



**BYLAWS OF THE CARROLL COUNTY  
EDUCATION ASSOCIATION**

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# BYLAWS OF THE CARROLL COUNTY EDUCATION ASSOCIATION

## Article I. Name/Affiliation

- A. The name of this Association, hereafter referred to as the Association, shall be the **Carroll County Education Association, or CCEA.**
- B. The Association will maintain affiliation with 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:
  - a. To promote educational welfare, to protect, and advance the interests of its members, to foster professionalism, and to advance educational standards,
  - b. To advance, preserve, protect and improve universal free public education,
  - c. To build a unified and strong staff of educational workers,
  - d. To provide a strong voice for the rights and interests of educational employees,
  - e. To advocate economic, human, and civil rights for all, in an ever more diverse and interconnected society.
  - f. To promote confidence, respect, and cooperation among all who are directly involved or indirectly engaged in educational work.

## 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. To be an Active member, a person must be currently paying dues.
- C. Any former Active member of the Association who has retired from professional employment and was a member for one year shall be eligible for Retired Membership upon payment of the appropriate annual unified dues (CCEA, MSEA, NEA).

- D. Community ally membership shall be open to any person interested in advancing the cause of public education, who supports the mission, vision, and core values of the Association, and who is not eligible for any other CCEA membership category. Community Ally members shall not have the right to nominate or vote for candidates for elected office or vote for delegates to the MSEA or NEA Representative Assembly or hold any elected office or appointed committee position in the Association. Community ally membership must be approved by the CCEA Executive Board. Dues will be determined by the CCEA Executive Board.
- E. A member of CCEA shall also be a member of Maryland State Education Association (MSEA) and the National Education Association (NEA).
- 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 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 1<sup>st</sup> through August 31<sup>st</sup>.
- K. The Association dues shall be set annually at a Representative Assembly meeting as 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 membership as part of the proposed budget shared with members prior to adoption at the Representative Assembly in May.
- M. Persons who are professionally employed by the Carroll County Board of Education on a half-time or less assignments shall be eligible for Active membership at the stated rate listed on the membership form which is based on gross salary.
- N. Membership in the CCEA, MSEA, and 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 submit a **signed** letter (either via US mail or an email attachment) 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 Representative Assembly at a rate commensurate with dues established for the Retired Members of NEA and MSEA. A lifetime membership category shall be established with rates set and approved by the CCEA Executive Board and Representative Assembly.

## 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 and shall maintain the 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 and will serve the remainder of the unexpired term.

- F. The elected officers of the Association shall serve as Delegates to the MSEA and NEA Representative Assembly.
- G. The elected officers shall 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 in Article XXIII Extra Duty Remuneration of the CCEA Collective Bargaining Agreement).
- a. The Vice-President, Treasurer, and Secretary will receive an annual stipend to be determined through the budget process and CCEA Fiscal and Operating Policy.
- I. POWERS and DUTIES
- a. The President shall:
    - i. Preside over meetings of the Executive Board, Representative Assembly, and general membership,
    - ii. Appoint committee chairs and members, subject to approval by the Executive Board,
    - iii. Be an ex-officio member of all committees except the Election and Credentials Committee,
    - iv. Attend or ensure CCEA representation at Board of Education meetings, budget hearings, etc.,
    - v. Represent the views of CCEA to MSEA, NEA, and the public,
    - vi. Prepare and circulate the agenda for the Executive Board, Representative Assembly, and general membership meeting in a timely manner,
    - vii. Attend all Executive Board, Representative Assembly, and general membership meetings,
    - viii. Recommend to the Executive Board the hiring of staff members and supervise the office staff,
    - ix. Serve as signatory on all checks with the Treasurer,
    - x. Present an annual budget to the CCEA Budget/Fiscal Committee,
    - xi. Perform all other functions usually attributed to the office of President,
    - xii. Report on activities at each meeting of the Executive Board, Representative Assembly, and general membership,
    - xiii. Appoint a designee to perform functions of the office of President, in the event that the Vice President is not available, and

- xiv. May appoint a Representative to serve in an advisory capacity to represent a specific group of bargaining unit members at the Representative Assembly with approval of the Executive Board.
- b. The Vice President shall:
  - i. Assist and support the President in all of their duties as requested by the President,
  - ii. Assume the role of President when the President is unable to perform their duties,
  - iii. Work closely with one or more committees as requested by the President,
  - iv. Attend all Executive Board, Representative Assembly, and general membership meetings,
  - v. Utilize release time, as needed and agreed upon between the President and Vice President, and
  - vi. Serve as signatory, as needed, with President and Treasurer.
- c. The Secretary shall:
  - i. Keep accurate minutes of all meetings of the Executive Board, Representative Assembly, and general membership,
  - ii. Review and revise the minutes with members of the Executive Board and Representative Assembly, and
  - iii. Attend all Executive Board, Representative Assembly, and general membership meetings.
- d. The Treasurer shall:
  - i. Oversee all Association financial activity as advised by a certified licensed accounting firm,
  - ii. Present the Treasurer's report at each meeting of the Executive Board, Representative Assembly, and general membership.
  - iii. Ensure that tax and other required governmental forms are prepared and submitted in a timely manner,
  - iv. Assist the President in creating the annual proposed budget for publication to members to review, one month prior to adoption at May Representative Assembly,
  - v. Keep the President and Executive Board informed of the financial condition of the Association,
  - vi. Be bonded,
  - vii. Chair the Budget/Fiscal Committee in the preparing and finalizing of the annual budget and present the proposed budget to the Executive Board and Representative Assembly,
  - viii. Attend all Executive Board, Representative Assembly, and general membership meetings, and

- ix. 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:
  - a. Implement policies of the Association,
  - b. Review the proposed annual budget which shall be presented to the Representative Assembly one month prior to adoption,
  - c. Approve standing and non-standing committee chair appointments and committee members made by the President,
  - d. Approve Representative(s), appointed by the President, to serve in an advisory capacity to represent a specific group of bargaining unit members at the Representative Assembly,
  - e. Serve on one or more standing committees and/or special committees at the discretion of the President,
  - f. Receive the minutes and reports of all committee meetings,
  - g. Approve hiring of staff members upon recommendation of the President and determine their compensation and benefits,
  - h. Approve or reject all MOUs related to the Collective Bargaining Agreement,
  - i. Approve or reject any special appointments to the Representative Assembly made by the President,
  - j. Perform all other activities of the Association not specifically assigned in Bylaws,
  - k. Attend all Executive Board meetings, Representative Assembly, and general membership meetings,
  - l. Authorize expenditures consistent with fiscal policy and within the parameters of the adopted budget, and
  - m. Attend most CCEA sponsored events.

### B. COMPOSITION

- a. The Executive Board shall consist of the officers, eight members-at-large, and one retired member.
- b. The Executive Board of the Association shall be Active members of the Association in good standing and shall maintain the membership in good standing during their term of office.
- c. One retired member will be elected to the retired position on the Executive Board in an advisory capacity.
  - i. They must be a member of CCEA, MSEA, and NEA retired associations.
  - ii. 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

- a. The Executive Board members-at-large and the retired member shall be elected for a term of three years. Terms of one half the Executive Board members-at-large shall be alternated, with four members-at-large being elected with the President and Treasurer and four other members-at-large elected with the Vice President and Secretary. The ninth member of the Board, retired member, shall be elected the same year as President and Treasurer in a special election for CCEA Retired members only.
- b. The terms of each Executive Board member 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. The term of office shall begin on August 1.

### D. MEETINGS

- a. The Executive Board shall meet at least one week prior to the monthly Representative Assembly 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

- a. 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 (Sept 1 – Aug 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 unexcused meetings is automatically subject to recall proceedings.

### F. QUORUM

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

### G. EMERGENCY ACTION

- a. If a decision is required in an emergency and the Executive Board cannot meet face-to-face, a virtual meeting 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.

- H. The Executive Board shall, upon receipt of a request from the MSEA professional staff assigned, determine whether a Level 4 grievance shall be supported by the Association in arbitration, further appeal, or legal action.

## Article VI. Representative Assembly

- A. The Representative Assembly shall consist of CCEA Officers, Executive Board, and one or more representatives from each worksite. Only Active members of the Association may hold these positions or vote in the election for building representative.
- B. The legislative and policy-forming body of the Association shall be the RA. It shall:
- a. Approve the budget,
  - b. Set the dues,
  - c. Any vacancy on the Executive Board shall be filled by appointment by the Representative Assembly for the remainder of the unexpired term,
  - d. Act on reports of committees,
  - e. At the first Representative Assembly, adopt such rules governing the operation of the Association, and the conduct of meetings as are consistent with the Bylaws, and
  - f. Enact such measures as may be necessary to achieve the objectives of the Association.
- C. COMPOSITION AND DUTIES
- a. 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 Representative Assembly for each twenty (20) bargaining unit members or fraction there of.
  - b. There shall be at least one Representative from each work site.
  - c. There shall be at least one Representative from CCEA-Retired.
  - d. The President may appoint a Representative to serve in an advisory capacity to represent a specific group of bargaining unit members. The Executive Board approves the Representative.
  - e. Each work site membership shall designate an alternate representative who shall attend Representative Assembly meetings in the event of an absence of the building representative(s).
  - f. Representative elections shall be held the last month of school and Representatives shall take their seats in the September meeting of the Representative Assembly.
  - g. Representatives shall attend the regular meetings of the Representative Assembly.
  - h. 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.

- i. Representatives shall arrange meetings of the Association members at that work site to discuss Association business, and organize and oversee the subsequent elections of Representatives.

#### D. MEETING

- a. The Representative Assembly 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 February. A future meeting may be waived upon the approval of a majority of Representatives in attendance at an Assembly meeting.
- b. Special meetings of the Representative Assembly 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 less than 72 hours.

#### E. QUORUM

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

## 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.
  - a. The President shall set the time and place of each meeting.
  - b. At least two weeks' 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 meetings will be restricted to the business stated in the petition.
  - a. The President shall set the time and place of each meeting.
  - b. At least two weeks' notice shall be given to the membership of the meeting.

## Article VIII. Nominations, Elections, and Accreditations

- A. The Election/Credential Committee will 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 Election/Credential Committee shall sit on Executive Board, be a Building

Representative, or be an officer of the Association. Members may not run for office while they serve on the Election/Credential Committee.

- B. Such guidelines shall be presented to the RA for review and adoption. These guidelines shall include, but not limited to the following:
- a. Open nominations by individual members,
  - b. Provision for publication of the list of nominations in an official publication of the Association,
  - c. Provisions for secret ballot election by the active membership,
  - d. Conformity with the one-person, one-vote rule,
  - e. Provisions for distribution, collection and tally of ballots,
  - f. Provisions for the election of officers by plurality of the valid ballots cast,
  - g. Provision for meeting the appropriate requirements of the Constitution and Bylaws of the NEA as well as the Bylaws of MSEA,
  - h. Provisions to serve as the final decision-maker if any election dispute arises so long as it is presented to the Committee with 5 days after the announcement of any election results, and
  - i. The retired representative to the Executive Board shall be elected by CCEA retired members only.

C. DELEGATES

- a. The elected officers of the Association shall serve as Delegates to the MSEA Representative Assembly and to the NEA Representative Assembly.
- b. Additional delegates shall be elected at the same time as officers are elected, through open nominations, by secret ballot, by plurality vote, and in conformity with the one-person, one-vote rule.
- c. All Active members of the Association may hold these offices or vote in the election of delegates.

## Article IX. Committees

A. Appointment of Standing Committees

- a. The President shall appoint, with the approval of the Executive Board, chairs of the following standing committees, and will also appoint members of those committees (classes of membership who can join):
  - i. Government Relations (Active & Retired)
  - ii. Instruction and Professional Development (Active & Retired)
  - iii. Membership (Active & Retired)
  - iv. Racial and Social Justice (Active & Retired)
  - v. Negotiations Committee (Active)

- vi. Public Relations/Community Involvement (Active & Retired)
- vii. New Educator Advocacy Team & CCEA Sparks (Active & Retired)
- viii. CCEA-Retired (Retired)
- ix. Elections/Credentials Committee (Active & Retired)
- x. Budget/Fiscal Committee (Active & Retired)

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, funding will be approved as part of the annual budget process.

E. Non-standing committees

- a. 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.
- b. These committees shall operate according to rules approved by the RA.
- c. No member of the Executive Board shall serve on the Audit Committee.

F. Responsibilities

- a. Each committee shall choose a secretary who shall keep a continuing record of activities.
- b. Chairs 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 part of the continuing committee record in the Association files.

## Article X. Recall

A. Reason for Recall

- a. 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

- a. A petition signed by a number of members equal to at least ten (10) percent of the general membership as of the preceding August 31<sup>st</sup> may be filed with the Executive Board to initiate the recall procedure unless otherwise specified herein.
- b. 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

- a. 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.
- b. 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.
- c. Within thirty (30) days of the Review Board's decision, the Elections/Credentials Committee shall prepare electronic 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 Representative Assembly.
- d. If the General Membership so votes by a 2/3 majority of the votes casts 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. The Review Board shall consist of a minimum of nine (9) active members.
- 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:
  - a. Alleged ethical violations by any member serving in an elected or appointed capacity,

- b. The censure, suspension, or expulsion of a member,
- c. The action of the Executive Board or Representative Assembly regarding consistency with Bylaws.

## Article XII. Contract Ratification

- A. The President shall give the membership no less than one (1) week's notice that a contract Informational 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. At least one informational meeting will be held, prior to the vote on contract ratification, and will be held in a central location. The time and date will be sent by the President of the Association.
  - a. Informational Meeting
    - i. Procedures to be used for the meeting will be explained, including how the meeting will be conducted.
    - ii. No less than one (1) week prior to the Informational meeting, the President will communicate all language changes and financial details.
    - iii. Members shall have an opportunity to ask questions for the purpose of clarification.
    - iv. Members shall have an opportunity to discuss and debate the merits of the proposal. Any position taken by the attending members will be for discussion purposes only.
    - v. Contract Ratification voting procedures will be explained, along with an explanation of the voting options available to members.
    - vi. The President will instruct members that there are to be no press releases or sharing of information presented with non CCEA members.
- D. Contract Ratification Vote
  - a. A ratification vote by secret ballot will occur electronically. Notice of the Ratification Vote shall be provided to those eligible to vote at least three (3) days prior to start of voting. The voting window will be at least five (5) days.
  - b. CCEA will contract with a secure, online voting platform. Once voting begins, any issues with voting must be resolved with the CCEA Office Administrator. CCEA governance and MSEA staff cannot resolve voting issues.
  - c. Active members, with a personal email on file, will receive their ballot electronically. Members without a personal email on file may make

arrangements to cast a hard copy ballot, in person, with the CCEA Office Manager.

- E. The Election/Credentials 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

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

### B. Preparation

- a. 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 electronic vote.

### C. Action

- a. A two-thirds (2/3) vote of the members attending a regular or special meeting of the membership or two-thirds (2/3) vote of the members attending the Representative Assembly or a 2/3 vote of the members voting by electronic ballot shall be necessary to approve an amendment.
- b. 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 XIV. Parliamentary 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.