

Sauk Rapids-Rice Education Association CONSTITUTION

ARTICLE 1 Name

The name of this organization shall be the Sauk Rapids-Rice Education Association

ARTICLE 2 Preamble

We, the members of the Sauk Rapids-Rice Education Association, Mid-Minnesota United Intermediate Organization, Education Minnesota, National Education Association, and the American Federation of Teachers, believing that the active participation of non-supervisory licensed education personnel in the development of educational policy is essential for sound education in democratic society, have joined together, as herein defined in this Constitution and Bylaws, for the purpose of exerting a collective and positive influence on education in Independent School District No. 47, Sauk Rapids-Rice

Sauk Rapids-Rice Education Association shall provide a united voice for public education, leadership in education innovation, dedication to Minnesota students and families, and an unwavering commitment to the welfare of our members.

Sauk Rapids-Rice Education Association shall be a local organization that provides unstinting professional service to its members by building and maintaining a strong, effective local and by promoting instructional advocacy. Sauk Rapids-Rice Education Association shall be committed to democracy in the workplace and within the organization.

If any provisions of this constitution and bylaws conflict with or violate the constitution and bylaws of Education Minnesota, NEA or AFT, the provisions of the state and national organizations shall supersede those contained herein.

ARTICLE 3 Membership

Membership in the Sauk Rapids-Rice Education Association shall be in accordance with the constitution and bylaws of Education Minnesota, NEA and AFT. The membership year shall be September 1 through August 31. No one shall hold office in the Sauk Rapids-Rice Education Association who is not an active member of Education Minnesota, NEA, and AFT.

ARTICLE 4 Officers-Elections

Section 1. The officers of this Association, who shall be member of Education Minnesota, shall be a president, a vice president, a secretary, and a treasurer. The officers will serve a two-year term. The vice president shall succeed the president each term.

Section 2. Officers shall be elected by a written ballot at the annual Spring meeting of the Association in each even numbered school year: the term of office shall begin June 1 of that year.

Section 3. Vacancies shall be filled through appointments by the Executive Board.

ARTICLE 5. Meeting

Section 1. The president shall call the first general meeting during August/September, and other meetings during the calendar year as the need arises.

Section 2. In August of each year, the four elected officers shall meet and decide the meeting schedule for the year.

Section 3. Additional meetings shall be called by the president or acting president when needed.

ARTICLE 6 Executive Board

Section 1. The executive Board shall consist of the officers, negotiation team, standing council chairpersons, and building representatives.

Section 2. The Executive Board is to coordinate functions of the councils and other local association activities.

Section 3. In September of each year, the Executive Board shall decide on a monthly meeting date.

Section 4. Additional meetings shall be called by the President or Acting President when necessary.

ARTICLE 6 Amendments

Section 1. An amendment to this constitution may be introduced at any regular meeting of the Executive Board and must be presented, with the Board's recommendations, to the membership. A secret ballot shall be conducted by the building representatives one week later.

Section 2. Balloting locations will be announced by building representatives 48 hours prior to the balloting.

Section 3. Tabulation of the ballots shall be conducted by the Executive Committee and reported to the membership

Section 4. A simple majority vote of those voting is required to adopt the proposed amendment.

ARTICLE 7 Affiliation

The Sauk Rapids-Rice Education Association is affiliated with Education Minnesota, the American Federation of Teachers and the National Education Association in accordance with

the provisions of the constitution and bylaws of these bodies. Individuals will be members of the Mid-Minnesota United Intermediate Organization, Education Minnesota, the American Federation of Teachers, the National Education Association, and the AFL-CIO.

ARTICLE 8 Quorum

A simple majority of its member shall be a quorum for all meetings of the Executive Board, General Membership, and Councils. If a quorum is present at the call of a meeting, the Association may continue to transact business until adjournment notwithstanding the withdrawal of enough members to leave less than a quorum.

ARTICLE 9 Rule of Procedure

Robert's Rules of order, Revised, shall be the authority on all questions of procedure not specifically described in this constitution.

Sauk Rapids-Rice Education Association BYLAWS

Section 1. Active Membership The membership year shall be September one(1) to August

thirty-one(31) and an active member shall pay dues as follows:

- a. Local Dues: The association shall determine annual dues by a simple majority vote at the August/September General Membership Assembly when notice has been given for such a consideration.
- b. Intermediate Organization Dues: As set by the Delegate Assembly of the Mid-Minnesota United Intermediate Organization.
- c. State and National Dues: will be assessed in accordance with the dues categories and policies of Education Minnesota, NEA, AFT, and AFL-CIO.

Section 2. Dues Structure

A teacher will pay full local dues if s/he works 76% (seventy-six percent) to full time.

A teacher will pay three-quarter dues if s/he works 51% (fifty-one percent) to 75% (seventy-five percent) time.

A teacher will pay half dues if s/he works 26% (twenty-six percent) to 50% (fifty-percent) time.

A teacher will pay quarter dues if s/he works 25% (twenty-five percent) or less time.

A teacher on leave (reserve teacher) for one year or more will be offered SRREA membership at \$20.00 (twenty dollars) local dues each year.

Due to their unique employment structure, Early Childhood Family Education Teachers' local (SRREA) dues will be set as follows:

Full Time Employment= 3/4 SRREA dues.

3/4 Time Employment= 1/2 SRREA dues.

1/2 Time Employment= 1/4 SRREA dues.

1/4 Time Employment= free SRREA dues.

No net earnings shall be inured to the benefit of any member.

ARTICLE 2 Duties of Officers/Executive Committee

SECTION 1. President. The President shall preside over meetings of the Executive Board and the general membership, and shall be the chief executive officer of the Association. S/He shall represent the Association and its members to the School Board of Independent District #47 and before the public, either personally or through delegates. S/He may act as the first delegate to the Intermediate Organization, State and National Delegate Assemblies. The president shall submit a list of delegates and alternates as required prior to the Representatives Assembly to the Education Minnesota office. S/He shall appoint the chairpersons and member of all standing councils, present these appointments to the Executive Board of approval, appoint all special committees and shall be a member ex-officio of all committees. S/He shall perform all other functions usually attributed to this office. The president shall be paid an honorarium.

Section 2. Vice president The vice President of the Association shall perform all functions usually attributed to this office. S/He may act as second delegate to the Intermediate Organization, State and National Delegate Assemblies. S/He shall act for the President in his/her absence. The vice president shall serve as the Organizing for Settlement Committee Coordinator for the Association. The Vice President shall also serve as the Historian for Sauk Rapids-Rice Education Association. The Vice President shall keep a file containing important information, i.e.: documents, correspondence, constitutions, amendments, contracts (basically a history of SRREA). The Vice President shall be paid and honorarium.

Section 3. secretary. The secretary shall keep accurate minutes of all meetings of the Executive Board and of the general membership meetings, and shall maintain the official files including the constitution, bylaws, and annual membership lists. The secretary shall publish minutes of executive Board and General membership meetings through e-mail, and shall assist the President with Association correspondence, S/He may act as third delegate to the Intermediate Organization, State and national Delegate Assemblies. The Secretary shall be paid an honorarium.

Section 4. treasurer. The Treasurer shall be the financial officer of the Association shall maintain all financial records including accounts receivable from each member, and budget item breakdowns for each council, shall notify in writing the chairperson of each of the councils when ninety (90) percent of the budget is spent, shall transmit amounts due Education Minnesota, Mid-Minnesota United, and NEA-AFT within thirty (30) days of receipt of a bill, and shall disburse funds upon authorization of the Executive Board. S/He shall prepare and present a written report for each meeting of the Executive Board and shall prepare and present an annual financial statement at the August/September general membership meeting. S/He shall keep the president informed as to the financial condition of the Association. S/He shall be bonded by the Association. If a fourth delegate is needed, s/he mat act as fourth delegate to the Intermediate Organization, State, and National Delegate Assemblies. The Treasurer shall be paid and honorarium.

ARTICLE 3 Duties Of The Executive Board

Section 1. The executive Board shall be responsible for the management of the Association. It shall adopt the budget, approve all expenditures, act on reports of committees, approve resolutions and other policy statements, and carry out policies of the Association. It shall report its transactions to the members and shall take appropriate action on matters referred to it by the members.

Section 2. Powers not specifically delegated to the officers or other groups in the Association shall be vested in Executive Board.

Section 3. The executive Board shall elect alternate delegates to the Intermediate Organization, State and National Delegate Assemblies.

ARTICLE 4 Building Representatives

Section 1. Members in good standing of this association shall elect for a term of two years, one building representative to the Executive Board for each ten (10) members, or major fraction thereof. There shall be at least one representative from each building. Where more than one

such representative is elected, one shall be designated the Head Building Representative and shall be paid on honorarium. Elections may be held in the Spring, and representatives shall take their seats at the next meeting of the Executive Board.

Section 2. Building representatives shall attend all meetings of the Executive Board and the general membership. They shall notify the President in advance if they are unable to attend any of these meetings and shall take steps necessary to inform themselves of any business conducted at these meetings. A building representative who has to miss a meeting may send a substitute in his/her place with full voting rights.

Section 3. Building representatives, with the head building representatives presiding, shall call and conduct meetings of Associations members within each building to discuss Associations business. They shall organize elections in the building, enroll members, and shall insure that effective two-way communication takes place within the building and within the entire Association.

ARTICLE 5. Standing Committees

Section 1. Structure. There shall be standing committees of the Association with the responsibilities as outlined below. Each committee may, with the approval of the Executive Board, organize special sub-committees and task groups to carry out specific activities. The executive Board will determine appropriate honorariums.

Section 2. Meetings. Each standing committee shall meet as appropriate to carry out its responsibilities.

Section 3. Reports. The chairperson of each standing committee shall attend each regular meeting of the Executive Board and may make such reports, orally or in writing, as may be appropriate. Each standing committee will maintain accurate records of its activities and will present a summary annual report of its activities and expenditures to the Vice President by June 1 of each year.

Section 4. Titles and Responsibilities

- a. Organizing for Settlement Committee: Shall be composed of at least one representative of each building in the school district. This committee shall have the responsibility of facilitating communications between the Association and the Negotiations Team, shall organize the Association for action in support of the Negotiations Team, and shall serve as the intermediary between the Association and the Negotiation Team. The Organizing for Settlement Chair shall be paid in Honorarium.
- b. Negotiations Team: Shall have responsibility for the research, development and formulation of proposals for negotiation with the School Board. The team shall represent the Association and conduct negotiations with the School Board. There shall be three (3) to five (5) members appointed by the President to represent the

- Association in formal contract negotiations with the School board. [] Honorariums usually given to three (3) person negotiations team will be equally divided among four (4) to five (5) member negotiations team when a four to five (4-5) person team is appointed. The negotiation team shall work with the Organizing for Settlement Committee to keep the Association updated as to the status of negotiations and any special needs of the team. The Negotiations team shall also coordinate with the Executive Board in the even that a crisis assessment of other action and assistance from Education Minnesota is needed.
- c. Government Relations: Shall have responsibility for maintaining effective communications among the Association, its members, and appropriate legislative of governmental bodies, and shall develop and promote programs to assure involvement of members in civic responsibilities. The Government Relations chair shall be paid an honorarium.
 - d. Member Rights: Shall have responsibility for developing Association positions on matters affecting teachers and informing members of their rights and responsibilities under Minnesota Statutes, the Master Agreement, and the Teachers Code of Ethics. A member Rights Representation subcommittee shall be called as needed to discuss grievance issues and process all grievances which arise in the School District. The Member Rights chair shall be paid an honorarium.
 - e. Membership Committee: Shall have the responsibility to maintain and update Intermediate Organization and State Membership rosters, recruit and expedite paperwork for new members, handle paperwork for fair share persons, and share information with the Treasurer to verify dues. The Membership Chairs shall provide a copy of the local roster twice each year (Spring and Fall) of the Association Historian (the Vice President). The Membership Chair shall be paid and Honorarium.

Section 5. Relation to Executive Board. The Executive Board shall assist the President in appointing members of the standing committees and fill vacancies as they occur.

ARTICLE 6 Representation

The Association shall have delegate representation to official meetings of the organizations with which it is affiliated according to the procedures of such organizations.

Section 1. The president may serve as chief delegate of the Association.

Section 2. Alternate delegates allowed or required shall be elected by the Executive Board of the Association, which shall also determine expense allotments for such delegates.

Section 3. Official delegates of the Association shall maintain their membership in good standing during their term of service.

ARTICLE 7 Elections

Election Procedures: All elections shall be governed by applicable state and federal laws.

1. Each member must receive at least fifteen (15) day notice of the procedures and deadlines to file as a candidate for the election, and of the date, time, and place of the election.
2. Every member must have a fair and equal opportunity to participate in the election without unreasonable impediments.
3. Voting must be by secret ballot.
4. In a contested election, candidates must be allowed to station observers at the polling places.
5. Representatives of the competing candidates should be allowed to observe, but not actually participate in, the counting of ballots.
6. The used, unused and challenged ballots, the envelopes used to return ballots, and other documents related to the election should be safely stored for one year in case there is a challenge to the election.
7. No union funds may be used to support any candidate.
8. The union should comply with reasonable requests to distribute campaign literature at the Candidates expense.
9. Candidates have the right to inspect the membership list once within thirty (30) days prior to the election. No candidate can have preferential access to the list.
10. There shall be an open nomination process for all elections.
11. If there is only one candidate for a position, the election for the position may be waived and the candidate declared elected, in order to waive such an election, a reasonable period of time must have been provided for nominations. There shall be no provision allowed for write-in votes for any election.

Section 1. Nominations: Officers shall be nominated at the spring meeting. Elections shall take place prior to the end of the school year. A simple majority of votes cast by the membership shall constitute an election. Officers elected shall take office as of June 1 following the election.

Section 2. Balloting Procedures: As outlined in Article IV, Section 3, the Head building Representatives shall organize the building elections. Each balloting station shall be equipped with a roster of those eligible to voter, a sign-in sheet for receipt of ballots, and a ballot box. Upon signing in and being verified on the roster, the members will receive a ballot to be placed in the ballot box following the members marking of the ballot at the close of the election, each Head Building Representative will count and tally the ballots and report the results to the President. The ballots, sign-in sheets, and rosters must be returned to the President concurrent with reporting the vote. The President will combine all the reported from the building representative and determine the final winner. The President will e-mail the results to the Association the following day and turn over the balloting materials to the Association's Historian (the Vice-President) for storage.

ARTICLE VIII Amendments

Bylaws may be adopted, amended, or repealed at any regular or special **general** meeting by a simple majority vote of those present and voting.

ARTICLE IX Meet and Confer Committee

The President will appoint, with approval of the Executive Board, a Meet and Confer Committee on an "as needed" basis. The Association President shall chair the Meet and Confer Committee

ARTICLE X SRREA Association Membership Disciplinary Action Policy

Section 1. Disciplinary action, in the form of censure, suspension for one (1) calendar year, or permanent expulsion, shall not be taken against any member except for cause.

Section 2. Such action shall be initiated by a complaint of a majority of the officers, with written notice to the member of the proposed action to be taken and the reasons thereof.

Section 3. Such notice shall also include the statement that the member has ten (10) calendar days in which to request a hearing before the local association Member rights committee, serving as the local discipline committee, wherein five (5) will be a quorum, at which the member is entitled to a representative of his/her choice, to answer the charges and examine those making them. The hearing will be private or public at the choice of the member and the decision, by a simple majority, shall be communicated, in writing, to the member, accompanied by a memorandum of finding of fact, within ten (10) days of the close of the hearing, a tie vote shall indicate no action will be taken.

Section 4. Any member censured, suspended or expelled under these provisions shall have the right of appeal to the full membership or representative assembly, if applicable, within ten (10) days of receipt of the decision. The appeal hearing, at which ten (10) shall be a quorum, shall be presided over by the local Association President, who shall grant a procedure which includes witnesses and the right of cross examination. The decision shall be made by secret ballot, simple majority of the entire membership of those present and voting, or in the representative assembly, where applicable. In the event of a tie, with the President voting, no action shall be taken.

Section 5. Cause shall relate to conduct prejudicial to the purpose of the Association which may include any one or more of the following:

1. Failure to pay dues and assessments of the Association
2. Failure to remain a member in good standing with MMU, EM, NEA, AFT, AFL-CIO
3. Substantial violation of the Professional Code of Ethics.
4. Violation of local policy in crisis situations affecting the entire school district.

ARTICLE XI Contract Ratification and Strike Vote

Section 1. The ratification of the Master Agreement between the Sauk Rapids-Rice Education Association and School District 347 shall take place at a general meeting called for that purpose. The vote shall be conducted by secret ballot and all members in good standing of the Association shall have the right to vote, A simple majority of those voting is necessary to approve the contract.

Section 2. If a general membership meeting has been called for the purpose of ratifying the contract, and the contract is rejected as set forth in Section 1, the local may conduct a strike

authorization vote at this meeting as set forth in Section 6.

Section 3. If the contract ratification meeting takes place while teachers are involved in a strike, all members of the bargaining unit who participated in the strike shall be eligible to vote on the proposed Master Agreement. A majority of those voting necessary to approve the contract.

Section 4. If a tentative agreement is reached at time when school is not in session, the President shall be authorized to call a meeting at the earliest convenience for the purpose of ratifying the proposed agreement. A notice of the meeting shall be conducted through the telephone tree to the membership with a summary of the negotiated changes prior to this meeting.

Section 5. If a tentative agreement is reached at time when school is in session, a general meeting will be called by the Association President at the earliest convenience for the purpose of the presenting the tentative agreement. Each member shall receive a printed copy of the negotiated changes fully written out at this meeting. The tentative agreement shall be presented by the President or designee and/or the negotiations team with factual rather than personal comments, The vote the tentative agreement is not to take place until twenty four(24) hours later, All ballots shall be turned in within eight (8) hours following the twenty four (24) hour period. Any ballots turned in after eight (8) hours have passed will not be valid.

Section 6. In the event that a contract agreement cannot be reached between the Association and the school district, the SRREA Executive Board shall authorize a strike vote to be conducted at a general membership meeting called expressly for that purpose. The vote shall be by secret ballot, Two-Thirds (2/3) of the membership must vote their approval of a strike action. ??
made public - always, flexible, never.
specific language on tallying.

Section 7. During a strike or in the event of an emergency, the Executive Committee shall have the authority to establish alternative timelines for notification and balloting.