

CONSTITUTION

ARTICLE I. Name

The name of this Association shall be Tulsa Educational Support Association.

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 Association.

ARTICLE III. Membership

Section 1. Membership in this Association shall be composed of all support personnel in Tulsa Public School District upon payment of the annual dues of this Association, the Oklahoma Education Association, and the National Education Association.

Section 2. No member may be censured, suspended, or expelled without a due process hearing, which shall include an appropriate appellate procedure.

ARTICLE IV. Officers and Executive Committees

Section 1. The officers of the Association shall consist of President, Past-President, Vice President, 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 representative for each ten (10) members from each building.

ARTICLE V. Elections

Section 1. Officers and Executive Committee Members for the ensuing year shall be elected by April 1, to take office on July 1.

Section 2. A Nominating Committee shall present a slate of officers to be voted on by the general membership. Provision shall be made for open nominations.

Section 3. Election shall be by secret ballot and plurality vote.

Section 4. Eligibility to vote and hold office shall be based upon proof of membership.

ARTICLE VI. Affiliation

This Association shall be a local affiliate of the Oklahoma Education Association and the National Education Association.

ARTICLE VII. Dues

Association Dues shall be determined each year by the Executive Committee.

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 (2/3) 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 Executive Committee shall be 50% plus one person.

ARTICLE X. Meetings

Regular meetings of the Association shall be held as scheduled by the President, with the approval of the Executive Committee. Regular meetings of the Executive Committee shall be held monthly, as scheduled by the President, with the approval of the Executive Committee. Special meetings may be called by the President or the Executive Committee as needed.

BYLAWS

ARTICLE I. Rules of Order

The latest revision of Roberts Rules of Order shall govern the procedure to be followed in all meetings of the Association.

ARTICLE II. Duties and Terms of Office

- Section 1. Officers and Executive Committee members shall take office on July 1, and serve for a term of one (1) year. Nothing shall be construed to prevent an officer from succeeding himself/herself in office, should he/she be re-elected.
- Section 2. In case of a vacancy, the office shall be filled by appointment of the Executive Committee until the next regularly-scheduled election. Should the Office of President become vacant, the Vice-President shall assume the duties of the President until such time as the Executive Committee shall make an appointment.
- Section 3. The President shall preside at meetings of the Association and the Executive Committee. He/She shall appoint all committees not otherwise specified, with the approval of the Executive Committee, and shall be an ex-officio member of all committees except the nominating committee. The President is responsible for maintaining a permanent file of Association records, guiding and instructing committees as to their procedure, scope of operation and duties for the year, and for designating other responsibilities needed to carry out Association business, and for maintaining an Association Calendar for the current School Year. The President, with the assistance of the Treasurer and Past President, shall develop a budget for the year and present it to the Executive Committee for their approval. The President shall co-sign all checks of the Association.
- Section 4. The Vice-President shall be a member of the Executive Committee, in training for the office of President for the next term. He/She should attend, along with the President, all UniServ Council Meetings and relevant UTP Training Sessions, including the Presidents Workshop, Leadership Workshop, and other such programs as could be beneficial to the Local. He/She shall also serve as Chairperson of the Nominating Committee. The Vice-President shall also preside in the absence of the President, assist the President in performance of his/her duties, and in case of a vacancy in the office of President, act in the official capacity of the President until the Executive Committee fills that position.
- Section 5. The Secretary shall keep an accurate record of business transacted at meetings of the General Membership and the Executive Committee, maintain the files and records of the Association at the direction of the President, and provide such correspondence as required by the President and/or Executive Committee.
- Section 6. The Treasurer shall receive all monies and shall keep an accurate record of the receipts and expenditures of the Association. He/She shall make reports of the financial condition of the Association when called for by the President, and disburse funds as required by the budget as adopted by the Executive Committee. The Treasurer shall assist the President and the Past-President in preparation of a budget proposal, and shall co-sign all checks of the Association.

- Section 7. 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 the budget for the year.
- Section 8. Delegates to the OEA Delegate Assembly shall be elected in the ratio of one for each six (6) to sixty (60) members or major fraction thereof. The President and Immediate Past-President shall, upon election to office, automatically assume to positions of first and second Delegate, third Delegate, if three or more delegates are allowed by the number of members. Other Delegates and Alternates shall be elected as needed to assure a full contingent of Delegates.
- Section 9. Delegates to the NEA Representative Assembly shall be elected in the ratio of one (1) for each 150 members, or major fraction thereof, for a term of two (2) years.
- Section 10. Faculty Representatives shall be elected by Association Members in each school unit for the purpose of facilitating communication among the units and to assure representation on the Executive Committee. Each school unit shall be entitled to one Representative for each ten (10) members or major fraction thereof. Faculty Representatives are voting members of the Executive Committee, and are responsible to the President.

ARTICLE III. Committees

Committees shall be appointed by the President, with the approval of the Executive Committee, as needed to carry out the business of the Association. Committees are responsible to the President, and Chairpersons of the various committees shall be given a committee charge for the year by the President, detailing their duties and responsibilities. Chairpersons shall make reports to the Executive Committee at the request of the President.

ARTICLE IV. Amendments

Amendments to the Bylaws shall be made only by proposal in writing to the Executive Committee, with the 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.