



# By-Laws

# BY- LAWS

## Article I – Rules of Order

### Section 1:

*Robert's Rule of Order (Newly Revised)* shall be the authority on all questions or procedures not specifically stated in the Constitution and By-Laws.

### Section 2:

A majority of their members shall be a quorum for the Representative Assembly, the Executive Committee, and standing and special committees.

### Section 3:

The members present at any duly announced meeting of the Association shall constitute a quorum.

## Article II – Terms and Secession

### Section 1:

The officers shall take office on the First Monday in May and shall serve for one year and may be reelected without an intervening term.

### Section 2:

Should a vacancy occur in the office of the Second Vice President, Secretary, or Treasurer, the Representative Assembly shall appoint a member to fill the vacancy until the term expires.

## Article III – Powers and Duties of Officers

### Section 1: President

The President shall preside at all meetings of the Association, the Representative Assembly, and the Executive Committee. The President or his/her designee shall, with the Treasurer, sign all checks authorized by the Representative Assembly. The President shall appoint all committees not otherwise provided by the Constitution and shall designate a temporary chairperson of each, and shall be able to assign a member of the Executive Committee to be an ex-officio member of each committee. The President shall serve as a member of the Representative Assembly the year following the expiration of his/her term.

### Section 2: First Vice President

The First Vice President shall assist the President, shall preside in the absence of the President, and shall perform the functions usually attributed to the office. The First Vice President shall sign checks when necessary. The First Vice President shall become President if the presidency becomes vacant.

### Section 3: Second Vice President

The Second Vice President shall assist the President and shall preside in the absence of the President and the First Vice President. The Second Vice President shall serve as liaison officer for all committees assigned to the office of Second Vice President by the President, and shall organize and conduct local, state, and national membership enrollment among the personnel employed by the Robertson County School system and shall inform members of the policies, programs and accomplishments of all associations.

Section 4: Immediate Past President

The Immediate Past President shall advise the Executive Committee as an ex-officio member.

Section 5: Secretary

The Secretary shall keep accurate minutes of all meetings of the Association, the Representative Assembly, and the Executive Committee. The Secretary shall be responsible for correspondence when requested by the President. The Secretary shall maintain the official files of the Association.

Section 6: Treasurer

The Treasurer shall hold the funds of the Association, sign checks when necessary, and disburse funds upon authorization by the Executive Committee. The Treasurer shall maintain a roll of the members. The Treasurer shall keep accurate records of receipts and disbursements, shall report to meetings of the Representative Assembly, and shall prepare financial statements for publication to members as directed by the Executive Committee. The Treasurer shall keep the President and Executive Committee informed of the financial condition of the Association. The retiring Treasurer shall serve as chairperson of the budget Committee. The incoming Treasurer (if different) shall also be a member of the Budget Committee.

Section 7: Parliamentarian

The Parliamentarian shall be appointed by the President and advise the Association and the committees on parliamentary procedure and questions of constitutionality, using as the Parliamentarian's authority *Robert's Rules of Order (Newly Revised)* and the Constitution of the association. The Parliamentarian shall be an ex-officio member of the Constitution and By-Laws Committee.

Section 8: Press Reporter

The Press Reporter shall be appointed by the President and furnish the local news media articles pertaining to the affairs of the Association, be responsible for the association publication, and work cooperatively with the Public Relations Committee.

## Article IV – Executive Committee

Section 1:

The Executive Committee shall be responsible for carrying out the policies established by the Representative Assembly, report its transactions and those of the Representative Assembly to the members and suggest policies for consideration by the Representative Assembly.

Section 2:

The Executive Committee shall have jurisdiction to act for the Association on matters demanding immediate attention, which arise between regular meetings of the Representative Assembly when not practical or feasible to call a special meeting of the Representative Assembly.

Section 3:

The Executive Committee shall report to the Representative Assembly at its next regular meeting the actions taken at a special meeting.

Article V – Representative Assembly

Section 1:

The Representative Assembly shall act on reports of committees, approve resolutions and other policy statements, and adopt procedures for implementing the Code of Ethics of the Education Profession.

Section 2:

It shall approve the budget of the Association, take action on all non-budgetary expenditures, and shall not create an indebtedness beyond the resources of the Association.

Section 3:

It shall designate a bank or banks for the deposit of funds of the Association, shall have the Treasurer bonded, and shall have the books and accounts of the Association audited annually, or more often at its discretion.

Section 4:

It may adopt such rules governing the employment of the Association's staff, the conduct of the Association, and conduct of meetings as are consistent with this Constitution and By-Laws.

Section 5:

Powers not delegated to the Executive Committee, the officer, or other groups in the Association shall be vested in the Representative Assembly.

Section 6:

The representative Assembly may refer any item of business to the general membership.

Article VI - Faculty Representatives

Section 1:

In each public school in Robertson County, faculty members who are members in good standing of the Association shall elect through open nominations and secret ballot one faculty representative and an alternate to the Representative Assembly for each fifteen members or major fraction thereof. There shall be at least one such representative from each faculty. The Representative Assembly shall appoint proportional ethnic minority if not elected. Elections shall be held in April by secret ballot, and Representatives shall take their seats at the May meeting of the Representative Assembly.

Section 2:

Faculty representatives shall attend the meetings of the Representative Assembly unless they are excused by the President. After two unexcused absences of a representative or his alternate, the President shall declare the seat unfilled and call for a faculty election to fill out the term. The President may designate a member in good standing to organize this special election.

Section 3:

The faculty representative shall call meetings of the Association members to discuss Association business, shall appoint such faculty committees as the Association may require, and shall organize and oversee subsequent elections of faculty representatives, and shall provide two way association communications with the faculty.

Section 4:

The central office administrative staff shall be considered a faculty for purposes of the Association and each member of the professional staff shall be considered a member of that faculty.

Section 5:

Faculty representatives shall have been members of the local and state associations for at least one year prior to their election and shall maintain their membership in good standing during their term of service.

Section 6:

The total composition of the Representative Assembly shall reflect a proportional representation of ethnic minorities and administration, as they are professional members in the Association. If this representation is not reflected after the normal election process, additional representation shall be nominated and elected at large to fulfill this requirement.

## Article VII – Standing Committees

Section 1:

Structure – There shall be standing committees as listed in Section 6 of this Article, carrying specific functions outlined below. They shall have (3,6,9,12, or 15) members selected to represent a cross section of the total Association, and appointed for overlapping terms of three years. All committees shall reflect the composition of the total membership with at least proportional representation for ethnic minorities. Appointments shall be made by the president with approval by a majority of the Executive Committee. The chairperson of each committee shall be selected by the membership of the respective committee. Chairpersons of standing committees shall have served for a least one year on the said committee before taking the committee office. Each committee with the approval of the Executive Committee may organize special subcommittees and task forces for specific activities from the membership of the Association.

Section 2:

Meetings – Each standing committee except the Professional Rights and Responsibilities Committee shall meet regularly according to a calendar

developed by the Executive Committee and may hold special meetings at the call of the chairperson. The Professional Rights and Responsibilities Committee shall meet as necessary due to the nature of its business.

Section 3:

Reports – Each committee shall choose a secretary who shall keep a continuing record of activities. Chairpersons shall report as necessary to the Executive Committee and to the Representative Assembly when directed by the Executive committee and shall prepare an annual written report summarizing objectives, action program gains, and non reached goals, which the Executive Committee shall distribute to the members and which shall become a part of the continuing committee record in the Association files. Each committee shall develop annual program plans, develop a budget request based on those plans and submit the request to the budget committee prior to the formulation of the annual budget.

Section 4:

Relations to Executive Committee – The Executive Committee shall assist the president-elect to appoint members of the standing committees at the regular meeting in May and to fill all unexpired terms as vacancies occur thereafter, and shall plan for an organizational committee conference each year. It shall be require and assist committees to define their immediate and long-range objectives. It shall review committee plans as necessary and shall decide any jurisdictional argument between committees.

Section 5:

Relation to State and National Association – The standing committees shall seek to understand and relate to the objectives and programs of corresponding unites of the TEA and NEA and shall counsel with them.

SECTION 6. Titles and Duties:

- a. The Committee on Membership shall organize and oversee the following activity areas:
  - (1) Membership recruitment and retention - to organize, coordinate, and conduct a continuing program for unified membership enrollment; to inform members of the policies, programs, services, and accomplishments of the Unified Education Profession at all levels; and to provide a contact in connection with dues, problems or questions concerning membership status of members.
  - (2) Orientation - to develop and conduct programs for the orientation of new teachers to the community, the school system, and the Association.
- b. The Committee on Teacher Welfare shall explore and prepare action programs as necessary in all areas of teacher welfare with responsibility for salaries, leave provisions, fringe benefits, insurance, credit and investment facilities, and general working conditions; and shall be responsible for budget analysis and contract analysis.
  - (1) Salary - to develop salary proposals for presentation to the membership and/or the negotiations committee, develop supportive data and research statistics, develop knowledge and understanding of school finance, property taxation, and other financial resources available

from local, state, and federal funds; to make recommendations which will aid in bringing about adequate financial support for public education and recommended policies and procedures which will gain community support and community involvement in the campaign for better educational programs.

(2) Fringe Benefits - to investigate insurance coverage and group policies which might be made available for members, such as; life, health, income protection, annuities, and accident and travel insurance; to monitor coverage and benefit services of the coverage and policies which are currently provided or available to members, and to investigate and recommend other available and potential fringe benefits to the membership and/or the negotiations committee.

(3) Working Conditions - to monitor the physical environment, schedules, and other factors which affect working conditions for reasonableness, comfort, safety; to monitor provisions of the negotiated contract with respect to all working conditions, and to recommend measures through the proper channels to remedy and/or upgrade any of these factors which are found to be unacceptable.

c. The Committee on Legislation shall have broad concern for local, state, and national legislation affecting the interests of the Association and for exercise of civic responsibilities by members. The committee shall be diligent to inform members about newly enacted legislation. The committee shall seek to coordinate its activities with those of appropriate PACE activities. It shall organize and monitor the following activities:

(1) State Legislation - to study pending legislation and to promote activities leading to the passage of desirable state legislation for teachers.

(2) Federal Legislation - to study legislation before the Congress and to develop and/or promote activities leading to the passage of desirable federal legislation for education.

(3) Local Legislation - to seek to influence local legislation to the advantage of education; to keep aware of all aspects of the local county and/or city budgets, bonding programs, and referenda; and to establish and maintain liaison status with local magistrates and/or city councilpersons.

(4) Citizenship - to educate members and the public to the civic responsibilities of educators; to promote voter registration of all educators, and to develop programs that will encourage wide exercise of those rights and responsibilities.

d. The Committee on Professional Rights and Responsibilities (PR&R) shall explore and prepare action programs for securing satisfactory personnel policies and procedures for the redress of grievances. This committee shall advise the Executive Board in situations of censure, suspension, or expulsion of members. Members of this committee shall have attained tenure status in the local school system. The specific duties of the committee include knowing, explaining, interpreting, and stimulating

cooperative development of written local school board policies, state board policies, local school laws and legal structure, and state and federal school laws and structure. Additional but equally important duties are: to know, explain and defend teacher rights in such matters as tenure, contracts, and liability; to promote and cooperate in the consultant development of written school board policies; to make proposals to the local negotiations committee; to hear complaints and advise members; to defend members, the Association, and the profession against unjust or adverse criticism; to encourage democratic procedures and understanding among the local board of education, the administration, the classroom teachers, and other school personnel; to serve as liaison with the state and national Professional Rights and Responsibilities structures; and to accept such other duties as may be needed and assigned. It may organize subcommittees on personnel policies, ethics, grievance, and others as deemed advisable by the Executive Board.

- e. The Committee on Public Relations shall seek to develop public understanding of the purposes and programs of the Association, the values and importance of education, and, in cooperation with the administration, the educational philosophy and programs of the schools. It shall develop procedures by which the Association can work cooperatively with parents and the public in civic, fraternal, and social organizations, and through all available channels of communications. It shall seek to provide for effective internal and external communications programs, including negotiations activities. The Committee on Public Relations shall organize and oversee the following areas of work:
  - (1) News Media
  - (2) Newsletter
  - (3) American Education Week
  - (4) School Bell Awards
  - (5) Liaison with other community groups
  - (6) Speakers' Bureau
  - (7) Yearbook
  - (8) Others
  
- f. The Committee on Instruction and Professional Development (IPD) shall explore and develop action programs to raise and maintain standards for certification, employment, and assignment; to improve opportunities for pre-service, continuing, and in-service professional education; and to create and maintain rapport between the Association and neighboring or closely related institutions of higher education. It shall exercise professional concern in programs involving student teachers or relating to the concept of professional autonomy. It shall plan and coordinate programs for the general membership meetings of the Association. It shall work closely with the local negotiating committee in formulating and promoting activities relating to improved instruction and professional development.

- g. The Committee on Human Relations shall develop positive programs and activities and utilize the talents and abilities of the membership to promote an atmosphere of cooperative understanding of the dignity and worth of each individual and to improve human relationships for all.
- h. The Committee on Research shall review and disseminate pertinent research information to the membership and other committees, including the negotiations committee; maintain a file on such information; and assist the president in completing surveys or questionnaires received from the state and/or national associations.
- i. The Committee on Constitution and Bylaws shall promote and maintain an awareness of and stress adherence to the Constitution and Bylaws and shall be responsible for proposing, explaining, and promoting any necessary amendments to make the document more workable in the local situation.)
- j. Status of Women in Education Committee shall conduct studies of women in educational administrative, supervisory and association positions, and publish research findings. It shall coordinate, supervise and evaluate training programs for women's leadership development. It shall review affirmative action programs and increase awareness of attitudes, stereotypes, sex biases, and role discrimination in education. In addition, the committee should work cooperatively with other groups; such as, the American Association of University Women (AAYUW), Delta Kappa Gamma, Alpha Delta Kappa, and Phi Delta Gamma in exchanging pertinent information in the interest of women.
- k. Member Benefits Committee shall develop a local discount buying program; coordinate and help publicize TEA and NEA Member Benefits Programs.

## Article VIII – Special Ad Hoc Committees

### Section 1.

Each year the president shall appoint an Elections Committee, an Audit Committee, a Budget Committee, a Social Committee, and such other special ad hoc committees as may be necessary, and shall discharge them upon completion of their duties. These committees shall operate according to rules approved by the Representative Assembly. No officer of the Association shall serve on either the Elections Committee or the Audit Committee, except that the retiring treasurer shall automatically serve as chairperson of the Budget Committee, and the incoming treasurer shall be a member of this committee. The Audit Committee shall audit the accounts of the Association to cover the term of the treasurer and shall complete the audit no later than one month following the close of said officer's team.

### Section 2.

The president, with the guidance and approval of the Executive Board, shall appoint a negotiating team. The team shall consist of five members. The roles of

team spokesperson, observer, and recorder shall be assigned. Other roles shall be assigned as necessary. The spokesperson shall be the chief negotiator and shall be in full charge of the negotiating team. Other team members shall become specialists in particular areas up for review and speak at the will of the chief negotiator. The recorder and one team member shall take comprehensive notes and record points of agreement and disagreement for resolving future disputes as to the intentions and the meaning of contract clauses. The observer and one team member shall observe the reactions of members of the board of Education on issues for oral review at subsequent strategy-planning sessions to alert the team to sensitive areas. The negotiating team shall have the primary responsibility in negotiating, and shall be given full authority to bargain in good faith, including the right to modify proposals and make concessions on behalf of the Association, subject only to the ratification of the entire contract by the Active members of the Association.

#### Section 3.

The Negotiating Committee shall be made up of the entire negotiating team, plus the chairpersons of the following committees: Teacher Welfare, Research, Professional Rights and Responsibilities, and Instructional and Professional Development. Others may participate in committee functions according to the needs of the negotiating committee. The chairperson of the negotiating team shall be selected by the president with the guidance and approval of the Executive Board. The main purpose of the committee shall be to prepare the initial contract proposals and to provide the necessary backup materials for the negotiating team throughout the negotiating process.

#### Section 4.

The Election Committee shall be appointed by the president with the guidance and approval of the Executive Board. It shall be responsible for:

- (a) All the recognition election procedures. It shall coordinate the petition card campaign and all the procedures surrounding the actual election. It shall assure that established time tables are followed, and shall work closely with the Communications Committee in developing and distributing campaign materials.
- (b) Once recognition is secured, this committee works with the Negotiating Committee. It must be ready at all times throughout the negotiations proceeding to mobilize forces at any given time to support negotiations. It shall work through such areas as community action; internal and external communications, and political action and legislation, and shall maintain close liaison with the Membership and Public Relations Committees and the local PACE Committee.

#### Section 5.

The Communications Committee shall be an expansion of the Public Relations Committee, and shall be responsible for increased internal and external communications during the recognition procedures and the negotiations process, and shall be represented at each negotiations session, and shall work closely with the president and chief negotiator in determining appropriate and timely releases.

## ARTICLE IX – ELECTIONS

### Section 1. Nominations

- a. The Active members of the Association in each faculty or central administration office during the month of (March) may **nominate** candidates for president-elect, secretary, treasurer, and executive board. All candidates for these offices shall have been Active members of the Association for at least one full membership year immediately preceding their election. The senior Association Representative shall deliver all nominations in writing to the Committee on Elections.
- b. The Committee on Elections shall report all nominations to the Representative Assembly at the (April) meeting. Members of the Assembly may **nominate** other candidates from the floor.
- c. The Committee on Elections shall publish to the members brief information on each candidate. The Committee on Elections shall be responsible for the preparation and distribution of the ballots. It shall provide to each senior Association Representative a list of eligible voters and the exact number of ballots. The distribution of ballots must be completed at least two days prior to the date of the election which has been set by the president. This committee shall oversee the preparation of lists and ballots with witnesses to certify that the correct number has been provided.

### Section 2. Balloting

On the first (school) day in (May) Active members shall vote for officers by **secret ballot** in accordance with procedures developed by the Committee on Elections and approved by the Representative Assembly. Election shall be held at the end of the school day for a period of (thirty minutes). All used and unused ballots shall be returned to the chairperson of the Committee on Elections. The ballots shall be counted by three judges named by the president. If no candidate received the majority of the votes cast, a run-off election shall be held between the two candidates who have received the largest number of votes. This committee shall submit detailed procedures of the total elections process to the Executive Board for approval and shall cause the approved procedures to be printed and distributed to the membership at least two weeks in advance of the election. The Committee on Elections shall report results to the president who shall cause them to be announced immediately.

## ARTICLE X – DUES

### Section 1.

The dues for Active members of the Association shall be (determined annually upon recommendation by the Budget Committee as approved by the Executive Board and the Representative Assembly). (percent of the state-wide minimum salary for the preceding school year for a beginning certificated teacher with a bachelor's degree as determined by law and the State Board of Education. This

includes the mandated uniform minimum state-wide local supplement for a beginning bachelor's degree teacher. The dues shall be computed annually and rounded to the nearest one-half dollar.)

Section 2.

**Members shall also pay annual dues to the Tennessee Education Association and the National Education Association.**

Section 3.

Dues of Education Support members shall be equal to one-half the amount for Active members.

Section 4.

Retired members shall pay no annual dues.

Section 5.

Any Active or Education support member who is granted an official leave of absence for official duties may retain membership status by paying membership dues directly to this Association.

Section 6.

**The membership year shall extend from September 1 of one year through August 31 of the next;** however, one who paid dues for the previous will be considered a non-delinquent and in continuous membership subject to the rights, privileges, benefits, and services provided by his/her category of membership if his/her dues are paid or payroll deduction is officially authorized prior to November 1.

Section 7.

Those elected to posts after January 1 of the school year shall be invited and encouraged to become Active members for the sum of fifty percent of the local dues in effect at the time of their appointments, (may be prorated) plus appropriate TEA and NEA dues.

ARTICLE XI - DELEGATES TO TEA AND NEA

Section 1.

TEA Representative Assembly

- a. Delegates and alternates to the annual TEA Representative Assembly shall be elected according to procedures outlined in the TEA Constitution and Bylaws.
- b. Names of delegates and alternates shall be submitted to TEA at least one month in advance of the dates of the Assembly.

Section 2.

NEA Representative Assembly

- a. Election of delegates and successor delegates to the NEA Representative Assembly shall be by secret ballot of the entire membership for each individual delegate position.
- b. Names of elected delegates and successor delegates shall be submitted to the NEA in advance of the Assembly.
- c. Delegates and successor delegates must be members of this Association.

**ARTICLE XII - FISCAL YEAR**

The fiscal year of the Association shall be from AUGUST 1 of one year through JULY 31 of the following year.

**ARTICLE XIII – AUTHORITY**

Robert's Rules of Order (most recently revised) shall be the parliamentary authority for the Association on all questions not covered by the Constitution and Bylaws and such standing rules as the Representative Assembly may adopt.

**ARTICLE XIV – AMENDMENTS**

These Bylaws may be amended or repealed only by majority vote at any regular meeting of the Representative Assembly (general membership, if no Representative Assembly) provided that proposed amendments have been previously studied by the Executive Board and that copies have been sent to Association Representatives two calendar weeks (or 30 days) in advance of that meeting. Amendments to these Bylaws may be proposed at any regular meeting of the Representative Assembly by any member of the Representative Assembly, or by petition signed by at least ten (10) percent of the members of the Association. All amendments shall take effect immediately following adjournment of the meeting at which they were ratified except where a different effective data shall have been specified.

ADOPTED: \_\_\_\_\_  
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AMENDED: \_November 19, 2007\_\_\_\_\_