

ARTICLE VII
Executive Board

Section 1 – Purposes

The Executive Board shall be responsible for the implementation of Association actions, and when necessary, be the interim policy making body between meetings of the Representative Assembly (RA).

Section 2 – Membership

- A. The Executive Board shall be composed of elected Officers, Area Directors (AD's), and elected Program Chairs.
- B. The past President shall be a nonvoting member of the Executive Board for a period of one (1) year from the end of his/her respective term. The past President may attend for certain issues as deemed appropriate and necessary by the Executive Board.
- C. No member of the CEA may hold more than one position on the CEA Executive Board.
- D. No member of CEA may receive a stipend for serving as an Association Representative while also serving in a position of said Executive Board.

Section 3– Responsibilities of the Executive Board

The Executive Board shall:

- A. Ensure compliance with the National Education Association (NEA), the Delaware State Education Association (DSEA), and Christina Education Association (CEA) bylaws for all meetings and business of the Christina Education Association (CEA).
- B. Implement and coordinate the actions of the Representative Assembly (RA) including but not limited to: action items, task force creations, letter writing, election procedures and membership activities.
- C. Familiarize themselves with the active documents (including the bylaws, policy manuals, and the collective bargaining agreement) of the Christina Education Association.
- D. Act as the primary planning body for the Association; ensuring that the membership and the Representative Assembly (RA) are involved in the planning process.
- E. Make policy decisions in the interim between Representative Assembly (RA) meetings.

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Executive Board (cont.)

- G. Develop and implement a membership involvement program; with focus on union approved organizing techniques (such as one-to-one meetings).
- H. Make contingency expenditures when they have not been budgeted.
- I. Approve any expenditure in excess of the line item budget of \$500.00. J. Turn in monthly time logs and reports by the designated date communicated.
- K. Ensure that the Association is meeting its responsibilities of incorporation.
- L. Attend and participate in trainings surrounding Executive Board responsibilities and expectations. These trainings may be held virtually.
- M. Assist members with their problems and concerns in regards to, but not limited to, 48 hour meetings, grievances, improvement plans, observation challenges, and professional issues when called upon by the Association Representative.
- N. Provide a copy of the official notice and a meeting summary to the President and DSEA Uniserv Director upon completion of representation at a 48 hour meeting or grievance. These may be submitted electronically.
- O. Chair a designated contract mandated committee as set forth by the President in the policy manual.
- P. Attend meetings, functions, and activities designed to enhance the role of Christina Education Association (CEA) in New Castle County and in Delaware as a whole.
- Q. Attend two (2) Christina Board of Education meetings per school year as scheduled with the Secretary at the beginning of the year.

Section 4 – Meetings

- A. The Executive Board shall meet monthly (refer to Article XI). These meetings may be held virtually.
- B. A schedule of the meetings will be prepared by the President and adopted by the Executive Board at the May Executive Board meeting for the following school year. Special meetings may be called by the President or by a majority of the Executive Board.
- C. If the president so deems, a parliamentarian shall be present, but this does not constitute an Executive Board seat.
- D. An agenda for Executive Board meetings will be submitted by the President to members of the Executive Board 24 hours in advance for review.

ARTICLE VIII

Committees

Section 1 – Purpose

The purpose for establishing committees is to involve the membership in the decision making process and the activities of the Association.

Section 2 – Committee Charges and Procedures

Committee Directors shall:

- A. Be responsible for ensuring committee members are notified in a timely manner concerning meetings.
- B. Prepare an agenda and ensure minutes are taken at committee meetings.
- C. Provide monthly written reports to the Executive Board and the Representative Assembly (RA).
- D. Ensure that the committee reviews, modifies and implements the charges.
- E. Attend meetings to provide reports.

Charges will be provided to Committee Directors by the overseeing Officer and will be set by the Executive Board in accordance with the strategic plan.

Section 3 – Committee Director Elections

Each candidate for Directorship shall be nominated by filing a petition with the Association by March 15 of the election year. The petition shall contain at least twenty-five (25) member signatures. Petitions may be submitted electronically. In the event no petitions are filed for an office, there will be a special nominating session from the floor of the Representative Assembly (RA). A term of office is three (3) years. There is no limit to the number of elected terms for the position of Committee Director.

Section 4 – Committee Director Vacancy

- A. When a vacancy occurs in the Committee Director position, nominations will be accepted by the Executive Board from the Representative Assembly.
- B. A vacancy in the office of Committee Director shall be filled for the unexpired term by election of the Representative Assembly. These votes may be held virtually.
- C. Advertising for these positions will be announced at a Representative Assembly (RA) and emailed to all members via Association Representatives.

ARTICLE VIII
Committees (cont.)

Section 5 –Committees

- A. Political Action
- B. Membership
- C. Liaison
- D. Communications

Section 6 – Committee Meetings

Each committee shall meet as needed, at least quarterly. These meetings may be held virtually.

Section 7 – Special Duties and Responsibilities of the Committee Directors

Political Action Director

- A. Attend all regularly scheduled Board of Education meetings and submit a written report to the Executive Board (Can alternate on a monthly basis with Communications Director).
- B. Work with DSEA and with the Christina District delegation to the state legislature in Dover to keep CEA apprised of political agendas.
- C. Recruit and organize members to endorse the campaign(s) of recommended candidates.
- D. Encourage members to contact elected officials to educate them about key DSEA issues and to ask them to endorse DSEA's positions on such key issues.
- E. Recruit and organize members to support DSEA positions in the legislative process at the local, state and national levels.
- F. Promote membership involvement in NEA and DSEA Advocacy Fund for Children and Public Education.

Membership Director

- A. Conduct new teacher meetings in August prior to the opening of school.
- B. Complete a roster clean up as per the schedule established by DSEA.
- C. Keep building representatives apprised of work site membership and potential members.
- D. Promote the transition from potential members to full membership in CEA.
- E. Organize and promote member activities.
- F. Encourage members to create/update membership platform profile.

ARTICLE VIII
Committees (cont.)

Liaison Director

- A. Conduct all liaison trainings for building committees.
- B. Collect from each work site a written liaison report / minutes each month and place them in the Christina Education Association office file. These reports can be submitted and stored electronically.
- C. Attend all District Liaison Committee meetings and submit a report to both the President and the Representative Assembly. The report shall include the minutes of these meetings.
- D. Ensure that every work site has a functioning liaison committee.
- E. Elicit questions from buildings/worksites to present to district level administration as needed.
- F. Select other committee members to also attend district level liaison meetings as deemed necessary.

Communications Director

- A. Communicate regularly with President and Secretary.
- B. Disseminate information 2-3 times a week via social media.
- C. Update website weekly.
- D. Publish newsletter, at least bi-monthly.
- E. Communicate regularly with Association Representatives (who give info to members, i.e., talking points for 10 minute meetings).
- F. Coordinate press releases/outgoing communications with President.
- G. Attend BOE meeting in the absence of the Political Action Director and as scheduled.
- H. Coordinate community and district events with the Political Action Director.

Section 8- Establishing Committees

- A. Committee Directors will publicize vacancies on their respective committees at the start of the year and/or as the need arises.
- B. Committee sizes shall be established by the Director with the following guidelines:
 - a. Committee sizes will be odd in number.
 - b. Committee will include at least one (1) representative from each level (elementary, middle, high, and special programs).
 - c. Committee should include at least one (1) specialist.
 - d. Committee will include at least one (1) member from the two major geographic sections of the district.
- C. When more members request to participate in a committee than the established size permits, the membership shall be determined first in accordance with letter B of this section, then by secret ballot of the Representative Assembly. This vote may be conducted electronically.

ARTICLE VIII
Committees (cont.)

- D. Committee Directors are responsible for ensuring there is a leadership and accountability structure within the committee.

Section 9- Removal of Committee Directors

- A. Committee Directors shall serve their terms as long as they satisfactorily perform the duties of the office. Where a Committee Director has been guilty of misconduct or has not completed his/her duties, such Committee Director may be removed from the office for cause, following proper notice, a hearing and a two-thirds vote (2/3) by the elected members of the Representative Assembly. Then, after proper notice and a majority vote of the members of the Association, the Committee Director will be removed. These votes may be conducted electronically.
- B. Committee Director may be removed for cause following notice and a hearing before the Representative Assembly (RA). They may be removed after notice, by a majority vote of the RA.
- C. At the recommendation of the Executive Board, a Committee Director may be removed by the majority vote of the RA.