

# **BYLAWS OF THE CARROLL COUNTY EDUCATION ASSOCIATION**

## **ARTICLE I. NAME/AFFILIATION**

- A. The name of this Association shall be the **Carroll County Education Association**, or **CCEA**.
- B. The Association will maintain affiliation with the Maryland State Education Association (MSEA) and the National Education Association (NEA) through unified membership.

## **ARTICLE II. PURPOSE**

- A. The purpose of the Association shall be:
  - i. to promote educational welfare, to protect, and advance the interests of its members, to foster professional zeal, and to advance educational standards,
  - ii. to advance, preserve, protect, and improve universal free public education,
  - iii. to build a unified and strong staff of educational workers,
  - iv. to provide a strong voice for the rights and interests of educational employees,
  - v. to advocate economic, human, and civil rights for all, in an ever more diverse and technological society,
  - vi. to promote confidence, respect, and cooperation among all who are directly or indirectly engaged in educational work in this State,

## **ARTICLE III. MEMBERSHIP**

- A. The classes of membership in the Association shall be Active and Retired.
- B. Active membership shall be open to any person certified or licensed by the State of Maryland who is professionally employed by the Carroll County Board of Education and designated as part of the bargaining unit.
- C. Any former active member of the Association who has retired from professional employment and has been a member for one year shall be eligible for Retired Membership upon payment of the appropriate annual unified dues.
- D. Local membership in the association will be available to “friends of education” and substitute teachers who work more than 30 days. Dues and benefits will be determined by the CCEA Executive Board.
- E. A member of CCEA shall also be a member of the Maryland State Education Association and the National Education Association.
- F. The right to run for and hold elective office shall be limited to active members.
- G. The right to nominate and vote shall be limited to active members.

- H. Members shall adhere to the NEA and CCEA Code of Ethics of the Education Profession and subscribe to the purposes of the Association.
- I. Any member of the Association who is not a member of the Representative Assembly (RA) may attend its meetings, but shall sit apart from the voting body, and will be required to receive permission to speak from the facilitator.
- J. The Membership year shall be from September 1st through August 31st.
- K. The Association dues shall be set annually at a RA meeting as a part of the budget approval process by the end of the fiscal year.
- L. Notification of any changes in the amount of dues for the Association shall be made known to the membership by the school representative(s) prior to the end of the current fiscal year.
- M. Persons who are professionally employed by the Carroll County Board of Education on a half-time or less assignment shall be eligible for active membership at the stated rate listed on the membership application which is based on gross salary.
- N. Membership in the Carroll County Education Association (CCEA), MSEA and the NEA shall be continuous unless the member leaves employment with the Carroll County Public School System, resigns from the Association, or fails to pay membership dues.  

A member may withdraw from Association membership by notifying the Association in writing at any time. In order to revoke the annual dues authorization, a member must send a letter via US mail to the Association during the designated drop period identified on the membership form.

The Association shall print in one or more of its publications a notification of the membership withdraw date in the Spring of that given year.
- O. Dues for Active Members may be prorated on the same basis as established by NEA and MSEA.
- P. The annual dues of Retired Members shall be set by the RA at a rate commensurate with dues established for Retired Members of NEA and MSEA. A lifetime membership category shall be established with rates set and approved by the CCEA Executive Board and the RA.

#### **ARTICLE IV. OFFICERS**

- A. The officers of the Association shall consist of the President, the Vice-President, the Secretary, and the Treasurer.
- B. The officers of the Association shall be active members of the Association in good standing for at least one year prior to the election, and shall maintain their membership in good standing during their term of office.
- C. The terms of the President, Vice-President, Secretary, and Treasurer shall be three (3) years beginning August 1<sup>st</sup> following their election and shall continue through July 31<sup>st</sup> of the third year.
- D. The President, Vice-President, and Treasurer shall serve no more than two (2) consecutive terms in the office to which elected.

- E. Whenever the office of President shall become vacant between elections (due to death, retirement, resignation, recall, or disability) the Vice-President shall assume the office, and will serve the remainder of the unexpired term. A vacancy in any other elected office shall be filled by appointment by the President until the next regularly scheduled election.
- F. The elected officers of the Association shall serve as Delegates to the MSEA and NEA Representative Assembly.
- G. Attend most CCEA sponsored events.
- H. The President, while in office, shall receive the annual salary they would have received if they were to have remained in their CCPS position (including any additional salary for the National Board Certification but excluding extra duty pay such as Department Chair or Team Leader).
  - i. The Vice President, Treasurer and Secretary will receive an annual stipend to be determined through the budget process.

I. POWERS and DUTIES

- i. The President shall:
  1. preside over meetings of the Executive Board and RA,
  2. appoint the committee chairpersons and members, subject to approval by the Executive Board,
  3. be an ex-officio member of all committees except the election and credentials committee,
  4. attend or ensure CCEA representation at Board of Education meetings, budget hearings, etc.,
  5. represent the views of CCEA to MSEA, NEA, and the public,
  6. prepare and circulate the agenda for the RA in a timely manner,
  7. recommend to the Executive Board the appointment of staff members and supervise the office staff,
  8. serve as signatory on all checks with the Treasurer,
  9. perform all other functions usually attributed to the office of President,
  10. report on activities at each meeting of the Executive Board, Representative Assembly, and membership,
  11. appoint a designee to perform the functions of the office of president, in the event that the Vice-President isn't available.
- ii. The Vice-President shall:
  1. assist and support the president in all of their duties as requested by the president,
  2. assume the role of president when the President is unable to perform their duties,
  3. work closely with one or more committees as requested by the President,

4. attend all Executive Board meetings and RAs each month.
  5. utilize release time, as needed and agreed upon between the president and vice president. This leave may be taken in 1/2 day or full day increments.
  6. Serve as signatory, as needed, with President and Treasurer
- iii. The Secretary shall:
1. keep accurate minutes and attendance records of all meetings of the Executive Board and RA,
  2. submit the minutes to all members of the Executive Board and RAs,
  3. assist with Association correspondence, and
  4. attend all Executive Board meetings and RAs each month.
- iv. The Treasurer shall:
1. oversee all Association financial activity as advised by a certified licensed accounting firm,
  2. file a written report at each meeting of the Executive Board and RA,
  3. ensure that tax and other required governmental forms are prepared and submitted in a timely manner,
  4. prepare an annual financial statement for publication to members as directed by the Executive Board,
  5. keep the President and the Executive Board informed of the financial condition of the Association,
  6. be bonded,
  7. assist the Budget Committee in the drafting of the annual budget,
  8. attend all Executive Board meetings and RAs each month
  9. serve as signatory on all checks with the President.

## **ARTICLE V. EXECUTIVE BOARD**

- A. The Executive Board shall be the Executive body of the Association. They shall:
- i. implement policies of the Association,
  - ii. manage the day to day affairs of the association,
  - iii. review the proposed annual budget which shall be presented to the RA one month prior to adoption,
  - iv. approve standing and non-standing committee chair appointments and committee members made by the president,
  - v. serve on one or more standing committees and/or special committees at the discretion of the president
  - vi. receive the minutes and reports of all committee meetings,

- vii. appoint staff members upon recommendation of the president and determine their compensation and benefits.
- viii. approve or reject all MOU's related to the Master Agreement.
- ix. perform all other activities of the Association not specifically assigned in Bylaws.
- x. attend all Executive Board meetings and RA each month,
- xi. authorize expenditures consistent with fiscal policy and within the parameters of the adopted budget.
- xii. attend most CCEA sponsored events.

## B. COMPOSITION

The Executive Board shall consist of the officers, eight members-at-large, and one retired member. The retired member must have been a member of the Association during at least five (5) years prior to retirement. They must be a member of CCEA, MSEA and NEA retired teachers.

- i. The retired representative to serve on the CCEA Executive Board should be elected by a majority of ballots cast by CCEA retirees only.

## C. TERMS OF OFFICE

The Executive Board members-at-large and the retired member shall be elected for a term of three years. Terms of one half of the Executive Board members-at-large shall be alternated, with four members being elected in even numbered years and four others in odd numbered years. The ninth member of the Board, retiree member, shall be included with one of the alternating elections. The term of office shall begin on August 1.

## D. MEETINGS

The Executive Board shall meet at least one week prior to the monthly RA meeting during the school year, at the call of the President, or at the request of four members of the Board.

## E. ATTENDANCE AT MEETINGS

Executive board members (including officers) may be subject to recall provisions if they are absent from two (2) or more regularly scheduled Executive Board meetings per fiscal year (Aug 1 –July 31), without a valid reason as determined by the President. There will be a deduction in the Board Member's annual stipend determined by the Board if their absence is unexcused. A Board member missing four (4) or more meetings is automatically subject to recall proceedings.

## F. QUORUM

A simple majority of filled positions shall be a quorum for the Executive Board.

## G. EMERGENCY ACTION

If a decision is required in an emergency and the Executive Board cannot meet face-to-face, an on-line conference may be held. After provision of information to, and discussion by, the Executive Board as a whole, a vote may be taken electronically. Minutes of the meeting will be kept and approved at the next regular meeting.

## ARTICLE VI. REPRESENTATIVE ASSEMBLY

- A. The RA shall consist of the CCEA Officers, Executive Board, and one or more representatives from each school faculty. Only active members of the association may hold these positions or vote in the election for faculty representative.
- B. The legislative and policy-forming body of the Association shall be the RA. It shall:
- i. approve the budget,
  - ii. set the dues,
  - iii. Any vacancy on the Executive Board shall be filled by appointment by the RA until the next regularly scheduled election,
  - iv. act on reports of committees,
  - v. adopt procedures for implementing the *Code of Ethics of the Education Profession*,
  - vi. at the first RA, adopt such rules governing the operation of the Association, and the conduct of meetings as are consistent with the Bylaws, and
  - viii. enact such measures as may be necessary to achieve the objectives of the Association.

### C. COMPOSITION AND DUTIES

- i. In each Carroll County Public School (CCPS) work site, members who are in good standing of this Association shall elect each year one Representative to the RA for each twenty (20) bargaining unit members or fraction thereof.
- ii. There shall be at least one Representative from each work site.
- iii. Where more than one such Representative is elected, one may be designated the Senior Representative.
- iv. Each work site membership shall elect an alternate representative who shall attend RA meetings in the event of excused absence of the Senior Representative(s).
- v. Representatives' elections shall be held the last month of school and Representatives shall take their seats in the September meeting of the RA.
- vi. Representatives shall attend the regular meetings of the RA.
- vii. Work site membership may, at any time during the year, hold an election for a new Representative if for any reason the seat becomes vacant.
- viii. Representatives shall arrange meetings of the Association members at that work site to discuss Association business, organize and oversee the subsequent elections of Representatives, and serve as work site faculty voice.

### D. MEETING

- i. The RA shall meet each school month at a time set by the president and approved by the Executive Board. This meeting schedule shall be distributed by the end of August. A future meeting may be waived upon the approval of a majority of the Representatives in attendance at an Assembly meeting.
- ii. Special meetings of the RA may be held at the call of the President or upon written request to the Executive Board from five work sites. Business to come before

special meetings must be stated in the call, which shall be sent in writing to each representative with as much prior notice as possible, not to exceed 72 hours.

E. QUORUM

- i. Representatives of at least one half (1/2) of the bargaining unit work sites shall constitute a quorum for the RA.

**ARTICLE VII GENERAL MEMBERSHIP MEETINGS**

- A. A special meeting of the membership may be called at any time by a majority vote of the members of the Representative Assembly.
  - i. The President shall set the time and place of each meeting.
  - ii. At least two week's notice shall be given to the membership of the meeting.
  
- B. A special membership meeting may also be made through petition by 10% of the active members for the current school year. Business of this special meeting will be restricted to the business stated in the petition.
  - i. The President shall set the time and place of each meeting.
  - ii. At least two week's notice shall be given to the membership of the meeting.

**ARTICLE VIII. NOMINATIONS, ELECTIONS, AND ACCREDITATION**

- A. The Election Committee shall prepare guidelines for the nomination, election, and accreditation of the officers, other members of the Executive Board, as well as local delegates to MSEA and NEA Conventions. No members of the Elections Committee shall sit on the executive board, be a building representative, or be an officer of the association. Members may not run for office while they serve on the Elections Committee.
  
- B. Such guidelines shall be presented to the RA for review and adoption. These guidelines shall include, but not be limited to the following:
  - i. open nominations by individual members,
  - ii. provision for publication of the list of nominations in an official publication of the Association at least (2) two weeks prior to election,
  - iii. provisions for secret ballot election by the active membership,
  - iv. conformity with the one-person, one-vote rule,
  - v. provisions for distribution, collection and tally of the ballots,
  - vi. provisions for the election of officers by plurality of the valid ballots cast,
  - vii. provision for meeting the appropriate requirements of the Constitution and Bylaws of the NEA as well as the Bylaws of MSEA,
  - viii. provisions to serve as the final decision-maker if any election dispute arises so long as it is presented to the Committee within 5 days after the announcement of any elections results.

- ix. The retired representative to the Executive Board shall be elected by CCEA retirees only.

**C. DELEGATES**

- i. The elected officers of the Association shall serve as Delegates to the MSEA Representative Assembly and to the NEA Representative Assembly.
- ii. Additional delegates shall be elected at the same time as officers are elected, through open nomination, by secret ballot, by plurality vote, and in conformity with the one-person one-vote rule.
- iii. All active dues paying members of the Association may hold these offices or vote in the election of delegates.

**ARTICLE IX. COMMITTEES**

**A. APPOINTMENT OF STANDING COMMITTEES**

- i. The President shall appoint, with the approval of the Executive Board, chairpersons of the following standing committees, and will also appoint members of those committees:
  - 1. Government Relations
  - 2. IPD
  - 3. Membership
  - 4. Minority Affairs
  - 5. Negotiations Team
  - 6. Public Relations / Community Involvement

B. Committees shall be appointed for a period of one year.

C. Any member so appointed may be removed by the President, with the approval of the Executive Board.

D. If committee funding is needed, limited funding will be approved by the Executive Board.

**E. NON-STANDING COMMITTEES**

- i. Each year the President with the approval of the Executive Board, may appoint a Resolutions Committee, a Special Services Committee, an Audit Committee, and such other non-standing committees as may be necessary, and shall discharge them upon completion of their duties.
- ii. These committees shall operate according to rules approved by the RA.
- iii. No member of the Executive Board shall serve on the Audit Committee.

**F. RESPONSIBILITIES**

- i. Each committee shall choose a secretary who shall keep a continuing record of activities.
- ii. Chairpersons shall report as necessary to the RA and shall prepare an annual written report summarizing objectives, action programs, gains, unreached goals, which the Executive Board shall make available upon request to the members and



which shall become a part of the continuing committee record in the association files.

## **ARTICLE X. RECALL**

### **A. REASON FOR RECALL**

- i. An officer or member of the Executive Board shall be subject to recall for alleged gross negligence of the duties defined in the Bylaws, incapacity, for an unlawful act, or for misconduct in office.

### **B. INITIATION**

- i. A petition signed by a number of members equal to at least ten (10) percent of the general membership as of the preceding June 30th may be filed with the Executive Board to initiate the recall procedure unless otherwise specified herein.
- ii. Recall proceedings against an officer or member of the Executive Board may also be initiated by fifteen (15) percent of the elected members of the Representative Assembly or by majority vote of the Executive Board.

### **C. PROCEDURE**

- i. Upon receipt of the petition or upon such action by the Executive Board, the officer or member of the Executive Board named shall be suspended from duty pending the outcome of the recall process.
- ii. Having been appointed according to Article XI, the Review Board shall hold a due process hearing. If a two-thirds (2/3) majority of the Review Board sustains the charge against the officer or member, ballots shall be prepared for a membership vote on the recall.
- iii. Within thirty (30) days of the Review Board's decision, the Elections Committee shall prepare and mail ballots with a summary of the charges and the Review Board findings to the General Membership within guidelines established by the Election Committee and approved by the RA.
- iv. If the General Membership so votes by a 2/3 majority of the votes cast to support the petition for recall, the office becomes vacant, and the Representative Assembly shall elect a replacement at the following meeting to fill the unexpired term.

## **ARTICLE XI. REVIEW BOARD**

- A. When required, a Review Board shall be appointed by the President and approved by the Representative Assembly, Members of the Review Board shall hold no elected office in the local Association.
- B. The Review Board shall adopt its own rules of procedure consistent with due process and these bylaws.
- C. A Review Board may be appointed as in Section A to review, rule on, and/or propose remedial action on:

- i. Alleged ethical violations by any member serving in an elected or appointed capacity,
- ii. The censure, suspension, or expulsion of a member,
- iii. The action of the Executive Board or Representative Assembly regarding consistency with bylaws.

**ARTICLE XII. CONTRACT RATIFICATIONS**

- A. The president shall give the membership a one (1) week notice that a contract ratification meeting will be held.
- B. The ratification of the proposed contract shall be voted on by only active members of the Association except where otherwise statutorily required.
- C. Two (2) informational meetings prior to the vote on contract ratification will be held on the same date, at two different times, in the same central location. The times and date will be sent by the President of the Association.
  - i. President will call the meeting to order and introduce presenters.
  - ii. All members will be required to sign in.
  - iii. Procedures to be used for the ratification process will be explained including how the meeting(s) will be conducted and how the vote will occur.
  - iv. All changes to the Master Agreement will be provided with an explanation of the proposal by bargaining team members.
  - v. Members shall have an opportunity to ask questions for the purposes of clarification.
  - vi. An explanation of the options available to members (for example, accept, reject,) and any recommendation of the bargaining team or negotiations committee will be made.
  - vii. Discussion and debate by members of the merits of the proposal, or deferral of discussion and debate on the merits until the ratification vote meeting will occur.
  - viii. Instruction to attendees will be made that there are to be no press releases or outside public discussions of the proposed contract, and to maintain confidentiality of the proposal.
- D. Contract Ratification vote
  - i. All members must sign-in and receive the complete and final language and monetary details of the proposed contract changes to be voted upon.
  - ii. President will call the meeting to order and introduce presenters.
  - iii. A period of discussion and debate will follow.
  - iv. An opportunity to ask final questions for clarification will be provided.
  - v. A reminder of any recommendation of the bargaining team or negotiations committee will be made.
  - vi. A ratification vote by secret ballot will occur electronically.

- E. The Election/ Credential Committee will be responsible for tallying and verifying the vote.
- F. Contract will be ratified by a simple majority of those voting.

### **ARTICLE XIII AMENDMENTS**

#### **A. INITIATION**

- i. Amendments to the Bylaws may be initiated by:
  - 1. a petition signed by at least twenty-five (25) active members,
  - 2. a majority vote of the Executive Board,
  - 3. a majority vote of the Bylaws Committee.
- ii. A proposed amendment shall be submitted in writing to the Bylaws Committee.

#### **B. PREPARATION**

- i. The proposed amendments, and the notice of the method by which the vote on-said amendments will be taken, shall be distributed to the membership at least 30 days prior to that meeting/vote. This notice shall include the details on the manner in which the vote will be conducted whether in a meeting or through a paper ballot or electronic vote.

#### **C. ACTION**

- i. A two-thirds (2/3) vote of the members attending a regular or special meeting of the membership or the Representative Assembly or a 2/3 vote of members voting by paper or electronic ballot shall be necessary to approve an amendment.
  - i.i. Unless otherwise provided for in the vote on the amendment, all amendments shall take effect on the following August 1, consistent with terms of office as defined in [Article IV, Section C].

### **ARTICLE XIII PARLIMENTARY PROCEDURE**

- A. The most recent edition of Robert's Rules of Order shall be the parliamentary authority for the Association on all questions not covered by these Bylaws or by the rules of procedure adopted by the Representative Assembly.