

UNITED SAPULPA EDUCATORS

CONSTITUTION

I. NAME

The name of this organization shall be United Sapulpa Educators, hereafter referred to as USE.

II. AFFILIATION

USE shall be an affiliate of the Oklahoma Education Association and the National Education Association.

III. PURPOSES

- Section 1. To foster cooperation among Sapulpa teachers, support employees, administrators, and Board of Education.
- Section 2. To promote professional excellence.
- Section 3. To unite educators for effective citizenship and the promotion and protection of human and civil rights.
- Section 4. To obtain and maintain professional compensation, employment rights, a sound retirement system, and such other benefits that will attract and retain the best qualified persons to educational positions.
- Section 5. To support high standards of professional ethics.
- Section 6. To represent educators in collective bargaining and grievances.
- Section 7. To hold property and funds, and to expend funds to achieve organizational goals and objectives.

IV. MEMBERSHIP

- Section 1. Active membership shall be open to any employee of the Sapulpa Public Schools.
- Section 2. Rights of Membership
 - a. Every active member shall have the equal rights and privileges within the

organization to nominate candidates for office; to vote in elections or on referenda of USE; to attend membership meetings; to participate in the deliberations and voting upon the business of such meetings except that in voting on contract ratification only employees in the appropriate unit of representation shall have the right to vote.

- b. Every member shall have the right to meet and assemble fully with other members; to express any views, arguments or opinions; to express views at meetings upon candidates in an election of USE or upon any business properly brought before the meeting.
- c. No member shall be fined, suspended, expelled, or otherwise disciplined except for non-payment of dues without being served with specific written charges, given a reasonable time in which to prepare defense which may be asserted at a full and fair hearing, and given an opportunity to appeal an adverse decision to a higher authority with USE.

V. OFFICERS

- Section 1. The officers of the USE shall be a President, First Vice-President, Second Vice-President, Secretary, and Treasurer.
- Section 2. Officers shall be elected by secret ballot in April of even number years for a term of two years, beginning July 1 following the election.
- Section 3. Officers shall serve their terms so long as they satisfactorily perform the duties of their offices. An officer may be removed for misconduct after notice, a hearing, and majority vote of the members voting.
- Section 4. In the event of a vacancy in the office of President, the First Vice-President shall assume the position for the duration of the term. Vacancies in other officer positions shall be filled by special election, conducted

by secret ballot, following open nominations.

VI. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the officers and immediate Past President of USE.

VII. REPRESENTATIVE COUNCIL

Section 1. The policy-forming body of USE shall be the Representative Council.

Section 2. The Representative Council shall consist of the Executive Committee, Association Representatives, and Delegates to the OEA Delegate Assembly and NEA Representative Assembly.

Section 3. At each worksite in the Sapulpa Public School District, the active members of USE shall elect one Association Representative for every ten (10) active members or fraction thereof at that worksite. Each worksite shall be entitled to at least one Association Representative. Association Representatives shall serve for a term of one school year.

Section 4. Ethnic minority active members shall be represented on the Representative Council in proportion to their representation among the USE active membership.

Section 5. Representation of teacher, support employee, and administrator active members on the Representative Council shall be proportional to their respective representations among the total active membership.

Section 6. The Association Representatives shall call meetings of USE members within their buildings to discuss USE business, appoint such building committees as USE may require, and organize and oversee the subsequent elections of representatives, the enrollment of members, and two-way USE communication within the building.

Section 7. Any member of USE who is not a member of the Representative Council may attend meetings, and shall sit apart from the voting body, but may receive permission to speak.

VIII.AMENDMENTS

Section 1.

Amendments to this Constitution may be made by a two-thirds majority of the active members of USE voting in a regular or special election called for this purpose, provided that:

- a. The proposed amendments have been proposed by the Executive Committee or by petition signed by five per cent (5%) of the active members and recommended for approval by vote of the Representative Council; or, the proposed amendments have been proposed by petition signed by thirty-five per cent (35%) of the active members.
- b. The proposed amendments have been submitted in writing to the Secretary of USE.
- c. The Secretary of USE has distributed copies of the proposed amendments to the Executive Committee and Representative Council as appropriate, prior to action if necessary, by those bodies.
- d. The Secretary has distributed copies of the proposed amendments to the active members of USE at least two calendar weeks in advance of the election.

UNITED SAPULPA EDUCATORS
BYLAWS

Article I. MEETINGS

Section 1. Executive Committee

The Executive Committee shall meet at least once each school month, at the call of the President, or at the request of any three members of the Committee.

Section 2. Representative Council

- a. The Representative Council shall meet at least once each school month. The Executive Committee shall prepare the agenda for each meeting and shall circulate it to all members of the Council in advance of the Council meeting.
- b. Special meetings of the Representative Council may be held at the call of the President or upon written request to the Executive Committee by 25% of the Representatives.

Section 3. General Membership

- a. The Executive Committee shall arrange at least two meetings of the members each year.
- b. Special meetings of the membership may be called by the President, or upon request of twenty-five per cent (25%) of the members for a specific purpose; but no business other than that for which the meeting is called may be transacted.
- c. At least one week prior to each general membership meeting, the Secretary shall notify all members of the time and place of said meeting.

Article II. QUORUM

- Section 1. A majority of the Executive Committee members shall constitute a quorum for the Executive

Committee meetings.

Section 2. A majority of the Representative Council members shall constitute a quorum for the Representative Council meetings.

Section 3. The members present shall constitute a quorum for the General Membership meetings.

Article III. POWERS AND DUTIES OF THE OFFICERS

Section 1. President - The President shall:

- a. preside over all meetings of the Executive Committee, Representative Council and General Membership
- b. appoint the chairpersons and members of all standing committees and special committees [with the approval of the Executive Committee] not otherwise provided for in the Constitution and Bylaws
- c. be ex-officio a member of all committees
- d. with the Treasurer, sign all orders drawn upon the treasury for which a voucher has been submitted
- e. represent USE before the public either personally or through a designated representative
- f. perform all other functions usually attributed to the office
- g. serve as USE delegate to the OEA Delegate Assembly and the NEA Representative Assembly
- h. serve as a member of the negotiation team either personally or through a designated representative
- i. be compensated one thousand dollars (\$1,000.00) each year served; half payable on December 15 and half payable on June 30.

Section 2. First Vice-President - The First Vice-President shall:

- a. assume all duties of the President in his or her absence and work closely with one or more standing committees as the President may suggest
- b. become President whenever the presidency becomes vacant
- c. serve as USE alternate delegate to the OEA Delegate Assembly and successor delegate to the NEA Representative Assembly

Section 3. Second Vice-President - The Second Vice-President shall:

- a. serve as a liaison between the Executive Committee and the support members
- b. preside over regular meetings of support members as requested by the President and/or members
- c. serve on the Member Rights Committee

Section 4. Secretary - The Secretary shall:

- a. notify the appropriate members as to the time and place of the Executive Committee, Representative Council and General Membership meetings at least seven (7) calendar days prior to the meetings
- b. keep accurate minutes of all of the Executive Committee, Representative Council and General Membership meetings
- c. shall maintain the official files
- d. distribute copies of all proposed amendments to the Constitution and Bylaws

Section 5. Treasurer - The Treasurer shall:

- a. be responsible for collection of all dues
- b. deposit all monies in a bank, in the name

of USE

- c. hold the funds of USE and distribute them accordingly upon submission of vouchers approved by the President
- d. sign all checks along with the President
- e. report at each meeting of the Executive Committee, Representative Council and General Membership
- f. prepare an annual financial statement which shall be distributed to all members
- g. file the appropriate Federal and State forms
- h. serve on the Budget Committee

Articles IV. POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall:

- a. be responsible for the management of USE
- b. authorize all expenditures within the limits of the budget
- c. by a two-thirds vote authorize the expenditure of funds for non-budgeted items not to exceed \$150.00 in any one case. Expenditures in excess of \$150.00 shall be approved by 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
- h. set the agenda for the Representative Council and General Membership meetings

Article V. POWERS AND DUTIES OF THE REPRESENTATIVE COUNCIL

Section 1. The Representative Council shall:

- a. approve the budget
- b. set the dues for USE
- c. act on reports of committees
- d. establish the policies of USE
- e. adopt rules for governing the conduct of meetings as are consistent with these Constitution and Bylaws
- f. be the final judge of qualifications and elections of officers and Association Representatives

Section 2. Powers not delegated to the Executive Committee, the officers or other groups in USE shall be vested in the Representative Council.

Article VI. COMMITTEES

Section 1. Structure

There shall be standing committees carrying the specific functions assigned by the Executive Committee. They shall have at least three members, selected to be broadly representative of all members.

Section 2. Appointment

The President, with the advice and consent of the Executive Committee, shall appoint the chairpersons and members of the standing committees and fill all vacancies.

Section 3. Meetings

Each standing committee shall meet according to a calendar developed by the committee.

Section 4. Reports

Each committee shall select a secretary who shall keep a continuing record of activities. Chairpersons shall report as necessary to the Executive Committee, Representative Council

and the General Membership and shall prepare an annual written report which shall become a part of the continuing committee record in the USE files.

Section 5. Standing Committees

The standing committees of USE shall be Membership, Member Rights, Communications, Public Relations, and Legislative.

Section 6. Special Committees

The President shall appoint, with the approval of the Executive Committee such other special committees as may be necessary, and shall disband them upon completion of their duties. These committees shall operate according to rules approved by the Executive Committee.

Article VII. ELECTIONS

Section 1. An Elections Committee shall be appointed by the President with the approval of the Executive Committee no later than October of each year.

Section 2. The Elections Committee shall be responsible for conducting open nomination and secret ballot elections of USE officers, negotiation team members, delegates and alternate delegates to the OEA Delegate Assembly, and delegates and successor delegates to the NEA Representative Assembly, in accordance with guidelines approved by the Representative Council.

Section 3. Officers, negotiation team members, delegates, alternate delegates, and successor delegates shall be elected by plurality vote.

Section 4. Determination of eligibility to vote and hold office shall be the responsibility of the Election Committee.

Article VIII. FISCAL YEAR

The fiscal year of USE shall begin July 1 and end June 30.

Article IX. AUTHORITY

The most recent edition of Robert's Rules of Order shall be

the parliamentary authority for USE on all questions not covered by the Constitution and Bylaws and such standing rules as the Executive Committee may adopt.

Article X. AMENDMENTS

Section 1. Amendment to these Bylaws may be made by a majority of the active members of USE voting in a regular or special election called for this purpose, provided that:

- a. The proposed amendments have been proposed by the Executive Committee or by five per cent (5%) of the active members and recommended for approval by vote of the Representative Council; or, the proposed amendments have been proposed by petition signed by thirty-five percent (35%) of the active members.
- b. the proposed amendments have been submitted in writing to the Secretary of USE.
- c. the Secretary of USE has distributed copies of the proposed amendments to the Executive Committee and Representative Council, as appropriate, prior to action, if necessary by those bodies.
- d. the Secretary has distributed copies of the proposed amendments to the active members of the USE at least two calendar weeks in advance of the election.