

CONSTITUTION OF HAMILTON SOUTHEASTERN EDUCATION ASSOCIATION

ARTICLE I: NAME

The name of our professional organization shall be Hamilton Southeastern Education Association and shall be referred to in the Constitution and Bylaws as the Association.

ARTICLE II: PURPOSES

Section 1. To promote within the teaching group the highest type of professional practices and to encourage active teacher participation in the solution of all school matters.

Section 2. To cooperate with community projects that will result in mutual understanding and contributions on the part of both teachers and community for the benefit of all children in the Hamilton Southeastern Schools.

Section 3. To represent active members by securing and maintaining terms and conditions of employment which will improve the professional growth, morale, and security of teachers in the Hamilton Southeastern School Corporation.

Section 4. To encourage teachers to exercise their rights and privileges and to willingly work for or accept positions of leadership in civic affairs.

Section 5. To work for the welfare of school children, the advancement of education, and the improvement of educational opportunities for all.

Section 6. To hold assets and incur liabilities necessary for the attainment of Association purposes

ARTICLE III: MEMBERSHIP

Section 1. Active Member. Any person who holds a valid teaching certificate and who is employed by the Hamilton Southeastern School Corporation may become an active member of this Association upon payment of the current annual dues of the United Teaching Profession (local, Indiana State Teachers Association and National Education).

Section 2. Reserve Active Member. Any person who holds a valid teaching certificate is on a limited leave of absence from the Hamilton Southeastern School Corporation is eligible for reserve active membership. Further, any person whose position in the Hamilton Southeastern School Corporation was eliminated because of a reduction in force is eligible for reserve active membership for a period of two years.

Section 3. Rights of Membership. All active members of the Association shall have the right to full voting privileges and to hold elected or appointed offices. The Association shall not deny membership to individuals on the basis of age, race, sex, sexual orientation, creed, religion or national origin.

Section 4. Obligations of Membership. All active members shall agree to abide by the provisions of the Indiana State Teachers Association Code of Ethics and shall support the stated purposes of the Association.

Section 5. Continuation of Membership. Active membership shall be continuous from year to year until the member leaves the school corporation, fails to pay membership dues, or resigns from the Association. Membership resignations will only be accepted between June 1 and August 15th and must be submitted in writing to the Vice President of Membership and Elections .

Section 6. Membership year. The membership year shall be September 1 to August 31.

ARTICLE IV: DUTIES AND TERMS OF THE EXECUTIVE COUNCIL

Section 1. The Executive Council of the Association shall be a President, Executive Vice President, Vice President-Political Action, Vice President-Public Relations & Communication, Vice President-Membership & Association Elections (VP-M&E), Secretary, and Treasurer, all of whom shall be members in good standing.

Section 2. Duties of each Officer.

A. President

1. Preside over all meetings
2. Attend Representative and Executive Council meetings
3. Ex-Officio member of all committees
4. Attend Uniserv Area 11 Meetings
5. Attend school board meetings (may alternate with other officers)
6. Handle member concerns, e-mails and phone calls
7. Act as liaison between faculty and administration
8. Write opening day letter to new certified staff
9. Appoint committees
10. Contact Superintendent concerning Opening Day Schedule
11. Association contact for faculty termination issues
12. Find volunteer to organize officer elections and head election committee

C. Vice-President, Community Engagement and Organizing

1. Help decide committee members
2. Attend Representative and Executive Council meetings
3. Attend school board meetings (may alternate with other officers)
4. Attend Uniserv Area and PAC Meetings
5. Serve as delegate to the ISTA Representative Assemblies
6. Head committee to interview school board candidates
7. Organize volunteers for ISTA-sponsored lobbying events

8. Assist with School District Referenda
9. Perform such other duties as are assigned by the President

D. Vice-President, Communication

1. Attend Officer Meetings and Association Representative Meetings
2. Support and help advance the goals of the association
3. Keep abreast of current and effective communication trends and tools
4. Help develop strategic, powerful messaging for membership and the association
5. Generate content to support the goals, victories, and fights of the association
6. Develop an HSEA brand that communicates the values and mission of HSEA to members and the greater community
7. Attend ISTA Representative Assembly
8. Attend school board meetings (alternate with other officers)
9. Perform other duties as assigned by the President

E. Vice-President, Membership

1. Help decide committee members
2. Attend Representative and Executive Council meetings
3. Attend school board meetings (may alternate with other officers)
4. Attend Uniserv Area Meetings
5. Oversee HSEA member enrollment
6. Maintain HSEA membership records (spreadsheets, etc)
7. Coordinate HSEA's new teacher event
8. Ensure that ARs are ready to enroll potential and continuing members
9. Organize membership information
10. Coordinate Opening Day with Central Office
11. Organize elections for ISTA RA delegates
12. Organize elections for NEA Representative Assembly local delegates
13. Organize elections for Building Association Representatives
14. Perform other duties as assigned by the President

F. Secretary

1. Help decide committee members
2. Attend Representative and Executive Council meetings
3. Attend school board meetings (may alternate with other officers)
4. Keep log of the minutes for all meetings
5. Prepare agenda for AR meetings
6. Keep records of attendance at AR meetings

7. Send e-mail reminders of Executive Council and AR meetings
8. Perform such other duties as are assigned by the President

G. Treasurer

1. Help decide committee members
2. Attend Representative and Executive Council meetings
3. Attend school board meetings (may alternate with other officers)
4. Create yearly budget
5. Update budget
6. Prepare reports on budgets for Executive and Representative Council meetings
7. Pay all approved bills
8. Keep itemized account of all expenses
9. Have books audited in even numbered years for the previous fiscal year
10. File appropriate tax forms at end of fiscal and calendar year
11. Complete paperwork for ISTA retired membership
12. Maintain Excel spreadsheets
13. Perform other duties as assigned by the President

H. Vice President, Elementary

1. Work with Vice President of Membership to oversee membership at the elementary level
2. Oversee Association Representatives for the elementary level
3. Serve as point person for discussion at the elementary level
4. Attend Pre-Discussion meetings, officer meetings, and association representative meetings
5. Help appoint committee members at the elementary level
6. Support and advocate for members at the elementary level
7. Attend ISTA Representative Assembly
8. Attend school board meetings (may alternate with other officers)
9. Perform other duties as assigned by the President

I. Vice President, Secondary

1. Work with Vice President of Membership to oversee membership at the secondary level
2. Oversee Association Representatives for the secondary level
3. Serve as point person for discussion at the secondary level
4. Attend pre-discussion meetings, officer meetings, and association representative meetings
5. Help appoint committee members at the secondary level
6. Attend ISTA Representative Assembly

7. Attend school board meetings (may alternate with other officers)
8. Perform other duties as assigned by the President

J. Vice-President, Exceptional Learners

1. Work with Vice President of Membership in the Department of Exceptional Learners
2. Oversee Association Representatives in the Department of Exceptional Learners
3. Serve as point person for Discussion of the Department of Exceptional Learners
4. Attend pre-discussion meetings, officer meetings, and association representative meetings
5. Help appoint committee members for the Department of Exceptional Learners
6. Support and advocate for members in the Department of Exceptional Learners
7. Attend ISTA Representative Assembly
8. Attend school board meetings (may alternate with other officers)
9. Perform other duties as assigned by the president

Section 3. The term of all officers shall be for two years.

Section 4. The officers' terms shall begin on June 15 and terminate on June 14.

Section 5. The officers shall be elected in the spring by the eligible membership with open nominations followed by a secret ballot.

Section 6. The officers shall be elected in opposing years. The President, Secretary, Vice-President of Political Action, and Vice- President of Public Relations & Communication are on one term and elected on odd numbered years and the Vice-President of Membership & Association Elections (VP-M&E), Executive Vice-President, and Treasurer are on the opposing term and elected on even numbered years.

ARTICLE V: ASSOCIATION REPRESENTATIVES

Section 1. Association members in good standing shall be elected annually to represent the members in that building. Such representation shall be based on one (1) representative to each ten (10) members or major fraction thereof. The election shall be arranged by the Vice-President of Membership & Association Elections.

Section 2. The Association Representative shall serve as a member of the Representative Council. After 4 two absences of a representative, the president may declare the seat vacant.

Section 3. Duties of Association Representatives

1. Membership recruitment
2. Member representation
3. Communicate issues/concerns to HSEA leadership
4. Attend training sessions
5. Attend Representative Council meetings

6. Be the Association's face/presence in the building
7. Meet with the principal and Discussion Representative monthly
8. Maintain the HSEA bulletin board
9. Communicate members' changes in status to HSEA Treasurer
10. Organize building meetings as needed
11. Exhibit a good rapport and collegiality with teachers and administrators
12. Serve as mediator, liaison, cheerleader, and positive influence in the building
13. Assist teachers in communication with administration
14. Assist HSEA officers with committee recruitment

Section 4. Vacancies in Association Representative positions shall be filled with an election conducted by the Vice-President of Membership & Association Elections.

Section 5. The Association Representative shall provide two-way communication between the building and the Representative Council.

Section 6. The Association Representative shall enroll potential and continuing members.

Section 7. The Association Representative shall attend building discussion meetings.

ARTICLE VI: REPRESENTATIVE COUNCIL

Section 1. The Representative Council shall consist of the Executive Council and Association Representatives.

Section 2. The Representative Council shall conduct the affairs of the Association between meetings of the general membership.

Section 3. The Representative Council shall have the power to fill any officer vacancies. The person so appointed shall serve only until a general meeting can be called, at which time an election shall be held to complete the unexpired term.

ARTICLE VII: DISCUSSION

Discussion Team members have the following duties:

1. Solicit building concerns/praise from teachers
2. Arrange meetings with the principal based upon the pre-discussion schedule
3. Chair building meetings and request one of the ARs take minutes or take minutes yourself. You would then type those minutes with attendees and send them to the HSEA Treasurer and to your building's teaching staff
4. Attend monthly corporation pre-discussion meetings
5. Attend monthly corporation discussion meetings
6. Communicate needed information back to the building's teachers in a timely manner
7. If needed, follow up with individual teachers who submitted concerns
8. Maintain confidentiality of teacher concerns
9. Communicate with ARs on the building meeting schedule for discussion

10. Submit building items that go forward to corporation Discussion chair according to the provided schedule
11. Follow up with the building principal on items he/she said would be addressed
12. Exhibit a good rapport and collegiality with teachers and administrators
13. Serve as mediator, liaison, cheerleader, and positive influence in the building
14. Formulate agenda for building meeting in advance and communicate it to all attendees
15. Solicit nominations for teacher-of-the-year from teachers in the spring
16. Meet with the building principal to jointly decide the building's nomination. Submit the nominee's nomination materials to the Discussion Chair by the deadline

ARTICLE VIII: DUE PROCESS

Any member who may be subject to censure, suspension or expulsion, shall be guaranteed due process with the right to appeal. Such procedures shall be adopted by the Representative Council. Such a decision may be appealed to the Judicial Review Board of the Indiana State Teachers Association.

ARTICLE IX: AFFILIATION

The Association shall affiliate with the Indiana State Teachers Association and the National Education Association and adhere to the standards required for such affiliation. Affiliation with any other professional organization deemed appropriate shall only be adopted with the combined approval of the Representative Council and the active membership.

ARTICLE X: DISSOLUTION

In the event of dissolution of the Association, any assets remaining after payment of all debts of the Association shall be transferred by the Association to another association approved by the Internal Revenue Service as a not-for-profit association, or a school, association, or corporation that is a not-for-profit organization under Internal Revenue Code Sec. 501 (c) 3, 501 (c) 5, or 501 (c) 6.

ARTICLE XI: AMENDMENTS

An amendment to this Constitution may be proposed at a meeting of the Representative Council or of the general membership. It shall be made available to all members, discussed and voted on by the general membership. Adoption of said amendment shall require a two-thirds (2/3) majority vote of the members voting.

BYLAWS

ARTICLE I: RULES OF ORDER

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

ARTICLE II: ELECTIONS

Section 1. All voting members of the governing bodies shall be elected by the eligible membership by open nominations and secret ballot.

Section 2. Provisions shall be made for run-off elections, if necessary.

Section 3. Ethnic minority representation shall, whenever appropriate, be at least proportionate to the ethnic minority membership of the Association.

Section 4. Representation shall be provided for each type of membership as outlined in Article III of the Constitution in all elections.

Section 5. The governing body shall have the power to fill any officer vacancies. The person so appointed shall serve only until a general meeting can be called, at which time an election shall be held to complete the unexpired term.

ARTICLE III: STANDING COMMITTEES

Section 1. All committees will be appointed by the Executive Council.

Section 2. Professional Negotiations

Section 3. Discussion

Section 4. Sick Bank

ARTICLE IV: AD HOC COMMITTEES

Ad Hoc Committees may be formed as deemed necessary by the Executive Council.

These committees must have a stated purpose with the chairperson being selected by the President.

ARTICLE V: DELEGATES

Section 1. Delegates to the Representative Assembly of the Indiana State Teachers Association and the National Education Association shall be elected by the membership. The election shall be conducted with open nominations and secret ballot. Delegates to the Indiana State Teachers Association Representative Assembly shall be

elected in accordance with ISTA bylaws. The election of NEA delegates is to be completed in accordance with stated requirements.

Section 2. Ethnic minority representation among delegates shall be at least proportionate to the ethnic minority membership of the Association whenever possible.

Section 3. Preparations shall be made for run-off elections, if necessary.

ARTICLE VI: DUES & EXECUTIVE COUNCIL EXPENSES

Section 1. The annual dues of the Association shall be set at 0.1125% of the previous calendar's Certified Salary for a Bachelor's Degree with 0 Years of Experience.

Section 2. The President shall have his/her United Education Profession dues paid by the association (a maximum payment of \$599.00); and shall be reimbursed for such other actual and necessary expenses of the office as are approved by the Representative Council.

Section 3. Each Vice President shall have his/her United Education Profession dues paid by the 7 association (a maximum payment of \$599.00); and shall be reimbursed for such other actual and necessary expenses of the office as are approved by the Representative Council.

Section 4. The Secretary shall have his/her United Education Profession dues paid by the association (a maximum payment of \$599.00); and shall be reimbursed for such other actual and necessary expenses of the office as are approved by the Representative Council.

Section 5. The Treasurer shall have his/her United Education Profession dues paid by the association (a maximum payment of \$599.00); and shall be reimbursed for such other actual and necessary expenses of the office as are approved by the Representative Council.

ARTICLE VII: REPRESENTATIVE COUNCIL & DISCUSSION EXPENSES

Section 1. ARs and Discussion Representatives receive local dues reimbursement for first meeting attended in the school year.

Section 2. ARs and Discussion Representatives receive \$10 per meeting for each additional meeting attended.

Section 3. Payment is based on attendance records and is transmitted in May.

Section 4. Discussion Chair receives \$100

Section 5. Sick Bank Chair receives \$100

Section 6. Election Chair receives \$50

ARTICLE VIII: AMENDMENTS

Bylaws may be amended by a majority vote of the Representative Council provided a written proposal has been filed with the secretary and the membership notified by the Association Representatives. The proposed amendment must have been presented at a previous Representative Council meeting for consideration and discussion.