

# **Rockwood Constitution and Bylaws**

## **CONSTITUTION OF THE ROCKWOOD NATIONAL EDUCATION ASSOCIATION**

### **PREAMBLE**

We the members of the Rockwood National Education Association, in order to promote and advance the cause of education for all individuals, promote professional excellence among educators, gain recognition of the basic importance of educators in the learning process, protect the rights of educators and advance their interest and welfare, 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 adopt these Constitution and Bylaws.

### **ARTICLE I NAME**

The name of this organization shall be Rockwood National Education Association (Rockwood NEA or RNEA).

### **ARTICLE II GOALS AND OBJECTIVES**

The goals of the Association shall be as stated in the Preamble. The Association shall have all power necessary and proper to take action for the attainment of these goals; all within the meaning of Section 501(C)(5) of the Internal Revenue Code. Nothing in the Constitution or Bylaws shall be construed to prevent the Association from pursuing objectives that are consistent with the stated goals of the Association.

## **ARTICLE III MEMBERSHIP**

### **SECTION 1: Classes of Membership**

There shall be at least three (3) classes of membership in the Association: Active, Retired, and Reserve.

### **SECTION 2: Membership and Fiscal Year**

The membership year and fiscal year shall be from September 1 through August 31.

### **SECTION 3: Membership Dues**

Dues for the following membership year will be set by the local representative assembly at the last meeting of the membership year.

### **SECTION 4: Property Interest of Members**

All rights, title and interest, both legal and equitable, of a member in and to the property of the Association shall end upon the termination of membership.

## **ARTICLE IV OFFICERS**

### **SECTION 1: Officers**

The officers of the Association shall consist of a President, a Vice President or President-Elect, a Secretary, and a Treasurer.

### **SECTION 2: Duties and Powers of the Officers**

**a. President.** The President shall preside over meetings of the Executive Board and the RNEA Representative Assembly; appoint the chairperson and members of standing committees, except the nominating committee; appoint special committees; serve as ex-officio member of all committees except nominating committee; and shall be the executive officer of the Association. The President shall represent the Association before the public either personally or through delegates, and shall perform the duties prescribed by the Constitution and Bylaws and by the parliamentary authority adopted by the Association.

**b. Vice President/President-Elect.** The Vice President/President-Elect shall meet regularly with committee chairpersons to discuss committee activity, assist the committees to identify recommendations ready for action by the RNEA Representative Assembly, and prepare committee progress reports for members.

The Vice President/President-Elect shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Association.

**c. Secretary.** The Secretary shall keep accurate minutes of all meetings of the Executive Board, RNEA Representative Assembly, and any other Association business meetings, shall maintain official files, and shall assist the President with Association correspondence.

**d. Treasurer.** The Treasurer shall hold the funds of the Association and disburse them upon authorization of the Executive Board. The Treasurer shall be responsible for the collection of dues and shall follow any membership plan authorized by the Executive Board and/or Membership Committee. The Treasurer shall collect dues through the membership plan and transmit amounts due to the Missouri NEA. The Treasurer shall maintain a roll of the members, shall keep accurate accounts of receipts and disbursements, shall report to the RNEA Representative Assembly, and shall prepare an annual financial statement for publication to members as directed by the Executive Board. Monthly financial reports shall be given to the Executive Board.

The Treasurer shall be bonded by the Association.

The Treasurer shall assist the Budget Committee in the initial drafting of the annual budget and shall provide copies of financial statements upon request of the Budget Committee Chairperson.

### **SECTION 3: Qualifications**

All candidates for office shall be Active members of the Association. All officers shall maintain membership in the Association during their term.

### **SECTION 4: Term of Office**

a. The term of the President shall be two (2) years. No limit shall be placed on the number of terms served.

b. The term of the Treasurer shall be two (2) years. No limit shall be placed on the number of terms the Treasurer may serve. The term of the Treasurer is to be staggered with the term of the President.

c. The terms of the Vice-President and Secretary shall be one (1) year. No limit shall be placed on the number of terms each may serve.

d. All officers shall take office upon installation by June 1.

e. Whenever any office, except as herein otherwise provided, shall become vacant between elections, the President with the majority vote of approval by the Executive Board shall appoint a member of the Association to fill the vacancy. Said appointee will serve out the remainder of the term of the replaced officer.

## **ARTICLE V EXECUTIVE BOARD**

### **SECTION 1: Powers**

The Executive Board shall be the executive authority of the Association. Within the policies established by the RNEA Representative Assembly, the Executive Board shall be responsible for the management of the Association, approve all expenditures, and carry out all policies of the Association. It shall report its transactions and those of the RNEA Representative Assembly to the members and shall suggest policies for consideration by the RNEA Representative Assembly.

### **SECTION 2: Composition**

The Executive Board of the Association shall consist of the officers (President, Vice President/President-Elect, Secretary, Treasurer) and ten (10) members elected by the general membership, consisting of three (3) Directors from each building level (elementary, middle, high), and one member from teachers on special assignment who have rights to membership as part of the collective bargaining unit.

### **SECTION 3: Qualifications**

All candidates to the Executive Board shall be Active members of the Association. All Directors shall maintain membership in the Association during their term.

### **SECTION 4: Vacancies**

Director vacancies that occur on the Executive Board shall be filled by appointment of the President with the majority vote of approval by the Executive Board. Appointed members shall serve the remainder of the term of the replaced Director.

### **SECTION 5: Meetings**

The Executive Board shall schedule to meet as least once each month, or approximately every 30 days, during the school year on dates to be determined by the Board, at the call of the President, or at the request of three (3) members of the Board. A quorum of one-half (1/2) of the Executive Board membership is necessary for the Executive Board to conduct Association Business.

## **ARTICLE VI**

### **RNEA REPRESENTATIVE ASSEMBLY**

#### **SECTION 1: Powers**

The legislative and policy making body of the Association shall be the RNEA Representative Assembly. The RNEA Representative Assembly shall have the power:

- a. To approve the budget.
- b. To set the dues for the Association.
- c. To act on reports of committees.
- d. To approve resolutions and other policy statements.
- e. To adopt procedures to monitor adherence to the Code of Ethics of the Education Profession and adopt procedures to be followed in censuring, suspending, and expelling members for cause or in reinstating members.
- f. To adopt rules governing the conduct of the meetings as are consistent with the Bylaws.
- g. To be the final judge of the qualifications and election of officers and Building Representatives.
- h. Powers not delegated to the Executive Board, the officers, or other groups in the Association, shall be vested in the RNEA Representative Assembly.

#### **SECTION 2: Composition**

- a. The RNEA Representative Assembly shall consist of one or more representatives from each school or building unit, and the chairpersons of standing committees.
- b. Members of the Executive Board shall be members of the RNEA Representative Assembly.

#### **SECTION 3: Attendance**

Any member of the Association who is not a Building Representative to the RNEA Representative Assembly may attend the RNEA Representative Assembly and may receive permission to speak, but may not vote.

#### **SECTION 4: Election of Building Representatives**

In each school building, the Association members in good standing shall elect one Building Representative for each twenty (20) members or major fraction thereof. There shall be at least one Building Representative per building. Building Representatives shall serve for a term of 1 year and there shall be no limit to number of terms served.

#### **SECTION 6: Meetings**

The RNEA Representative Assembly shall schedule to meet at least once each month, or approximately every 30 days, during the school year.

### **ARTICLE VII COMMITTEES**

#### **SECTION 1: Appointment**

Standing committees, sub-committees, and or special committees shall be appointed by the President as the Association or the Executive Board deem necessary to carry on the work of the Association.

#### **SECTION 2: Standing Committees**

Standing Committees may include, but are not limited to: Membership, Negotiations/Advocacy, Legislative and Political Action, Public Relations, Budget, Bylaws, Program and Social, Scholarship Review, Fundraising, Endorsement, and Nominating and Elections. (All standing committees, with the exception of the Nominating and Election Committee, are optional and may be established by the local MNEA affiliate as needed.)

#### **SECTION 3: Meetings**

Each standing committee shall meet regularly according to a calendar developed by Committee Chair with input from the Executive Board. The committee may hold special meetings at the call of the chairperson and/or Executive Board.

#### **SECTION 4: Reports and Records**

Each committee shall choose a secretary who shall keep a continuing record of activities. Chairpersons shall report items of action to the RNEA Representative Assembly and shall prepare an annual written report summarizing objectives, action programs, gains, and unreached goals. These annual committee reports shall be filed by the Executive Board to become a part of the continuing committee record in the Association files.

**SECTION 5: Ex-Officio Members**

The President and/or Vice President/President-Elect shall serve as ex-officio members of all committees, except the Nominating Committee.

**ARTICLE VIII  
NEGOTIATIONS TEAM**

**SECTION 1: Composition**

The Negotiations Chair and Negotiations Team members shall be appointed by the President with the majority vote approval of the Executive Board.

**SECTION 2: Powers**

The Negotiations Team shall have the authority to bargain in good faith, including the right to modify proposals and make concessions on behalf of the Association subject only to ratification of the entire contract by the membership.

The Negotiations Team shall be responsible for representing the bargaining unit at the bargaining table and shall have the authority to reach on-the-spot tentative agreement on any or all items.

**SECTION 3: Referral to the Representative Assembly**

The Negotiations Team shall refer the final tentative agreement package to the Association.

**SECTION 4: Responsibilities**

It shall be the responsibility of the Team and/or Subcommittees to collaborate with the Executive Board as a support/resource, and communicate with the Executive Board regarding decisions and/or actions with positions.

It shall be the responsibility of the Team to develop negotiation updates and reports for the general membership.

**ARTICLE IX  
AFFILIATION**

**SECTION 1: Reciprocal Agreement**

The Association shall enter into a reciprocal contractual agreement between the Rockwood NEA Local and the National Education Association as stated in the NEA Constitution.

**SECTION 2: Affiliation**

The Association shall affiliate with the Missouri NEA as regulated in the Missouri NEA's Constitution and Bylaws.

## **ARTICLE X ELECTIONS**

### **SECTION 1: Election of Officers**

- a. The term of the President shall be two (2) years. No limit shall be placed on the number of terms served.
- b. The term of the Treasurer shall be two (2) years. No limit shall be placed on the number of terms the Treasurer may serve. The term of the Treasurer is to be staggered with the term of the President.
- c. The terms of the Vice-President and Secretary shall be one (1) year. No limit shall be placed on the number of terms each may serve.
- d. Election of officers shall be in the month of April or May. Officers shall take office June 1 following the election.

### **SECTION 2: Recall**

Elected officials of the Association shall be subject to a recall election.

- a. The recall election shall be held upon a petition of 20% (to be determined by the Association) of the Association membership.
- b. The election shall be held at a meeting scheduled not less than thirty (30) nor more than sixty (60) days after receipt of the petition.

### **SECTION 3: Delegate Elections**

- a. Delegates to the NEA Representative Assembly shall be elected in compliance with the NEA Constitution and Bylaws.
- b. Delegates to the Missouri NEA Representative Assembly shall be elected in compliance with the Missouri NEA Bylaws.

### **SECTION 4: Election Procedures**

The Association shall conduct all elections with open nominations and a secret ballot. When the number of candidates declared equals the number of positions to be filled, the chair shall declare such candidates elected.

Rules for conducting elections shall be established by the Nominations and Elections Committee.

**SECTION 5: One Person One Vote**

All elections shall be in accordance with the one-person, one-vote principle.

**SECTION 6: Ethnic Minority Representation**

The Association shall take such steps as are legally permissible to achieve ethnic-minority representation at least proportionate to its ethnic minority membership on elected and appointed bodies.

**ARTICLE XI  
AMENDMENTS**

**SECTION 1: Voting Requirements**

The Constitution and Bylaws can be amended by a majority vote at any regular meeting of membership.

**SECTION 2: Procedures**

a. Proposed amendments to the Constitution and Bylaws may be submitted by petition signed by a majority of the membership, the Bylaws and Rules Committee, or Executive Board.

b. Proposed amendments will be printed in a publication at least thirty (30) days prior to the meeting at which they will be considered.

c. Proposed amendments shall be accompanied by a written rationale.

**SECTION 3: Electronic Notification and Meetings**

Unless indicated otherwise in the Constitution and Bylaws, all communications, including meeting notices may be sent electronically. The membership, Officers, Committees and other ad hoc groups are authorized to meet by electronic means so long as all members may simultaneously hear each other and participate during the meeting, in adherence to Association policies.

# **BYLAWS OF THE ROCKWOOD NATIONAL EDUCATION ASSOCIATION**

## **BYLAW 1: MEMBERSHIP**

### **SECTION 1: Eligibility to Membership**

a. Active membership shall be open to any person who is employed by the Rockwood School District or an employee on a limited leave of absence from professional educational work. An Active member must hold a baccalaureate or higher degree; or must hold or be eligible to hold the regular teaching, vocational, or technical certificate required by his or her employment; or shall be an exchange teacher who is regularly employed as a teacher in another country; or be employed as an Education Support Professional. Active membership is limited to persons who support principles and goals of the Association and who maintain membership in the Missouri National Education Association and the National Education Association where eligible.

b. Retired membership shall be open to any person eligible for Active or Education Support membership prior to retirement.

c. Reserve membership shall be open to any person (i) who is on a leave of absence of at least six months from the employment that qualifies him or her for Active membership or (ii) who has held Active membership in the Association but whose employment status no longer qualifies that individual for such membership.

### **SECTION 2: Rights and Limitations**

a. The Association shall not deny membership to individuals on the basis of race, color, national origin, creed, gender, gender identification, sexual orientation, age, disability, marital status, or economic status.

b. Any individual who is a member of a negotiating team representing the school board shall be denied membership.

c. Membership in the Association may be denied by virtue of educational position by vote of the Rockwood NEA. Educational positions eligible for membership shall be determined by secret ballot of the Association.

d. The right to vote and to hold elected or appointed positions shall be limited to Active membership except as otherwise provided.

- e. All 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 Association.
- f. Membership shall be continuous unless terminated for cause.
- g. Any member who changes professional or occupational position shall be transferred to the class of membership applicable to the new position.
- h. No member may be censured by, suspended, or expelled from the Association without a due process hearing that shall include an appropriate appellate procedure.

### **SECTION 3: Powers**

- a. The legislative authority of the Association shall be vested in the membership.
- b. Powers not delegated by the bylaws shall be vested in the membership.

### **SECTION 4: Membership Dues**

Dues for the following year will be set by the RNEA Representative Assembly at the last meeting of the membership year.

### **SECTION 5: Dues Transmittal and Enforcement Procedures**

- a. The Association shall enter into a contract with the Missouri NEA governing the transmittal of Missouri NEA dues and National Education Association dues to the Missouri NEA.
- b. The Association shall transmit dues to the Missouri NEA as stated in Article I, Section 5 of the Missouri NEA's Bylaws: Dues Transmittal and Enforcement Procedures.
- c. If the Association fails to transmit dues in accordance with Missouri NEA Bylaws, Article I, Section 5, the Association shall have no right to participate in the Missouri NEA Representative Assembly other than to elect officers and vote on dues increases.

## **BYLAW 2: MEETINGS**

### **SECTION 1: Frequency and Notice**

It is recommended that a meeting of the general membership be called at least once a year. Members shall be notified of the time and place of membership meetings not less than fifteen (15) days before the meeting.

### **SECTION 2: Quorum Requirement**

A quorum shall consist of 20 members.

### **BYLAW 3: PARLIAMENTARY AUTHORITY**

The current edition of Robert's Rules of Order Newly Revised shall govern the Association 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 Association may adopt.

Adopted:

October 3, 2018

by the RNEA Representative Assembly

Laura Baker, President

Thomas Cook, Vice President