

BYLAWS

TULSA CLASSROOM TEACHERS' ASSOCIATION

Preamble

We, the members of the Tulsa Classroom Teachers Association, Inc. in order that the association may serve as the voice for education in Independent School District Number One of Tulsa County, Oklahoma, advance the cause of public education, promote professional excellence among teachers, gain recognition of the importance of teachers in the learning process, protect the rights of educators and advance their interests and welfare, secure professional autonomy, unite teachers for effective citizenship, promote and protect human and civil rights, obtain for its members the benefits of an independent, united teaching profession, do hereby adopt these Bylaws.

Article I Name

The name of this organization shall be the Tulsa Classroom Teachers Association, Inc., hereinafter called TCTA.

Article II Goals

The goals of TCTA shall be as stated in the Preamble.

Article III Membership

3.1 Membership in TCTA shall comprise one class: Active

Active membership shall be open to any licensed or certified professional educator of the Independent School District Number One of Tulsa, Oklahoma, who does not have evaluative powers over other members.

3.2 Rights and Limitations

- a. The right to vote and to hold elective office or appointive positions shall be limited to active members.
- b. All active members shall be eligible to receive special services, to obtain assistance in the protection of professional and civil rights, and to receive reports and publications of the TCTA.
- c. The TCTA shall not deny membership to individuals on the basis of race, creed, national origin, age, or gender.
- d. No member of TCTA shall have rating and/or evaluatory power over another member.

3.3 Membership Year

- a. The membership year shall be from September 1 through August 31.
Membership shall be continuous unless terminated for cause.

3.4 Membership Dues

- a. The annual membership dues for active members shall be established by the Delegate Assembly of TCTA.
- b. Active members shall **pay full TCTA dues** unless amended by the Board of Directors and approved by the Delegate Assembly.
- c. Annual membership dues shall be due and payable on or before October 2 for persons employed by that date.
- d. The method of remittance of dues shall be established by the Board of Directors of TCTA.
- e. Persons employed after October 2 will have one (1) month from the date of their employment to join TCTA.
- f. Membership applications received after the dates specified in Article III, Section 3.4 c and e in the Bylaws shall be subject to approval of the Board of Directors of TCTA.
- g. Dues are nonrefundable.

Article IV Affiliation

The TCTA shall be affiliated with the National Education Association heretofore called NEA and the Oklahoma Education Association heretofore called OEA.

Article V Officers

- 5.1 The officers of the TCTA shall be the President, the First Vice President, the Second Vice President, and the Secretary.
- 5.2 Any active member of TCTA may file for elective office.
- 5.3 **Terms of Office**
 - a. The term of office for the President, the First Vice President, the Second Vice President and the Secretary shall be two (2) years and until their successors are elected. President and First Vice President shall be eligible to serve for no more than three (3) consecutive terms in the same office.
 - b. No officer shall hold two (2) TCTA offices at the same time.
 - c. The term of office shall begin July 15 following the election.
 - d. Upon retirement, resignation, unpaid extended leave of absence, or termination from Tulsa Public Schools the office shall be declared vacant.
- 5.4 **Vacancies**
 - a. In case of a vacancy in the office of President, the First Vice President shall become President until the next regularly scheduled election for that office or until a successor is elected and assumes office.
 - b. In case of a vacancy in the office of First Vice President, Second Vice President, or Secretary; the Board of Directors, with the approval of the Delegate Assembly, shall appoint a person to serve until a successor is elected and assumes office in accordance with Article VIII, Section 6.
 - c. If a vacancy shall occur in both the offices of President and First Vice President, the Second Vice President shall assume the office of President until a special election can be held, and until a successor is elected and assumes office.

Article VI Duties of Officers

6.1 Duties of the President

The President shall:

- a. Represent the TCTA as spokesman on matters of policy or assign, at his discretion, responsibility for such representation.
- b. Prepare the agenda for all meetings of the Board of Directors, the Delegate Assembly and the membership of TCTA.
- c. Appoint all committee sponsors from the Board of Directors with the Board's advice and consent.
- d. Preside at all meetings of the Board of Directors and of the membership.
- e. Call special meetings of the Delegate Assembly and of the membership as approved by the Board of Directors.
- f. Sign all contracts and other instruments after approval by the Board of Directors.
- g. Serve as delegate to the Representative Assembly of the NEA during the tenure of office.
- h. Work a contract of twelve (12) months with salary established by the Board of Directors.
- i. Appoint one non-voting parliamentarian to serve a term of one (1) year.
- j. Fulfill such other duties as the office requires and as are consistent with the Bylaws and parliamentary authority.

6.2 Duties of the First Vice President

The First Vice President shall:

- a. Serve as ex-officio member of all committees, coordinate their activities and maintain a file of their reports.
- b. Work a contract of twelve (12) months with salary established by the Board of Directors.
- c. Assist in the preparation of the annual budget and present a monthly financial report to the Board of Directors and the Delegate Assembly.
- d. Serve as delegate to the Representative Assembly of the NEA during the tenure of office.
- e. Fulfill such other duties as the office requires and as are consistent with the Bylaws and parliamentary authority.

6.3 Duties of the Second Vice President

The Second Vice President shall:

- a. Assist in planning the agenda and preside at the Delegate Assembly.
- b. Assume the office of President as stated in Article V, Section 5.4, subsection c.
- c. Serve as delegate to the Representative Assembly of the NEA during the tenure of office.
- d. Fulfill such other duties as the office requires, and as are consistent with the Bylaws and parliamentary authority.

6.4 Duties of the Secretary

The Secretary shall:

- a. Keep accurate records of the proceedings of all meetings, regular and special, of the TCTA.
- b. Serve as delegate to the Representative Assembly of the NEA during the tenure of office.
- c. Fulfill such other duties as the office requires, and as are consistent with the Bylaws and parliamentary authority.

Article VII Meetings

- 7.1 The regular meetings of the Delegate Assembly shall be held on the second Wednesday of each month from August to May inclusive unless otherwise ordered by the President.
- 7.2 The annual meeting shall be held each May concurrent with the May Delegate Assembly meeting. The tentative budget and written reports of each committee will be presented. The final budget shall be presented to the Delegates' Assembly at the September meeting of each year.
- 7.3 Special meetings shall be held at the call of the President or the Board of Directors or shall be called upon written request of ten (10) percent of the membership. The purpose of the meeting shall be stated in the call. Except in cases of emergency at least five (5) working days' notice shall be given.
- 7.4 Sixty (60) percent of voting members present at the start of the meeting of the Delegate Assembly or membership meeting shall constitute a quorum.

Article VIII Board of Directors

8.1 Members

- a. The Officers of the TCTA shall be the Officers of the Board of Directors.
- b. The Board of Directors shall consist of the four elected Offices and the nine Directors.

8.2 Filing

Any active member of TCTA may file for election to the Board of Directors.

8.3 **Terms of Members**

- a. The terms of the Board of Directors shall be for three years beginning July 15 following the election and/or until their successors are elected.
- b. The Directors shall be elected on a rotating basis. The elections committee shall maintain the established rotation.
- c. Upon retirement, resignation, unpaid extended leave of absence, or termination from Tulsa Public Schools the Board of Directors' position shall be declared vacant.

8.4 **Meetings**

- a. Regular meetings of the Board of Directors shall be held the first Wednesday of each month unless otherwise ordered by the President.
- b. Special meetings may be held at the call of the President or at the call of a majority of the members of the Board of Directors.
- c. A majority of the members of the Board of Directors shall constitute a quorum.

8.5 **Attendance**

- a. Members of the Board of Directors shall attend all regularly scheduled meetings.
- b. Failure to attend two consecutive regularly scheduled meetings without valid notice to the President shall cause that office to be declared vacant by the Board of Directors.
- c. The Board of Directors shall use its own discretion concerning valid reasons for absences.

8.6 **Vacancies**

- a. The Board of Directors shall fill a vacancy by an acting appointment until approved by the next Delegate Assembly.
- b. The appointee shall serve until a successor is elected and assumes office. This election shall be held at the next annual election and the newly elected Board member shall take office July 15 following that election.

8.7 **Powers and Duties**

- a. The Board of Directors shall have general supervision of the affairs of the Association between its business meetings, make recommendations to the Association, and shall perform such other duties as are specified in these Bylaws. The Board shall be subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association.
- b. The powers and duties of the Board of Directors shall include:
 1. Prescribe qualifications, employ, fix salaries, outline duties of all employees, and to develop recommendations on policy affecting the welfare of the TCTA staff.
 2. Have prepared and submit to the Delegate Assembly an annual budget and Cause an annual audit of TCTA funds and investments to be made by a certified public accountant.
 3. Supervise the expenditure of funds, make adjustments as necessary within the budget, and discharge such other necessary fiscal responsibilities.
 4. Bond the President and other Officers and employees of the TCTA as deemed necessary in sufficient amounts as determined by the Board of Directors.
 5. Report to the membership important actions and decisions affecting the united teaching profession and public education.
 6. Receive reports of duly constituted committees of the TCTA.
 7. Approve or reject, for cause, applications for membership.

Article IX Delegate Assembly

9.1 The Delegate Assembly shall be the governing body of the TCTA.

9.2 Members

- a. The Delegate Assembly shall consist of at least one delegate from each membership unit. Those units having more than 20 members shall have a Delegate and an alternate for each additional 20 members or major fraction thereof, (the dividing line shall be 31,51, 71, etc.)
 1. A membership unit shall be defined as a school building site including the special programs within that building, the Education Service Center, or a cluster as established by the Board of Directors.
 2. An alternate shall serve only in the absence of a delegate.
- b. Each membership unit shall be responsible for election of its own delegate(s) and alternate(s).
- c. Members of the Board of Directors of the TCTA shall be members of the Delegate Assembly.

9.3 Powers and Duties

The Delegate Assembly shall:

- a. Enact a program and establish policies and objectives to be implemented by the Board of Directors.
- b. Act upon matters of business between meetings of the membership.
- c. Adopt the annual budget for the corporation.
- d. Approve the annual membership dues.
- e. Establish the Ad-Hoc committees it deems necessary.
- f. Act on proposals, recommendations and resolutions.
- g. Adopt the standing rules and the agenda for its meetings during the first yearly meeting.

Article X Committees

10.1 The following standing committees shall be established:

- a. The Bargaining Committee shall organize and compile proposals and other information necessary for the bargaining process and continuously be aware of policies and issues that would affect education.
- b. The Elections Committee shall conduct and oversee all elections of the Association; shall recommend policies and procedures for handling elections to the Board of Directors and the Delegate Assembly; and shall maintain the rotation of the terms of the Board of Directors and Officers.
- c. The Instruction and Professional Development Committee shall provide opportunities for the professional growth of the membership.
- d. The Legislative Committee shall develop and promote a legislative program with the approval of the Board of Directors.
- e. The Members' Rights Committee shall process the formal grievance procedure and keep members informed of their rights as professionals.
- f. The Membership Committee shall promote the growth of the Association through Activities to maintain and recruit members.
- g. The Minority Involvement Committee shall promote the involvement of minority members in the activities of the Association through workshops, seminars, and publications.
- h. The Public Relations Committee shall promote and publicize the Association to its members and to the public.
- i. The Teacher of the Year Committee shall organize and oversee the Tulsa Teacher of the Year Program in accordance with the state and Association guidelines.

10.2 **Composition**

- a. There shall be a sponsor for each committee appointed by the President from the Board of Directors with the Board's advice and consent.
 - b. The President shall appoint, with the approval of the Board of Directors, from a list of volunteers, the members of all committees.
 - c. These committees are open to TCTA members; Participation in meetings of the committees by persons not appointed shall be at the discretion of the committee chairman.
 - d. Each committee shall elect its own chairman who shall submit to the First Vice President a written report of the activities of each meeting of the committee.
 - e. The President and First Vice President shall be ex-officio members of all committees except the Elections Committee.
- 10.3 Such other committees shall be appointed by the President, the Board of Directors, or the Delegate Assembly as deemed necessary.
- 10.4 The extent of powers and responsibilities of any committee, except those created by the Delegate Assembly, shall be determined by the President with the advice and consent of the Board of Directors and these bylaws.

Article XI Elections

11.1 TCTA elections shall be held in accordance with the one person-one vote principle.

11.2 **Filing**

- a. There shall be a four (4) consecutive school day filing period, two (2) weeks preceding all elections.
- b. Failure of a candidate to withdraw his/her candidacy before the close of the filing period shall cause his/her name to appear on the ballot as a certified candidate.

11.3 **Mechanics of Elections**

- a. Each membership unit shall be provided with a locked ballot box.
 - b. The ballots shall be retained for a period of thirty (30) days following an election, after which time the ballots will be destroyed if there is no protest.
- 11.4 Elections shall be by majority vote. If no one candidate received a majority, there shall be a run-off election between the two (2) candidates receiving the highest number of votes.
- 11.5 Write-in votes shall not be credited as legal votes, but will not affect the validity of the rest of the ballot.

11.6 **Tie Votes**

- a. In case of a tie in the primary or final elections, a recount shall be made immediately.
- b. In case of a tie vote after the recount for TCTA Officers and Board positions, a special election shall be held.
- c. In case of a tie vote after the recount for OEA and NEA delegates, the delegate shall be elected by secret ballot at the next regularly scheduled TCTA Delegate Assembly.

Article XII Oklahoma Education Association Delegates

- 12.1 The TCTA delegates to the Oklahoma Education Association Delegates' Assembly shall be elected by the membership of TCTA.
- 12.2 The election of the delegates to the OEA Delegate Assembly shall be in accordance with the provisions set forth in the Bylaws of TCTA and the Constitution and Bylaws of OEA.

Article XIII National Education Association Delegates

- 13.1 The elected officers of the TCTA shall be elected delegates to the Representative Assembly of the NEA.
- 13.2 The remainder of the delegates shall be elected in accordance with the provisions set forth in the Bylaws of TCTA and the Constitution and Bylaws of the NEA.

Article XIV Ethnic Minority Representation

The TCTA shall take all reasonable steps to assure that its elective and appointed bodies shall have ethnic representation at least proportionate to the ethnic minority membership.

Article XV Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern TCTA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the TCTA may adopt.

Article XVI Amendments

- 16.1 These Bylaws can be amended by secret ballot of the active membership by 2/3 of the votes cast, provided that the amendment has been submitted in writing at least thirty (30) days in advance of the voting.
- 16.2 Amendments shall be presented in one of the following ways:
 - a. By a petition presented to the Board of Directors and signed by twenty (20) percent of the active membership.
 - b. By a majority vote of the Delegate Assembly.
 - c. By a majority vote of the Board of Directors.

Article XVII Disciplinary Procedures

When disciplinary action becomes necessary, procedures set forth in the parliamentary authority shall be followed.

Article XVIII Interpretation

The Board of Directors shall interpret these Bylaws.

Approved 1988

Amended 1992

Amended 1997

Amended 2004