responsibility in political action. The committee will report to the members the names and positions of the endorsed candidates and secure workers for such candidates.

- H. The Parliamentarian shall serve as Chair of the Constitution Committee; shall rule on points of order at Association and Executive Board meetings. The Parliamentarian shall be well versed on the Constitution and By-Laws and will keep an up-to-date copy of the Constitution with him at all meetings of the Association.

Section 3 The President shall also appoint such other committees as are necessary to initiate, coordinate and forward the work of the Association.

ARTICLE VI

Nominations and Elections

Section 1 The President shall appoint a nominating committee, approved by the Executive Board. The Vice-President shall serve as Chair of the committee. The members of the committee will be four elementary members and four secondary members. A member's name shall not be submitted for an office by the nominating committee without the member's consent. The nominating committee shall present a slate of candidates for office to the Executive Board at the March meeting. Additional nominations may be made by the Executive Board.

Section 2 The President shall not hold office for more than two years.

Section 3 The committee on nominations shall conduct the elections by secret ballot within two weeks of the report to the Executive Board.

Section 4 The report of the committee on nominations shall be posted in all buildings one week prior to the date of elections.

Section 5 Election of officers shall be conducted at the building site by the faculty representative.

ARTICLE VII

Dues

Section 1 The annual dues for the Sand Springs Education Association shall be determined by the Executive Board.

ARTICLE VIII

Fiscal Year

Section 1 The fiscal year of the Association shall begin June 1 and end May 31.

ARTICLE IX

Association Business

- Section 1 The Executive Board shall keep in contact with the State and National Education Associations and keep the membership informed about current school legislation.
- Section 2 Robert's Rules of Order shall be used as a guide in transacting the business of the Association.
- Section 3 An annual budget shall be presented by the President at the May meeting for approval by the membership present. Expenses for OEA and NEA Delegates shall be included in this budget.

ARTICLE X

Representation

- Section 1 The Association shall take all reasonable steps to assure that the elective and appointed bodies shall reflect ethnic minority and educational position representation.

ARTICLE XI

Former Constitution and By-Laws Voided

- Section 1 This document, when approved, supersedes any previous Constitution and By-Laws completely and all provisions and amendments thereof.

ARTICLE XII

Interpretation

- Section 1 The Executive Board shall have the power to interpret the Constitution and By-Laws.

This Constitution and By-Laws was adopted by the membership on _____ , 1987.