CHRISTINA EDUCATION ASSOCIATION BYLAWS

10/21/2020

Proposed Changes 4/2024

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ARTICLE I
Name, Affiliation, Purposes

Section 1 - Name

The name of this corporation shall be the Christina Education Association (CEA). The Association shall be affiliated with the Delaware State Education Association (DSEA) and the National Education Association (NEA).

Section 2 - Purposes

The purposes shall be to improve the professional standing and welfare of the teachers in the Christina School District, to encourage and foster the growth of better relations among all Christina School District employees, *to develop and provide leadership in solving social problems*, to further the interests of the education profession, and to promote excellence in education for the children of the district.

Section 3 - Governance

The Association shall be governed by its corporate charter and Bylaws, the CEA Policy Manual, the membership of the Association, and the Executive Board created by said Bylaws.

ARTICLE II
Membership

Section 1 – Membership Year

The membership year shall be the same as DSEA and NEA, September 1st to August 31st.

Section 2 – Membership Categories

The categories of membership, qualification requirements, and voting status shall be the same as those stipulated by the DSEA Bylaws as well as persons interested in advancing the cause of public education, named Community Members, specified below. The Association may include more than one employee group in the Christina School District. The decision to create a unified local association shall be made by the Representative Assembly, following notification of the membership that such a decision is being considered.

A. Persons interested in advancing the cause of public education in the Christina School District who are granted membership pursuant to Section 2 above and who are not eligible for any other category of membership shall not have the right to serve as officers of the Association, as members of the Board of Directors, or as delegates to the Representative Assembly.

Section 3 – Membership Dues

Annual CEA dues, including Community Members, shall be established by the Representative Assembly together with the next year's annual budget, prior to the close of each school year. Dues for part-time members (0.5 standing or less) shall be one-half (1 / 2) the rate of a full-time member.

ARTICLE III
Officers

Section 1 – Executive Board Positions

The elected Executive Officers of the Association shall be the President, Vice President, Treasurer, and Secretary. The term of office shall be three years (3) beginning August 1st after each election. Officers may stand for reelection. The limit to term of office shall be two elected terms of three years (3). All candidates for elected office will be active members of the Association.

Section 2 – Elections

A. Each Candidate for Executive Office 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. In the event no petitions are filed for an office, there will be a special nominating session from the floor of the Representative Assembly. Petitions may be submitted electronically to the Secretary.

B. Elections shall be held on or before May 1st. The person receiving the most votes cast, by secret ballot made available to all members of the Association, shall be declared elected. This vote may be conducted electronically on a secured format to ensure voter anonymity and eligibility.

Section 3 – Removal and Due Process

Officers of the Association shall serve their terms as long as they satisfactorily perform the duties of the office. Where an officer has been guilty of misconduct or has not completed their duties, such officer 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 officer will be removed. This vote may be conducted electronically.

Section 4 – Responsibilities of the President

The President shall:

A. Be the chief executive officer, representative, and spokesperson for the Association.
B. Attend Christina School Board Meetings and speak on behalf of the Association or, when unable to attend, appoint an Executive Board member to speak on behalf of the CEA.
C. Be responsible for overseeing the Communications and Political Action Committees.
D. Meet regularly with the Executive Board to plan and implement the programs and policies of the Association. These meetings may be held virtually.
E. Preside over the Representative Assembly, Executive Board, and All Member meetings of the Association. These meetings may be held virtually.

F. Appoint all ad hoc task forces and ad hoc committees and serve as the ex-officio member on all committees after consultation with the Executive Board.
G. Partner with the Treasurer to sign checks and approve cash expenditures of the Association.
H. Ensure that the Association is in compliance with its Bylaws and policies.
I. Call, as authorized, special meetings of the Representative Assembly and Executive Board. These meetings may be held virtually.
J. Exercise the authority to appoint a Parliamentarian for meetings when necessary.
K. Present any issue to the Executive Board for discussion and approval that affects the whole of the organization.
L. Set up and follow a rotating schedule of building visits when granted full or partial release time.
M. Ensure that all elected leaders meet expectations around participation in approved organizing activities.
N. Arrange and attend scheduled **[monthly]** meetings with the Christina School District Superintendent, ensuring that a designated Executive Board Member is also in attendance when appropriate and possible.
O. Serve as a local delegate to the State and National Representative Assemblies.

Section 5 – Responsibilities of the Vice President

The Vice President shall:

A. Assume the duties of the President in the absence of the President.
B. Work with the executive board and the Association Representatives (AR's) to ensure their involvement in Association decisions, communications, actions, and programs.
C. Initiate the due process procedure in the event that an officer or other elected Association leader is not fulfilling the duties of the position, in accordance with the Policies and Bylaws.
D. Meet regularly with the President and the Executive Board to plan, implement, and maintain the Association's Strategic Plan. These meetings may be held virtually.
E. Identify potential leaders and ensure training needs are met.
F. Cosign checks and approve cash expenditures, as necessary.
G. Ensure that the Association is in compliance with its Bylaws and policies.
H. Set up and follow a rotating schedule of building visits when granted full or partial release time.
I. Participate in the Finance Committee.
J. **[Oversee the creation and updating of the Member Information database.]** *Be responsible for overseeing the Membership and Liaison Committees*
K. Serve as a local delegate to the State and National Representative Assemblies.

ARTICLE III
Officers (cont.)

Section 6 – Responsibilities of the Treasurer

The Treasurer shall:

A. Be responsible to the Executive Board, Representative Assembly, and the membership for accounting of all funds of the Association. This will include a written accounting of all receipts and disbursements to the Representative Assembly and Executive Board at each meeting. A copy shall be placed in the Corporate Records. (Refer to Article III, Section 7, Letter E)
B. Develop a proposed operating budget each fiscal year with the Finance Committee, and present to the Executive Board for approval.
C. Meet regularly with the Executive Board to plan and implement the program**s** and policies of the Association. These meetings may be held virtually.
D. Partner with the President to sign checks and other cash expenditures of the Association.
E. Maintain the official financial and corporate records of the Association as deemed necessary by the Auditor of Accounts.
F. Ensure that an annual audit/ *financial review* of the Association's income and expenditures is completed and reported to the Executive Board and Representative Assembly. A copy shall be placed in the corporate records.
G. Oversee the **[Finance and]** Membership Committee**[s]**.
H. Set up and follow a rotating schedule of building visits when granted full or partial release time.
I. Serve as a local delegate to the State and National Representative Assemblies.

Section 7 – Responsibilities of the Secretary

The Secretary shall:

A. Keep, record, and disseminate minutes of all Representative Assemblies, Executive Board, and All Membership meetings deemed necessary by the Executive Board.
B. Serve as a voting member of the Representative Assembly and the Executive Board.
C. Maintain Association files of special projects and reports, contracts, Bylaws, Policy Manual, and correspondence.
D. Meet regularly with the Executive Board to plan and implement the program**s** and policies of the Association. These meetings may be held virtually.
E. Maintain the official corporate records to be kept on file in the CEA office.
F. Create a rotating schedule of Executive Board member attendance at school board meetings.
G. Set up and follow a rotating schedule of building visits when granted full or partial release time.
H. Oversee **[Liaison]** *EMAC* Committee.
I. Manage an Association calendar and record of past events.
J. Create a rotating Executive Board member and alternative schedule to attend the **[monthly]** CEA President/Superintendent Meeting.
K. Serve as a local delegate to the State and National Representative Assemblies

ARTICLE III
Officers (cont.)

Section 8 – Vacancies

A. Vacancy in the office of the President shall be filled for the unexpired term by the Vice President.

B. A vacancy in the office of Vice President, Secretary, or Treasurer shall be filled for the unexpired term by election of the Representative Assembly.

C. A vacancy in the office of Vice President while fulfilling the duties of the office of the President shall be filled following Robert's Rules of Order if the Vice President would become unable to fulfill the duties of the office.

ARTICLE IV
Representative Assembly (RA)

Section 1 – Purposes

A. The Representative Assembly (RA) shall be the corporate board of directors and shall serve as the legislative body of the Association.

Section 2 – Authority / Responsibility of the Representative Assembly The

Representative Assembly (RA) shall:

A. Adopt the fiscal budget, which shall include the local dues amount for the fiscal year and any stipends.
B. Serve as the policy-making body of the Association and conduct the ongoing business of the Association.
C. Approve the Bylaws of the Association.
D. Carry out the other duties as directed by the Executive Board.

Section 3 – Voting Members of the Representative Assembly (RA)

A. The membership of each building/work site shall elect Association Representatives (ARs) to the Representative Assembly (RA). This election may be conducted electronically.
B. The Executive Board shall be voting members of the Representative Assembly (RA).
C. One (1) alternate for each Association Representative (AR) may be elected in the same manner as the Association Representatives. They may attend and participate in the Representative Council but do not have the right to vote unless they are replacing an elected Representative.

Section 4 – Meetings

A. The Representative Assembly (RA) shall meet monthly during the school year at a regularly scheduled time and place. **[These meetings may consist of six (6) full Representative Assemblies and four (4) Area meetings held on non-RA months.]** These meetings may be held virtually.
B. The President, with the concurrence of the Executive Board, shall schedule the first meeting and prepare recommendations for future meetings, dates, and locations that the Representative Assembly (RA) shall act upon.
C. Special meetings may be called or a meeting may be canceled by the President, by a majority of the Association Representatives (ARs), or by a majority vote of the Executive Board. These meetings may be held virtually.

ARTICLE V
Association Representatives (AR's)

Section 1 – Selection of Association Representatives (AR's)

A. Association Representatives (ARs) shall be elected by the members in the respective buildings/worksites.
B. The process shall include open nominations and secret ballot elections. They will be elected on **[a ratio of one (1) Representative for every twenty (20) members, with an additional Representative earned for every ten (10) members above the stated ratio if necessary.]** *the ratio of 1-20 members = one (1) Representative; 21-40 = two (2) Representative; 41-60 = three (3) Representative; 61-80 = 4 (four) Representatives; 81-100 = five (5) Representatives; should a building exceed 100 members, the building/worksite shall operate with five (5) Representatives.*
C. Every building/worksite shall have at least one (1) Association Representative (AR) and one (1) alternative. The alternative will attend RA/Area Meeting in the absence of the AR. The number of Association Representatives (ARs) per building/worksite shall be determined by the number of members at the conclusion of the previous academic year *and reevaluated in January of the current academic year.*
D. The Executive Board will deal with exceptions on a case-by-case basis.
E. Association Representatives (ARs) will serve a term of two (2) years and may be reelected. There is no limit to the number of elected terms of office for an Association Representative. They will be and will remain members of the Association while serving as an Association Representative (AR).
F. The elections will be conducted prior to October 1 of the following academic year *and may be held as a vacancy occurs throughout the remaining academic year.* These elections may be conducted electronically.

Section 2 – Responsibilities of the Association Representative (AR)

The Association Representative (AR) shall:

A. Represents building members by attending all of the meetings of the Representative Assembly and Area Meetings and participates in the discussions and voting of issues at the RA. These meetings may be held virtually.
B. Keep the members informed of Association issues and activities by holding a monthly 10 meeting within one week of the RA/Area Meeting.
C. Communicate back to the Area Director (Officer when AD is vacant) within two (2) workdays of the building meeting with a 10-minute meeting report including attendance, issues discussed, and members' opinions and ideas.
D. Promote member involvement in the Association by recruiting new members and individuals for Association activities and programs.
E. Promote membership involvement in NEA and DSEA Advocacy Fund for Children and Public Education.
F. Attend and participate in trainings surrounding Association Representative responsibilities and expectations. These trainings may be held virtually.

ARTICLE V
Association Representatives (AR's) (cont.)

G. Assist members with their problems and concerns in regard to, but not limited to, 48-hour meetings, grievances, improvement plans, observation challenges, and professional issues.
H. 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.
I. Develop a working relationship with administrators in order to effectively represent their members.
J. Inform the alternate Association Representative of the need to attend the scheduled meeting in the absence of the AR.
K. Identify and hold a One to One meeting with each new hire in the building *reaching out to your AD should support be needed to complete this requirement.*

Section 3 – Recall of Association Representatives

A. An Association Representative may be recalled for poor performance of duty by two-thirds (2/3) vote of the membership of the building/worksite they represent. This vote may be conducted electronically.
B. At the recommendation of the Executive Board, an Association Representative (AR) may be removed by the majority vote of the Representative Assembly (RA). This vote may be conducted electronically.

Section 4 – Vacancies

A. When a vacancy occurs in an Association Representative (AR) position, an elected alternate will assume the position. This election may be conducted electronically.
B. In the event that no elected alternate exists, then nominations will be received and an election held by the Area Director or overseeing officer. This election may be conducted electronically.

ARTICLE VI
Area Directors (AD's)

Section 1 – Purpose

A. Building/worksites will be clustered together in proportionally equal areas.
B. Each area's membership will elect an Area Director (AD) to facilitate Association activities and to represent the area on the Executive Board.
C. Area Directors (ADs) will serve three (3) year terms. There is no limit for the number of elected terms of office for the position of Area Director.
D. The make-up of each area will be examined *at a minimum of* every two (2) years by the Executive Board to ensure a balanced representation.
E. Recommendations for change of area composition will be made by the Executive Board.
F. Facilitate grievance procedures as per the CEA Flow Chart (see CEA Policy Manual).

Section 2 – Responsibilities of the Area Directors (AD's)

Area Directors (ADs) shall:

A. Ensure that each building fairly elects Association Representatives.
B. Ensure Association Representatives in their areas have the materials and trainings necessary to carry out their roles. Communicate needs to the Vice President as necessary.
C. Communicate with the Association Representatives (ARs) in their respective area; encourage Association Representative (AR) attendance and participation in Association Meetings.
D. Assist in implementing and facilitating Association actions and programs with their respective area.
E. May hold area meetings in their designated area **[during the months specified by the Association calendar]**. These meetings may be held virtually.
F. Certify to the Association/Vice President the names of the Representatives and alternates (if needed) for the building/worksite.
G. Collect the 10-minute meeting reports from the AR's.
H. **[Deliver]** *Submit* to the Secretary a written report of the monthly activities in their particular area by the communicated deadline.
I. Document all contacts, retain copies of all correspondence, and keep clear records of any conferences/meetings.
J. **[Turn in to]***Submit to* the Secretary, **[at the monthly Executive Board meeting]** *by the first of the month*, the monthly time log.

ARTICLE VI
Area Directors (ADs) (cont.)

Section 3 – Recall of Area Directors (ADs)

A. Area Directors (ADs) will serve their terms so long as they satisfactorily perform the duties of office.
B. Area Directors (ADs) 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 membership in that area. This vote may be conducted electronically.
C. At the recommendation of the Executive Board, an Area Director (AD) may be removed by the majority vote of the membership in that area. This vote may be conducted electronically.

Section 4 – Vacancies

A. When a vacancy occurs in the Area Directors (ADs) position, the Executive Board will nominate a member to fill the position until the next regularly scheduled election. This election may be conducted electronically.
B. The elected position must be approved by a majority of the Association Representatives (ARs) served by the Area Director. This vote may be conducted electronically.

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 (ADs), and elected Program Chairs.
B. The past President shall be a non-voting member of the Executive Board for a period of one (1) year from the end of his/her*/their* 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.
F. **[G.]** Develop and implement a membership involvement program; with focus on union-approved organizing techniques (such as one-to-one meetings).
G. **[H.]** Make contingency expenditures when they have not been budgeted.
H. **[I.]** Approve any expenditure in excess of the line item budget of $500.00.
I. **[J.]** Turn in monthly time logs and reports by the designated date communicated.
J. **[K.]** Ensure that the Association is meeting its responsibilities of incorporation.

K. **[L.]** Attend and participate in trainings surrounding Executive Board responsibilities and expectations. These trainings may be held virtually.
L. **[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.
M. **[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.
N. **[O.]** Chair a designated contract-mandated committee as set forth by the President in the policy manual.
O. **[P.]** Attend meetings, functions, and activities designed to enhance the role of Christina Education Association (CEA) in New Castle County and Delaware as a whole.
P. **[Q.]** Attend two (2) Christina Board of Education meetings per school year as scheduled with the Secretary at the beginning of the year.
Q. *Attend the new hire orientation and membership recruiting activities throughout 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
E. Ethnic Minorities Affairs (EMAC)

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]** *request Communications Director to attend in their absence* **[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 *in accordance with the CBA*.
B. Complete **[a roster cleanup as per the schedule established by DSEA]** *membership updates per DSEA requirements*.
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.
G. Attend scheduled DSEA Trainings/Meetings.

ARTICLE VIII
Committees (cont.)

Liaison Director

A. Conduct all liaison training 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*/drive*. 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 the President and **[Secretary]** *Vice President*.
B. **[Disseminate information 2-3 times a week via social media.]** *Maintain a presence on a social media account.*
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 meetings in the absence of the Political Action Director and as scheduled.
H. Coordinate community and district events with the Political Action Director.

Ethnic Minorities Affairs Committee Director (EMAC)

A. Schedule and preside over all EMAC meetings.
B. Attend Executive Board Meetings
C. Coordinate goals and activities with Committee
D. Prepare and submit an annual budget to the CEA Executive Board for its approval.
E. Identify minority concerns and propose appropriate policy, resolution, and/or CEA bylaw changes.
F. Represent and promote the activities of the EMAC to their respective CEA leadership, Christina School District, and others.

ARTICLE VIII
Committees (cont.)

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.
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*/their* 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 a majority vote of the RA.

ARTICLE VIII
Committees (cont.)

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*/their* 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 a majority vote of the RA.

Article IX
Special 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 – Special 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 written reports, as necessary, 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 set and provided to Committee Directors by the Executive Board in accordance with the strategic plan.

Section 3 – Special Committees

A. Finance
B. Negotiations

Section 4 – Committee Meetings

Each committee shall meet as needed.

Section 5- Special Duties and Responsibilities of the Committee Directors

Finance Committee

A. The Treasurer is the chairperson of the Finance Committee
B. The committee members would meet quarterly to review all of the Christina Education Association financial documents, including but not limited to, receipts, disbursements, reconciliations, and budget. These meetings may be held virtually.
C. The members of the committee will be the Treasurer of CEA and up to five (5) additional CEA members. Members can be from the Executive Board, the Representative Assembly, or from the general membership. Members do not need to have a financial background.
D. In the event of more than five members, the committee will be formed by the Executive Board from the list of volunteers.

Article IX
Special Committees

Negotiations Director

A. The President, or their designee, will serve as chairperson ex-officio.
B. **[A]**Chair the process of selecting the Negotiations Team that will bargain with district-level administration. The Executive Board chooses qualified candidates with appropriate experience to put forward as a team for the Representative Assembly final approval via majority vote.
C. **[**B**]**Chair the Negotiations Team during contract bargaining with the assistance of the UniServ Director.
D. **[C]** Set the agenda for meetings.
E. **[D]** Act as a liaison between the Negotiations Team and the district-level administration. Reports of said communication will be reported to the Executive Board as they arise.
F. **[E]**Attend all regularly scheduled Board of Education meetings while in negotiations and submit a written report to the Executive Board.

[F. Assist other Committee Directors in non-negotiating years.]

G. Attend negotiations training from NEA, DSEA, and other state associations when available. These trainings may be held virtually.

ARTICLE X
Election Procedures

Section 1 – General Principles

All elections of the Association shall have a member notification and nomination process. Each election involving the membership shall be held by secret ballot. These elections may be held electronically.

Section 2 – Election Committee

An election chairperson shall be appointed by the **[Vice]** President as per Article VI of the Policy Manual. The responsibility of this position shall be to set up and conduct the all-member elections, ensuring compliance with the notification, nominations, timelines, procedures, and the secret ballot requirements.

Section 3 – Election Procedures for Christina Education Association (CEA)

A. Candidates for office shall submit in person a nomination petition by March 15th to the CEA Secretary. The Secretary will then share the nominations with the Executive Board *before/*at the next regularly scheduled meeting of the Executive Board. The petitions may be submitted electronically.
B. An election is to be held by May 1st.
C. The procedures and guidelines for conducting the election are found in the Christina Education Association Policy Manual (article VI).
D. In the event that no nominating petitions are filed for one of the executive offices, a special nominating session will take place from the Representative Assembly (RA).
E. In the event that there is no challenger (one candidate) for an office, that candidate shall be declared elected.

Section 4 – Election of DSEA and NEA Delegates to the Representative Assemblies

Local delegates to the DSEA and NEA Representative Assemblies shall be nominated and elected in accordance with the requirements of the two organizations. Procedures must include open nominations and a secret ballot. Officers, in accordance with position duties and the CEA Policy Manual, may claim a local delegate seat at the DSEA and NEA RAs. In the event that there is no challenger (one candidate) for a delegate seat, those candidates shall be declared elected.

ARTICLE XI
Meetings, Quorum, and Parliamentary Authority

Section 1 – Meetings

Any member of the Association in good standing is entitled to attend any regular or special general meeting of the Association and may be invited by the chairperson to attend any committee meeting. Voting power shall be restricted to the duly elected delegates.

Section 2 – Quorum

A majority of the elected members in attendance at the Representative Assembly will constitute a quorum for the transaction of business at the Representative Assembly.

Section 3 – Parliamentary Authority

The most recent edition of Robert's Rules of Order Newly Revised, with exceptions as provided for in the Bylaws and the policy manual, will be the Parliamentary Authority on procedure in all official meetings of any bodies of the Association. These rules of procedure will not be suspended, added to, or amended except by a two-thirds (2/3) vote of the members in attendance at any of the business sessions of any properly called body. This vote may be conducted electronically.

ARTICLE XII
Budget, Fiscal Year, Audit

Section 1 - Budget

The budget for the next fiscal year, along with the annual dues amounts, will be adopted by the Representative Assembly (RA) prior to the close of each school year. The Representative Assembly (RA), upon recommendation of the Officers and Executive Board, may amend the budget in the fall to address planning/goal needs or a change in dues income. This vote may occur electronically.

Section 2 - Stipends

Upon the recommendations of the Executive Board and the approval of the Representative Assembly (RA), stipends will be provided to Officers, Area Directors (ADs), and Committee Directors. These stipends may include provisions for a half-time or a full-time release President. Leadership stipends will automatically increase by the same percentage negotiated with the district salary increases. Representative Assembly Stipends will be paid at a rate of $33.00 per meeting attended.

Section 3 - Fiscal Year

The fiscal year shall be from September 1st to August 31st.

Section 4 - Audit*/Financial Review*

A(n) audit*/financial review* shall be completed each year no later than ninety days (90) following the close of the fiscal year. A certified public accountant shall be retained to minimally conduct a review and verification of revenues and expenditures if the Association budget exceeds $25,000.00

ARTICLE XIII
Members' Right to Fair Treatment

Section 1 – Right to Fair Treatment

Each member of the Association shall have the right to fair treatment in the applications of the Bylaws, rules, and regulations of the Association. In the matters relating to the discipline of the Association Members, the essential requirements of due process of law (notice, hearing, and judgment based on evidence) will be observed, without, however, requiring the technical formalities in the courts of law.

Section 2 – Appeals

Appeals shall be processed in accordance with the procedures adopted by the DSEA Board of Directors.

ARTICLE XIV
Initiating and Terminating a Job Action

A majority of the Executive Board and Representative Assembly (RA) must approve any job action (work stoppage) recommendation before a vote may be submitted to the general membership. A job action will be initiated and terminated by a majority vote of the general membership. The results of the vote shall be made to all members and may be conducted electronically.

ARTICLE XV
Amendments

Section 1 – Procedure

The Bylaws may be amended by a two-thirds (2/3) vote of the Representative Assembly provided that the President has received the proposed amendment(s) at least thirty (30) days prior to the meeting where the vote will be taken and that the proposed amendment(s) has been distributed to the general membership at least fourteen (14) calendar days prior to the meeting. Amendments will only be considered at the October and April meetings of the Representative Assembly. (The October and April requirements may be waived for organizational emergencies, but the amendment(s) require a majority vote of the Representative Assembly and the thirty-day (30) and fourteen (14) day requirements must be met.) Unless otherwise stated, the amendment(s) shall be effective immediately following the Representative Assembly adoption. This vote may occur electronically.

Section 2 – Affiliation Amendments

Any Bylaw of the Association that relates to the affiliation of the Association with DSEA, and/or NEA may be amended in the manner set forth in Section 1 above, provided that such amendment shall require for enactment an affirmative majority vote of the members present at a Representative Assembly. This vote may occur electronically.

ARTICLE XVI
Contract/Memorandum of Understanding (MOU) Ratification

A. A contract for terms of employment between the Christina School District (CSD) and the Christina Education Association (CEA) must be approved by a majority vote of the Executive Board before presentation to the membership for approval or disapproval.
B. By secret ballot, the membership shall approve a contract by a majority vote. This vote may occur electronically.
C. An MOU for terms of employment between the Christina School District (CSD) and the Christina Education Association (CEA) must be approved by a majority vote of the Executive Board before presentation to the membership for approval or disapproval.
D. By secret ballot, the membership shall approve a MOU by a majority vote. This vote may occur electronically.