

MEDFORD EDUCATION ASSOCIATION
CONSTITUTION & BY-LAWS

Revised July 2001

CONSTITUTION

Article I Name

This organization shall be known as the Medford Education Association, Inc.

Article II AFFILIATION

The Association shall be an affiliate of the Burlington County Education Association, the New Jersey Education Association and the National Education Association.

Article II PURPOSE

The purpose of this organization shall be: To foster cooperation among the schools, the Board of Education and the community; to promote good fellowship and professional ethics among the membership.

Article V MEMBERSHIP

All teachers, nurses, child study team and support staff may become members of the Association. Active members of the Association shall be members of the Burlington County Education Association, the New Jersey Education Association and the National Education Association

Rights of Membership

- (a) Every active member shall have equal rights and privileges within the organization to nominate candidates for office; to attend membership meetings; to vote in elections or on referenda of the Association; to participate in the deliberations and voting upon the business at meetings.
- (b) Every active 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 the Association or upon any business properly brought before the meeting.
- (c) No member shall be fine, suspended, expelled or otherwise disciplined except for non-payment of dues without being served with specific written charges and given reasonable time in which to prepare a defense which may be asserted at a full and fair hearing.

Article V OFFICERS

Section 1 - Officers of the Association shall be a president, two vice presidents, a secretary, and a treasurer.

Section 2 - The officers shall be elected in April by the general membership of each building and be installed at the May Representative Council meeting. Officers will begin their term of office July 1 of the year in which they are elected and will serve for a two-year term.

Section 3- An officer can be elected for no more than two consecutive terms

Section 4- In the event of the vacancy in any office, the officers shall appoint a person in an acting capacity to fill the position. An election will be held within 40 school days to elect a member to that office for the remainder of the term.

Article VI REPRESENTATIVE COUNCIL

- Section 1. The policy forming body of the Association shall be the Representative Council.
- Section 2. The Representative Council shall consist of the Officers and one or more other elected representative from each school.
 - (a) There shall be one Association Representative elected at large from each building. Additionally there may be one from the Bus Garage, Custodial staff and the Board Office. Elections will be held in September of each even numbered years. Association representatives shall assume office in September for a period of two years.
 - (b) Association members within each building hi the district shall elect in September, for a term of one year, one representative to the Representative Council for every ten (10) members or major fraction thereof and two alternates to be known as faculty representatives.
 - (c) In the event of vacancy in the above positions alternates shall fill the vacancy.
- Section 3. The Association Representative or designee shall call meetings of the Association members within the building to discuss Association business, and to organize and oversee the subsequent election of representatives, the enrollment of members, and two-way Association communication within the building and is responsible for holding at least one building meeting following every Association meeting.
- Section 4. Any member of the Association who is not a member of the Representative Council may attend the meetings, shall sit apart from the voting body, but may receive permission to speak

Article VII AMENDMENTS

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

- A. the amendment has been submitted in writing to the Secretary of the Association
- B. the Secretary of the Association has distributed copies of the amendment to the members of the Representative Council
- C. the Representative Council by a majority vote, proposed to recommend said amendment to the general membership
- D. The Secretary of the Association has distributed copies of the amendment so proposed to all active members of the Association at least two calendar weeks in advance of the election.

BY-LAWS

Article I MEETINGS

Section 1 Representative Council

- a. The Representative Council shall meet eight(8) times a year.
- b. Special meetings of the Representative Council may be held at the call of the President or upon written request to the Officers. Business to come before special meetings shall be limited to items stated in the call, which shall be sent in writing to each Representative, if time permits.

Section 2. General Membership.

- a. The Officers shall arrange at least one meeting of the members each year.
- b. Special meetings of the membership may be called by the President or upon request of one-quarter 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, and forward an agenda to each Association Representative for posting in the respected building.

Article II QUORUM

Section 1 A majority of the Officers s constitute a quorum for the Officer's meetings

Section 2. A majority of the Representative Council Members in attendance shall constitute a quorum for 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 I. President - The President shall:

- a. preside over all meetings of the Officers, Representative Council and General Membership.

- b. appoint the chairperson of all standing committees and special committees with the approval of the officers not otherwise provided for in the Constitution and By-Laws.
- c. be ex-officio members of all committees
- d. with the Treasurer, sign all orders drawn upon the treasury for which a voucher has been submitted
- e. represent the Association before the public either personally or through a designated representative
- f. perform all other functions usually attributed to the office.
- g. try to attend or send a designee to the monthly Board of Education and public meetings.
- h. try to attend or send a designee to the monthly BCEA meeting

Section 2 Vice Presidents – The Vice Presidents 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 direct.
- b. be the Association parliamentarian using Roberts Rules as the guide for procedures.
- c. try to attend regularly scheduled BCEA meetings or send a designee.
- d. be the direct liaison to all the support staff groups.

Section 3 The Secretary — The Secretary shall:

- a. be responsible for handling all correspondence for the Association
- b. notify the appropriate members as to the time of the Officers Meetings, Representative Council and General Membership meetings at least seven (7) calendar days prior to the meetings
- c. keep accurate minutes of all the Officers Meetings, Representative Council and
- d. maintain the official files
- e. distribute minutes of the previous Representative Council meeting to all Representative Council members at each subsequent meeting

- f. distribute copies of all proposed amendments to the Constitution as prescribed in Article VII of the Constitution
- Section 4 The Treasurer - The Treasurer shall:
- a. be responsible for receiving of all dues from NJEA.
 - b. deposit all monies in a bank, in the name of the Association
 - c. notify NJEA of name of bank in which Association dues are deposited.
 - d. hold the funds of the Association and disburse them accordingly upon submission of of vouchers approved by the president and in accordance with the approved fiscal budget.
 - e. sign all checks along with the president or first vice-president.
 - f. report at each meeting of the Officers, Representative Council and General Membership.
 - g. prepare an annual financial statement which shall be distributed to all members by April.
 - h. file the appropriate federal and state forms
 - i. serve on the Budget Committee.
 - j. be bonded for such amount as may he determined by the officers from time to time.

Article IV POWERS AND DUTIES OF THE OFFICERS

- Section I. The Officers shall:
- a. be responsible for the management of the Association
 - b. submit a proposed budget to the Representative Council for action by May.
 - c. authorize the spending of money for non-budgeted or items that exceed budgeted amounts up to \$250.00 in any one case. Disbursements in excess of \$250.00 must have the approval of 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 all General Membership meetings

Article V POWERS AND DUTIES OF THE REPRESENTATIVE COUNCIL

Section I The Representative Council shall:

- a. approve the budget by the June meeting.
- b. set the dues for the Association
- c. act on reports of the committees
- d. establish the policies of the Association.
- e. adopt rules for governing the conduct of meetings as are consistent with this Constitution and By-Laws
- f. be the final judge of qualifications and elections of Officers, Association Representatives and Faculty Representatives
- g. have the authority to remove any officer, by a two-thirds majority vote, who is not fulfilling the duties established in the By-Laws of the Association.
- h. have the Authority to remove from office any member of the Representative Council

Article VI COMMITTEES

All chairpersons of these committees will be appointed by the President with the approval of the officers. All other members of these committees will be elected at large by their respective buildings.

Section I

- a. **Liaison Committee** - The members of each building shall elect a Liaison Committee composed of employee members for each school building which shall meet with the principal once a month if needed during the school to review and discuss local school problems and practices, and to act in an advisory role in the revisions of development of building policies.
 - 1. Employee representatives shall meet with the Superintendent at mutually agreed times, but at least three (3) times per school year, when issues exist, to review and discuss current school problems and practices
 - 2. One (1) representative of each buildings Liaison Committee chosen by that Liaison Committee

will comprise a district-wide committee to meet with the Board of Education.

3. Meetings shall be scheduled at a time mutually agreeable to the parties.

b. Membership - to take care of enrolling members and collecting dues. The committee should consist of one general chairperson and the Association representative from each school. The job of chairperson is to coordinate the membership drive between the buildings. The chairperson is to obtain and distribute all necessary membership materials to the Association Representatives and to instruct them in the correct procedure for enrolling members. It is also the job of the chairperson to collect all completed enrollment forms and cash from the Association Representatives at designated times during the drive. The chairperson is then to send all necessary completed forms and money to NJEA. Each Association representative takes care of enrolling the members of each building in the professional organizations by distributing all forms and membership materials to the people in each building. The Association Representative is then to collect the completed forms and payments from these people and turn this over to the committee chairperson at the times designated.

At the end of the enrollment period, the membership committee will supply the officers of the Association with a list of the full membership according to the building.

c. Ways and Means/Social –

Organize and follow through on activities necessary to provide the funds which will subsidize the budget and any other distribution of funds as voted on by the members. With the help of a "sunshine" person in each building, the committee will be responsible for gifts for the personnel retiring or leaving the system, and will send appropriate remembrances for illness, bereavement, etc. In addition this committee will

- organize and implement any social functions for Association members, families and guests.
- d. **Legislative** - Bring to the attention of the Association all legislative matters pertaining to the field of education and to designate a member to attend regular legislative meetings at the county level.
- c. **Scholarship** - Responsible for screening and recommending applicants for annual scholarship awards. Maintain close contact with the local high school Guidance Departments. Screen all applications for suitability. Report the names of the recipients at the April Representative Council Meeting.
- f. **Negotiations** - Shall negotiate with the Board of Education on matters concerning salaries, working conditions and other benefits subject to the approval of the members.
- g. **Grievance** - Shall consist of the Association Representative or their designee from each building, to hear, consult on, and to file grievances as they deem appropriate for members. An individual member retains the right to file a grievance separately if so desired.

Section 2 Other committees to be appointed as needed:

- a. **Constitution and By-Laws** - Will review and revise the standing rules of the Association subject to the approval of the membership
- b. **Nominations and Elections** — Is responsible for presentation of a slate of the following Officers: President, First Vice-President, Second Vice-President, Secretary and Treasurer no later than two weeks prior to the election in April.
- c. **Public Relations** - Keep the public informed of the activities of the Association through news items and to keep the members informed through the inter-school communications vehicle.
- d. Any other committees deemed necessary will be appointed by the Officers.

Article VII **ELECTIONS**

Section 1 Nominations

- a. The president, subject to the approval of the Representative Council at its March meeting, shall appoint a nominating committee which will name one or more candidates for president, two vice-presidents, secretary and treasurer.
- b. The Nominating Committee shall make its recommendations to the Representative Council at its April meeting. Members of the Representative Council may nominate other candidates from the floor.
- c. The Nominating Committee shall present all nominations to the general membership in writing.

Section 2 Voting

- a. The President with the approval of the Representative Council shall appoint an election committee. No candidate for office may serve on this committee.
- b. In April, members shall vote for officers by secret ballot in accordance with procedures developed by the elections committee and approved by tin Representative Council
- c. The elections committee shall report lie results to the President, who will cause them to be published. New offices shall be installed in May at the Representative Council meeting.
- d. A member of the elections committee shall report results of the election of officers immediately to NJEA, NEA and the county association..

Article VIII FISCAL YEAR

The fiscal year of the Association shall begin September 1 and end on August 31.

Article IX AUTHORITY

The most recent edition of Roberts Rules of Order shall be the parliamentary authority for the Association cu all questions not covered by the Constitute and by-laws and such standing rules as the Officers may adopt.

Article X AMENDMENTS

Amendments to the bylaws may be made by a two-thirds majority of the active members of the Association voting in a regular or a special election called for this purpose, provided that the amendment has been previously introduced at a regular meeting of the Representative Council and that copies have been distributed to each

active member of the Association at least two calendar weeks in advance of the election.

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