



BYLAWS FOR THE MADRAS EDUCATION ASSOCIATION

ARTICLE I NAME

- Section 1. The name of the Association shall be the Madras Education Association, hereinafter referred to as MEA.
- Section 2. MEA shall affiliate with the UniServ Council, the Oregon Education Association, and the National Education Association.

ARTICLE II PURPOSES

- Section 1. To unify and strengthen the teaching profession while presenting a positive image of the teachers in the community.
- Section 2. To bargain with the school district board for professional salaries, fringe benefits, working conditions, instructional improvement, and to insure enforcement of the resultant contract.
- Section 3. To ensure enactment of legislation favorable to education and to elect candidates who will support education.
- Section 4. To participate actively in Oregon Education Association and National Education Association affairs.
- Section 5. To represent the professional interest of teachers.

ARTICLE III MEMBERS

- Section 1. Active membership in MEA shall be open to all certified personnel employed in the schools of District 509-J who are members in good standing of the Oregon Education Association and the National Education Association. Active membership shall be continuous until the member leaves the school system as a certified employee.

Section 2. Members shall establish the necessary dues. The budget process will begin in January and be ready for approval at the April representative meeting for the ensuing fiscal year.

Section 3. Fair share fee payers shall be accorded the same rights and privileges of active members except that they cannot run for MEA office, cannot be appointed as a Cascade Bargaining Council (CBC) director, cannot vote for MEA officers, and cannot vote on revising the by laws.

ARTICLE IV

OFFICERS AND OEA REPRESENTATIVE ASSEMBLY DELEGATES

Section 1. The officers of MEA shall consist of these officers: president, vice-president, secretary, and treasurer who shall all be members of MEA at the time of nomination. These officers shall constitute the executive board.

Section 2. The president, vice president, secretary, treasurer, and OEA Representative Assembly delegates shall receive a stipend at the end of each school year.

Section 3. The president shall:

- a. Carry out all executive board directives.
- b. Chair the executive board.
- c. Plan agendas for all meetings.
- d. Act as spokesperson for MEA.
- e. Represent MEA at UniServ and OEA meetings, unless there is some other person elected or designated to do so.
- f. Appoint chairpersons and committee members as designated in the By Laws.
- g. Coordinate the membership program.
- h. Bring to the members any proposed changes to the negotiated agreement or district policy.

Section 4. The vice president shall:

- a. Assist the president in planning agendas.
- b. Assume the responsibilities of the president in the absence of the latter.
- c. Assist the president in coordination of committees.
- d. Assume responsibility of building representative elections.
- e. Be considered for president-elect.

- f. Attend CBC meetings unless there is some other person elected or designated to do so.

Section 5. The secretary shall:

- a. Keep minutes of all meetings.
- b. Be responsible for all clerical matters of MEA.
- c. Notify member-schools of meetings.
- d. Assist the president with correspondence.
- e. Publish minutes for MEA members.
- f. Maintain a roll of members.

Section 6. The treasurer shall:

- a. Keep accurate financial records for MEA.
- b. Pay all bills as authorized by the executive board.
- c. Submit books for annual audit.
- d. Facilitate the budget committee.
- e. Maintain non-profit status for MEA.

Section 7. OEA Representative Assembly Delegates shall:

- a. Attend MEA Representative Council meetings beginning with the October meeting.
- b. Represent MEA at the annual Representative Assembly.
- c. Be elected for two year terms to fill expiring positions.
- d. Be eligible for consecutive terms.

Section 8. The immediate past officers shall:

- a. Assist newly-elected officers as requested.

Section 9. The officers serve one year terms and may be re-elected without an intervening term.

ARTICLE V

ELECTIONS AND VACANCIES

Section 1. At the March meeting, nominations for executive officers, building representatives, and OEA Representative Assembly delegates for rep. council for the ensuing year will be submitted. A place for write-in candidates shall be placed on the ballot for each office. The election process for the ensuing year will be completed prior to the May meeting.

Section 2. Balloting shall be conducted by building representatives. Results shall be tallied by the executive board. Newly-elected officers and representatives will be notified within 24 hours of the final tally. The candidates not elected shall be

declared successor delegates and listed in order of votes received.

- Section 3. MEA shall elect its officers by a majority vote of its ballots cast. If no candidate for an office receives a majority vote on the first ballot, runoff elections shall be held on all candidates except the candidate receiving the fewest votes, until a majority vote is shown.
- Section 4. Delegates and alternates for the OEA Representative Assembly will be selected on the basis of the number of votes cast from highest to lowest. If MEA's quota of delegates has not been met through the election, the executive board shall appoint the remaining positions.
- Section 5. In the event an OEA Representative Assembly delegate position is vacated, executive council will appoint an interim successor. Within 90 days an election will be held to fill the position.
- Section 6. Officers and OEA Representative Assembly delegates will be in attendance at all regularly called meetings of MEA from the time of their election until their term expires.
- Section 7. Should a vacancy occur, except as provided for in Article VII, Section 2, in the office of vice president, secretary, or treasurer, the executive board shall appoint an interim successor and an election to fill the office(s) will be held within sixty (60) days.
- Section 8. Newly elected officers, OEA Representative Assembly delegates, and building representatives will assume duties at the May meeting.

ARTICLE VI

REPRESENTATIVE COUNCIL

- Section 1. The legislative and policy forming body of MEA shall be the representative council, hereinafter referred to as rep. council.
- Section 2. The rep. council shall consist of the executive board, elected certified representatives from each school facility, and elected OEA Representative Assembly Delegates. Madras

Elementary and The Big Muddy will be considered one building for this purpose.

- Section 3. Any member of MEA who is not a member of rep. council may attend its meetings, but may not participate in votes.
- Section 4. MEA shall elect for a term of one year a certified representative to the representative council for each fifteen (15) certified members.
- Section 5. Certified representatives shall attend the regular meetings of the rep. council or send a substitute. After two unattended meetings in that position, the president may declare the seat unfilled, call for a certified election to fill out the term, and relinquish that person's stipend to the new representative. The president may designate a member in good standing to organize this special election. If a representative cannot attend a meeting, an executive board member must be contacted and the representative must arrange for a substitute from the respective school.
- Section 6. As determined by the budget, building representatives shall receive a stipend at the end of each school year.

ARTICLE VII **EXECUTIVE BOARD**

- Section 1. The executive board shall consist of the officers as referred to in Article IV, Section 1. It shall be the executive authority of MEA.
- Section 2. Whenever the majority of the executive board shall agree that an officer has been grossly negligent of the duties defined in the by-laws or is incapacitated they will recommend to the rep. council that the office be declared vacant. A 2/3 majority vote of the rep. council is required to elect a replacement.
- Section 3. The executive board shall:
- a. Establish MEA goals and objectives.
 - b. Charge committees with responsibilities and set deadlines.
 - c. Appoint committee members and, if necessary, remove committee members for ineffective performance.

- d. Determine whether grievance will be submitted to binding arbitration.
- e. Adopt MEA's program budget prior to the May meeting for the ensuing school year.
- f. Report MEA progress to the membership.
- g. Monitor actions of school board.

- Section 4. The executive board shall establish a policy for contract ratification by the general membership. Immediately following the final bargaining session, membership will receive written information regarding voting procedures.
- Section 5. The executive board shall be empowered to act for the rep. council in interim situations and at other times when it is impossible or impractical to call a quorum of the rep. council.
- Section 6. Any action taken by the executive board as in Section 5 of this article is subject to subsequent review and action by the rep. council of MEA.

ARTICLE VIII **MEETINGS**

- Section 1. The executive board shall be responsible to set dates of monthly meetings. Notice of each regular and special meeting of executive board shall be given to each member and said board at least a day in advance. At the request of three (3) members of the board, an executive board meeting may be called.
- Section 2. The rep. council of MEA shall meet monthly except June, July, and August. The rep. council shall be responsible to set dates of monthly meetings. Special meetings of the rep. council may be held at the call of the president or upon written request of the executive board by five (5) faculty reps. Notice of each regular and special meeting of rep. council shall be given to each member and said council at least a day in advance. Business to come before special meetings shall be communicated to each rep.
- Section 3. A majority of their members shall be a quorum for the rep. council, executive board, and committees.

Section 4. General membership meetings shall be arranged by the rep. council or executive board as needed.

Section 5. A majority of MEA members present shall constitute a quorum for general membership meetings.

ARTICLE IX COMMITTEES AND TASK FORCES

Section 1. Committees are advisory to the executive board. Committee chairpersons shall be ratified by the executive board.

Section 2. The professional negotiating committee shall:

- a. Be composed of at least three members; one to be designated spokesperson, one to be designated the recorder.
- b. Be appointed by the executive board from names submitted at the rep. council in May of the year negotiations begin.
- c. Serve from the day of appointment through the life of the contract.
- d. The spokesperson and other committee members shall be awarded a yearly stipend for each year served as established by the budget.
- e. Assist the recorder in keeping complete records or proceedings of the committee and be responsible to see that those records are turned over to MEA along with a copy of the contract negotiated.
- f. Be responsible for making proposals to improve teachers' economic welfare and working conditions, and to negotiate the contract.
- g. Assist the president in that officer's responsibility to make news releases concerning negotiations.
- h. Designate at least one member to report at rep. council meetings.

Section 3. The grievance committee shall:

- a. Be composed of a chairperson appointed by the president upon approval of the executive board and awarded a stipend at the conclusion of each year served, appointed by the president upon approval of the executive board, and a committee member from each building selected by the chairperson of the executive board. A committee member from each building shall be selected by the chairperson of the executive board.

- b. Represent certificated staff as stipulated in the contract in Article X, between MEA and the District.
- c. Assist in processing grievances and make recommendations for taking grievances to arbitration.
- d. Meet as needed.
- e. Designate at least one member to report at rep. council meetings.

Section 4. The legislative committee shall:

- a. Bring educational legislation to the teachers' attention and shall actively promote and organize political action by teachers in all elections affecting education.

Section 5. The budget committee shall:

- a. Be composed of the treasurer as chairperson and at least two other members appointed by executive council.
- b. Develop an annual budget for MEA.
- c. Meet in January to begin process, present to rep. council in April, and approve or change by rep. council in May.

Section 6. The executive board may appoint other committees or task forces as needed.

ARTICLE X PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Association may adopt.

ARTICLE XI AMENDMENT OF BY-LAWS

These by-laws may be amended by a majority vote of rep. council with ratification by MEA members.

9/16/03, reformatted 6/26/2011