

Constitution of NEA-Salina

Adopted by majority vote November 27, 2017

ARTICLE I. NAME, PURPOSE AND GOALS, AND AUTHORITIES FOR GOVERNANCE

Section 1. Name. The name of the association is NEA-Salina.

Section 2. Purpose and Goals. Be it herein resolved that the purpose of this Association shall be:

- I. To improve teaching proficiency and to emphasize quality education for all children;
- II. To develop in the community an understanding of the importance of public education and its relationship to the general welfare;
- III. To encourage active participation of all educators in the solution of school issues;
- IV. To develop in educators an awareness of their privileges and responsibilities as citizens;
- V. To promote the professional and economic security of educators; to promote within the teaching association the highest professional code of ethics
- VI. To serve as the representative of its members for the purpose of professional negotiations; and in all other ways to serve and protect the interests of its members.

Section 3. Governance. The governing body of the association shall be the Representative Council, and it shall be governed by this Constitution and by such other actions as may be taken by its membership therewith.

Section 4. Meetings. General meetings of NEA-Salina shall be held at any time during the membership year at the call of the President. There shall be at least one general membership meeting a year for the purpose of conducting Association business.

- a. Executive Committee shall meet prior to Representative Council Meetings or at the discretion of the President.
- b. The first Building Representative Council meeting of each year shall be scheduled by the NEA-Salina Executive Board. The additional Building Representative Council meetings for the year will be scheduled by the Building Representative Council at the first meeting. The time of the meeting shall be determined yearly by the Representative Council. Special meetings of the Representative Council may be held at the call of the President or upon written request from five building representatives. The Executive Board will alter meeting dates in the event of extraordinary circumstances.

ARTICLE II. FISCAL AND MEMBERSHIP YEAR

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Section 1. Membership Year. For membership purposes, the official year of NEA-Salina shall be September 1 through August 31.

Section 2. Fiscal Year. For fiscal purposes, the official year of NEA-Salina shall be October 1 through September 30.

ARTICLE III. AFFILIATION

Section 1. NEA-Salina shall be affiliated with the Kansas National Education Association and with the National Education Association and shall comply with their standards for affiliates.

ARTICLE IV. MEMBERSHIP

Section 1. Classes of Membership. Membership in NEA-Salina shall be Active, (2) Educational Support Professional, (3) Retired, and (4) Substitute and shall be prescribed in the bylaws.

Section 2. Qualifications for Membership. Qualifications for membership are as prescribed in the bylaws.

Section 3. Membership Provisions and Limitations.

- a. Membership is limited to those who support the purposes and goals of NEA-Salina and maintain membership in Kansas National Education Association and National Education Association.
- b. Members engaged in teaching or in other educational work shall adhere to the Kansas Educator Code of Ethics.
- c. NEA-Salina shall not deny membership to individuals on the basis of race, creed, national origin, sexual orientation, or marital status.
- d. No member of NEA-Salina may be censured, suspended, or expelled without a due process hearing which shall include an appropriate appellate procedure.
- e. No member of NEA-Salina shall be discriminated against in the right to vote, seek office, or otherwise participate in the affairs of the affiliate.

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- f. The membership dues shall be that amount determined by the association officers, subject to the approval of the Representative Council.

ARTICLE V. EXECUTIVE OFFICERS

Section 1. General. NEA-Salina executive officers shall include: President, Vice President, Immediate Past President, Secretary, Treasurer, and Lead Negotiator and shall constitute the Executive Committee.

*unless the Lead Negotiator is hired externally

Section 2. Terms of Office. The term of office, except treasurer, shall be for one year. The term of office for treasurer shall be two years. New officers shall assume office June 1.

Section 3. Qualifications. NEA-Salina Executive Officers shall meet the qualifications prescribed by the bylaws.

Section 4. Duties and Powers. The duties and powers of NEA-Salina Executive Officers shall be prescribed by the bylaws.

Section 5. Elections. Elections for NEA-Salina Executive Officers shall be conducted with open nominations and secret ballot. Other election procedures shall be prescribed in the bylaws.

ARTICLE VI. GOVERNANCE OF THE ASSOCIATION

Section 1. Meetings. General Meetings of NEA-Salina shall be held at any time during the membership year at the call of the President. There shall be a minimum of one meeting annually. The meeting shall take place at a location determined by the President. The President shall suggest the time for the meetings. Emergency meetings may be called at any time deemed necessary at the call of the President.

Section 2. General. Representative Council shall function as executive authority of NEA-Salina. The Executive Committee shall be responsible for the carrying out of policies of Representative Council and managing

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Association affairs within policies established by the Representative Council.

- a. Composition. The Representative Council shall consist of the officers and the elected Building Representatives, each of whom will have one vote. Each building or special group shall elect one representative for every fifteen (15) members or major fraction thereof. Each group shall have at least one representative. Other educators and personnel not definitely assigned to any building shall be entitled to at least one representative.
- b. Qualifications. The qualifications for members of NEA-Salina Representative Council shall be prescribed in the bylaws.
- c. Terms of Office. The terms of office for members of NEA-Salina Representative Council shall be prescribed in the bylaws.
- d. Duties and Responsibilities. Duties and responsibilities of NEA-Salina Representative Council shall be prescribed in the bylaws.
- e. Elections. Elections of representatives to NEA-Salina Representative Council shall be conducted with open nominations, secret ballot, and with majority vote for each building representative. Other election procedures shall be prescribed in the bylaws.
- f. Quorum. The majority of the voting members of NEA-Salina Representative Council shall constitute a quorum. The President may declare a quorum.

ARTICLE VII. DELEGATES TO UD 114 Sectional Assembly, KNEA Representative Assembly and NEA Representative Assembly

Section 1. Delegates.

- a. NEA-Salina shall elect its delegate(s) and successor delegate(s) to the Kansas National Education Association UniServ District, State Representative Assemblies, and NEA Convention based on one-person one-vote principles, open nominations, and secret ballot for each individual office. NEA-Salina will strive to insure ethnic-minority representation at least proportionate to its

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ethnic-minority membership. Other election procedures shall be prescribed in the bylaws.

- b. The number of delegate(s) and successor delegate(s) shall be determined by the Kansas National Education Association in compliance with the one-person one-vote principle and based on NEA-Salina membership as of January 15. The association shall be represented with at least one delegate at the NEA Representative Assembly as provided for in the NEA Constitution.
- c. Upon election to office, the President and Vice President automatically become the first and second delegates to KNEA State Representative Assembly and NEA Representative Assembly for the length of their terms of office, providing that the officer election ballot also stipulates election to this post. Any additional delegates and successor delegates shall be elected by the Association membership.

Section 2. Successor Delegates. Successor delegates shall serve in the absence of the regular delegates upon certification of NEA-Salina. One successor delegate should be elected per delegate elected.

Section 3. Term of Office. Delegates and successor delegates shall serve for a term of three years, beginning June 1, and shall expire on alternate years.

Section 4. Qualifications. Active membership in NEA-Salina, the Kansas National Education Association, and the National Education Association, and teaching service in Kansas for at least one year shall qualify any one delegate. A delegate must be employed by the Unified School District No. 305 served by NEA-Salina which elected the delegate.

ARTICLE VIII. COMMITTEES

Section 1. General

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- a. NEA-Salina Standing Committees shall consist of the following: Communications and Public Relations, Educator Rights, Membership, Negotiations and Salary, Nominations, Elections, Political Action, Budget, and Social.
- b. The President shall appoint any special committees (eg. Master Educator, Courtesy, Instructional Advocacy) as may be necessary and shall discharge them upon completion of their duties. The special committees shall operate according to rules used by Standing Committees.
- c. Ethnic-minority representation on committees shall be at least proportionate to ethnic-minority membership in the NEA-Salina.

Section 2. Term of Office. The term of office for members of NEA-Salina Committees shall be prescribed in the bylaws.

Section 3. Qualifications. Eligibility for service shall be as prescribed in the bylaws.

Section 4. Program. Each committee shall operate within the framework as prescribed in the bylaws.

Section 5. Ex Officio Members. NEA-Salina Executive Officers may serve on committees as full voting members.

Section 6. Vacancies. Any vacancy arising from absenteeism on any committee shall be filled by person(s) appointed by the President and that person(s) shall be discharged by the President upon completion of their duties.

Section 7. Quorum. A quorum shall consist of a majority of the voting members of the Committee.

ARTICLE IX. AMENDMENT OF CONSTITUTION AND BYLAWS

These bylaws may be amended by majority vote at any regular meeting of the Representative Council provided that proposed amendments have been previously studied by the Executive Committee and that copies have

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been sent to Building Representatives two calendar weeks in advance of the meeting.

ARTICLE X. PARLIAMENTARY PROCEDURE

The rules contained in Roberts Rules of Order, most recent edition, shall govern NEA-Salina except where otherwise specified by the Constitution and Bylaws.

NEA-SALINA BYLAWS

BYLAW 1. MEMBERSHIP QUALIFICATIONS.

Section a. Active Membership.

1. All certified personnel actively engaged in instructional and administrative employment in Unified School District No. 305 /Central Kansas Cooperative in Education (CKCIE) shall be eligible for membership in NEA-Salina upon payment of dues as herein provided.
2. Any certified educator who is employed for less than a full teaching day or any certified educator who is employed at mid-term may become an active member upon payment of one-half dues as herein provided.
3. Active membership is limited to persons who support the principles and goals set of the National Education Association, and maintain membership in the Kansas National Education Association.
4. Obligations and privileges of Active Membership shall include voting on all matters submitted to the membership, holding elective and appointive positions after meeting stated qualifications, and receiving services available to Active Members of NEA-Salina, Kansas National Education Association, and the National Education Association.

Section b. Educational Support Professional Membership.

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1. Educational Support Professional Membership shall be open to any non-certified employee of Unified School District No. 305/Central Kansas Cooperative in Education (CKCIE)
2. Educational Support Professional Members shall have the rights and privileges of Active Members except the right to vote on the Negotiated Agreement.

Section c. Retired Membership This membership shall be open to any person who held Active Membership immediately prior to retirement, including the totally disabled. Retired members shall have all rights and privileges to Active Members except the right to vote and hold elective or appointive office.

Section d. Substitute Membership. Educational employees employed on a permanent or contractual basis as substitutes shall be eligible for membership in the Active or Educational Support categories. Educational employees employed as a substitute on a day-to-day basis who otherwise would be eligible for membership in the Active or Educational Support category shall have the option of joining the Association as a substitute member, unless the employee is drawing educational retirement benefits and is eligible for KNEA Retired Membership. Substitute members will receive official publications of the Association, Educators Employment Liability coverage and other special services for which they are eligible.

Section e. Continuation of Membership. Active Membership and Educational Support Professional Membership shall be continuous until the member leaves the school system, resigns from NEA-Salina, or fails to pay membership dues.

Section f. Due Process Procedures. The Representative Council shall have the authority to censure, suspend, or expel members for violation of Article IV, Section 3-a and 3-b. Charged members shall have the right to a hearing affording procedural due process by the Representative Council and the right to appeal its decision to the general membership. The Representative Council shall adopt and publish procedural rules for such hearings and appeals. An affirmative vote of a majority of members present and voting shall be necessary to affirm or reverse the Representative Council's decision.

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BYLAW 2. EXECUTIVE OFFICERS

Section a. Qualifications.

A candidate for President, Vice President, Immediate Past President, Secretary, Treasurer, or *Lead Negotiator shall be an Active Member of the National Education Association and Kansas National Education Association.

*unless the Lead Negotiator is hired externally

Section b. Duties and Powers

1. President. The President shall be an ex-officio voting member of all standing committees. She/He shall suggest policies and plans of work for all standing committees, and be held responsible for the progress and work of the association. The President shall appoint, with the approval, of the Representative Council membership all standing and special committees. She/He shall preside at all regular meetings of the association and perform all other duties that properly fall upon a presiding officer. The President shall serve as a representative to the NEA-RA.
2. Vice President. The Vice President shall serve as an alternate for the President and shall perform such other duties as assigned by the President. She/He shall preside in the absence of the President and shall perform any other duties that shall be incumbent on her/him as a result of the inability of the President to perform them. The Vice President shall serve as a representative to the NEA-RA.
3. Immediate Past President. The President, upon the expiration of his/her term of office, shall be designated the Immediate Past President. She/He shall serve on the Representative Council for a period of one year and shall perform such duties as may be assigned by the President. He/She shall serve as an advisor to the Executive Board and have a vote in the event of a tie.
4. Secretary. The Secretary shall keep a careful record of the proceedings of each meeting. She/He shall, as directed by the

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President, carry on the correspondence pertaining to the affairs of the Association.

5. Treasurer. The Treasurer shall receive all funds belonging to the association, pay out the same on approval of the majority of the Representative council or Executive Committee, shall serve as Chairman of the Budget Committee, keep an itemized account of the receipts and expenditures, make an oral financial report to the membership regularly, and coordinate the auditing of the books.
6. Lead Negotiator. The Lead Negotiator shall serve as a representative of NEA-Salina. She/He shall lead the negotiations process.
7. If two people wish to jointly serve as co-presidents, they may enter into that agreement upon approval of the Executive Board and Representative Council.
8. If two people wish to jointly serve as co-lead negotiators they may enter into that agreement upon approval of the Executive Board and Representative Council.

Section c. Elections. Elections for NEA-Salina Executive Officers shall be conducted with open nominations and secret ballot. Uncontested election slates will be accepted by acclamation without a full vote of members.

Section d. Term of Office. Officers shall be elected to serve for a one year term, with the exception of the treasurer's office being a two-year term. Officers may be re-elected without an intervening term.

BYLAW 3. REPRESENTATIVE COUNCIL

Section a. Qualifications. Candidates for election to the NEA-Salina Representative Council shall be Active Members of the National Education Association.

Section b. Terms of Office. Members of the NEA-Salina Representative Council shall serve for terms of two years, beginning June 1. One half of the

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Building Representative Council shall be elected every-other year based on Central and South High feeder schools.

- Section c. Duties and Responsibilities. The duties and responsibilities of the Representative Council shall be to set policy, determine programs, amend the Constitution and bylaws, set the amount of local dues, adopt the budget, and appoint committees.
1. Building Representatives shall be responsible for communicating with the faculty in their respective buildings following Representative Council to review the action taken by that body and to discuss action taken in enforcing the contract.
 2. Building Representatives shall oversee subsequent elections of Building Representatives, the enrollment of members and two-way association communication within the building.
 3. NEA-Salina's alternates to the NEA-RA will be selected by NEA-Salina Building Representatives. Building Representatives will nominate and vote for the alternates. This process will take during a building representative meeting.
 4. If president and/or vice president is unable to serve as the NEA-Salina representative(s) to the NEA-RA, NEA-Salina Building Representatives will nominate and vote for NEA-Salina's representative(s) to the NEA-RA. This process will take place during a building representative meeting.
- Section d. Elections. Elections for the NEA-Salina Representative Council shall be conducted with open nominations, secret ballot, with majority vote by position. Uncontested election slates will be accepted by acclamation without a full vote of the building members.
- Section e. Alternate Representatives. Each building or special group may elect an alternate representative who will serve in the absence of any regular representative from that group. It is recommended, however, that a representative who does not attend regularly is replaced.
- Section f. Any member of NEA-Salina may attend Representative Council

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meetings but shall sit apart from the voting body and receive permission to speak.

BYLAW 4. ELECTION OF DELEGATES TO STATE REPRESENTATIVE ASSEMBLY

Section a. Elections. Elections for the NEA-Salina delegates to the State Representative Assembly shall be conducted with open nomination, secret ballot. Uncontested election slates will be accepted by acclamation without a full vote of members.

BYLAW 5. COMMITTEES

Section a. Qualifications. All committee members must have Active Membership in the NEA-Salina.

Section b. Terms of Office. The terms of office shall be one year. All committee members shall assume office at the first regularly scheduled meeting in the fall, with the exception of the Negotiations Committee members who shall remain in office throughout the duration of the ongoing negotiations session.

Section c. Meetings. Each Standing Committee shall hold meetings at the call of the committee chairman. The chairman shall give a progress report to the NEA-Salina Building Representative Council meetings.

Section d. Program, Duties, and Responsibilities. The Standing Committees of the NEA-Salina shall be as follows:

1. Political Action. The duties of the Political Action Committee shall be to keep the membership informed in legislative matters, to provide a source of information of the needs of education, to coordinate action programs and events approved by the Association, to be available during election years for interviewing candidates and to encourage educators to assume the responsibilities of citizenship.

2. Budget Committee. The Budget Committee will be comprised of the Treasurer and a minimum of two members appointed by the Executive Board. The proposed budget shall be submitted to the Representative

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Council for approval. The budget shall list in logical groupings the amounts of the expenditures allowed for each grouping.

3. Educator Rights. The Educator Rights Committee shall interpret and clarify the Professional Code of Ethics, shall assist in cases of alleged violations of good practices, shall pursue grievances submitted by association members, and shall review situations reported to be detrimental to the educational program and staff morale. The executive committee will be involved in recruiting and retaining educator rights committee members. Association members interested in serving may submit their name to the executive committee. Educator rights committee members will be decided by the executive committee.

4. Communications and Public Relations. It shall be the duty of the Communications and Public Relations Committee to prepare and arrange for publication information about association projects, activities, programs which would be of public interest, to present to the public information about particular schools and departments within the system, and to work to increase public understanding and appreciation of education in general.

5. Social. The duties of the Social Committee shall be to arrange for social refreshments for Association meetings as designated by the President and to work in cooperation with other committees which are responsible for other meetings.

6. Negotiations Committee. Negotiations Committee shall negotiate with the USD 305 Board of Education on hours, wages, and working conditions, including the instructional program for all personnel in the bargaining unit. A survey shall be constructed by the negotiation committee and conducted by the bargaining unit to determine the items to be negotiated. With the aid of appropriate standing committees, it shall prepare the negotiation letter of intent to be approved by the Representative Council prior to being placed before the Board of Education. Upon reaching tentative agreement with the Board of Education on all matters in negotiation, the team shall prepare and submit its report and recommendation to the members of the Association in the bargaining unit at a meeting for ratification. Should holding a ratification meeting be impossible, ratification may be conducted by

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electronic ballot within the timeline the Negotiations Committee develops. The procedure for ratifying a negotiated agreement shall be developed by the Executive Committee prior to negotiations.

7. Membership Committee. The Membership Committee shall be responsible for training Building Representatives in the recruiting of members, updating member records and shall report to the Representative Council the total number of members of the Association.

8. Nominating and Elections Committee.

- a. The President shall appoint a nominating committee chairman, who with a committee he/she selects, shall meet to nominate a slate of candidates for office. Candidates shall be nominated for each office and for each position as delegate and successor delegates to UniServ District 114 Board of Directors, KNEA Representative Assembly, and NEA Representative Assembly.
- b. The Nominating and Elections Committee shall report all nominations to the Representative Council by the April meeting. Members of the Council may nominate other candidates from the floor provided prior consent has been given by the nominee.

9. Elections. The Nominating and Elections Committee shall have the responsibility of preparing the ballots, counting them, and reporting the results to the president who shall publish them. No executive officer of the Association shall serve on the Election Committee. Uncontested election slates will be accepted by acclamation without a full vote of members.

10. Special Committees. Each year the President shall appoint special 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 Council.

BYLAW 6. ELECTIONS

1. The members of the association shall vote for officers (excluding lead negotiator) each spring .
2. Delegates to the KNEA-RA and lead negotiator by secret ballot each fall.
3. A plurality of those voting shall elect a nominee to office.

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4. Uncontested election slates will be accepted by acclamation without a full vote of members.
5. Vacancies. Any vacancy which may occur in any office or position shall be elected by the Representative Council as soon as expedient after such vacancy occurs.
6. Installation of Officers. Installation of officers (excluding lead negotiator) shall be at the May Representative Council meeting with new officers assuming duties by June 1. Lead negotiator will assume duties after their election in the fall.

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