

Webberville Education Association Bylaws

(Adopted by the MEA Board of Directors January 21, 1977; amended January 20, 1978, August 22, 1980, February 22, 1985 November 7, 1986, March 13, 1998, November 5, 1999, and November 10, 2000)

**Adopted by the Webberville Education Association June 6, 1998;
Amended April 15, 2002**

I. Rules

Robert's Rules of Order, latest edition, shall be the authority on all questions of procedure not specifically stated in the Constitution and Bylaws.

II. Meetings

- A. General membership meetings shall be called by the president or governing body as Needed. At least eighteen (18) hours notice is required, specifying date, time, place, and purpose of such meetings. **Ratification meetings shall be called by the president with at least an eighteen (18) hour notice.**
- B. Special or emergency meetings may be called by the president or the governing body without eighteen (18) hours notice.
- C. Meetings shall be open to all members and members shall be permitted to address meetings.
- D. The governing body shall meet two times during the school year or at the President's Discretion in accordance with the calendar adopted by the governing body. After establishment of a calendar, the membership shall be notified of dates, times, and place of meetings.

III. Quorum

- A. The quorum for the general membership shall **be ten percent (10%) of the total active membership.**
- B. A quorum for the governing body membership meeting shall be at least 2/3 (two-thirds) of the elected members.
- C. A quorum for committee meetings shall consist of a majority of the members of the committee.

IV. Duties of Officers and Delegates

- A. All members of the governing body shall be tenured and members in good standing.

The governing body shall include the president, vice-president, building representatives, secretary, and treasurer.

- B. **President:** Preside over meetings, appoint members of committees subject to Approval of the board of directors, ex officio members of all committees, represent the association before the public, be executive officer of the association, sign vouchers and disburse funds, submit annual budget for consideration, and perform all other functions attributed to this office.
- C. **Vice-President:** Preside in president's absence and perform duties as assigned by the president. The vice-president shall maintain a roll of all members attending the board of directors and the general membership meetings. The vice-president will assume the duties of the president if he/she resigns from the presidency.
- D. **Building Representatives:** Association representatives are elected on the basis of one (1) per building. The building representatives shall be filled by an election of the respective building. Duties shall be to attend regular meetings of the governing body; call meetings of building (classification) membership to discuss association business, conduct enrollment of members and provide communication between members and the governing body. The building representative shall contact all new teachers at the commencement of employment, provide them with a copy of the contract, the constitution and by-laws, and explain, briefly, the operation of the Association and their rights and safeguards under the contract.
- E. **Secretary:** Keep accurate minutes of all meetings of association governing body, make minutes available for membership inspection, maintain official files, and assist president with association correspondence.
- F. **Treasurer:** Deposit funds of association and disburse them according to decisions of governing body, maintain roll of members, keep accurate accounts of receipts and expenditures, report to each meeting of association and board of directors, prepare annual financial statement for membership, assist in drafting annual budget. The treasurer shall be bonded and the association shall provide for an annual audit of the books. [The MEA/NEA provides bonding insurance for local treasurers, therefore it is not necessary for the local to purchase this insurance.]
- G. **MEA Representative Assembly Delegates:** Keep association informed of actions by the MEA and issues to be presented to the Representative Assembly, attend the MEA Representative Assembly and other appropriate meetings and report back to the association.
- H. **NEA Representative Assembly Delegate:** Keep association informed of actions by the MEA and issues to be presented to the representative assembly, attend the NEA representative assembly and other appropriate meetings and report back to the association.

- I. **Region Council Delegate:** Keep association informed of actions by the region council and issues to be presented to the region council, attend the region council and other appropriate meetings and report back to the association.

V. Seniority

- A. Duly elected Association officers whose presence is necessary to ensure that the Collective bargaining agreement is followed and enforced shall be placed at the top of the seniority list and shall remain at the top of the list during their terms of office.
- B. Officers shall be placed on the seniority list in the following order:
 - President - # 1
 - Vice-President - # 2
 - Building Representatives – # 3 and # 4 (Building representatives shall be placed on the seniority list according to his/her date of hire.)

VI. Powers of Governing Body

Upon the governing body shall rest the duties, responsibilities and authority for conduct of the association in all matters except as provided in the Constitution and Bylaws; the governing body may at any time refer matters to the general membership for consideration.

VII. Nominations and Elections

- A. The president shall appoint an elections committee which shall establish election procedures that guarantee that all elections shall provide for open nominations, secret ballot, voting procedures and preservation of ballots for at least one (1) year.
- B. The governing body shall certify the elections committee report and publish results of the election. Official reports of elections must be filed with MEA within thirty (30) days after the election. **Official reports of elected representative assembly delegates shall be filed with MEA within ten (10) days after the election.**
- C. A Vacancy in any of the positions, except President and Representative Assembly Delegate, shall be filled by the governing body until the next general election. A Representative Assembly delegate(s) shall be replaced by the duly elected alternate(s).
- D. **Delegates to the representative assembly may be recalled for just cause.**
- E. **Every active member in good standing shall have the opportunity to vote. All elections shall take place following the one member/one vote principle.**

- F. **When there are three (3) or more representative assembly delegates elected, a third world representative shall be elected as required by the MEA Constitution and Bylaws.**
- G. A committee on elections shall conduct the election of officers in accordance with the master contract. Elections shall be conducted by a secret ballot at the annual meeting. A nominating committee shall bring nominations for officers in writing, and nominations may also be made from the floor. **The annual meeting must be held prior to March 30.**
- H. Election ballots shall be maintained by the Association for no less than one year following an election.
- I. Nominations and elections shall be held in accordance with the master contract.

VIII. Contract Ratification

Contract ratification procedures shall minimally incorporate the following:

- A. Only a proposed contract tentatively agreed to by an officially impaneled bargaining team may be submitted to a membership for ratification for ratification vote.
- B. A majority vote of those members voting shall be required for ratification.
- C. Only members in good standing may vote on ratification.

IX. Dues

- A. Dues of the association shall consist of the total amount of local, state, and national dues. All dues must be paid through the payroll deduction plan or paid in a lump sum by December 1 of the calendar year.
- B. Local dues shall be established by a vote of the membership.
- C. Special assessments can only be voted by the membership.
- D. The association shall pay the president's local, state, and national dues.

X. Amendments

Amendments to these Bylaws may be introduced by the membership by petition signed by fifteen percent (15%) of the total active membership and submitted to the secretary. The governing body may also introduce amendments to the Bylaws. These proposed amendments shall be acted upon at a subsequent meeting of the membership or by ballot within at least sixty (60) days of submission. A copy of the proposed amendment together with the recommendations of the governing body shall be sent to each member of the association at least fifteen (15) days prior to voting. A majority vote of the active membership voting is required to adopt the proposed amendment, which shall become effective immediately upon adoption unless otherwise provided.

DATE RATIFIED: _____

DATE AMENDED: _____