

DURAND EDUCATIONAL SUPPORT PERSONNEL

CONSTITUTION

We, the educational support personnel of the Durand Area Schools believing that we must institute our own self-government and secure proper recognition and responsibility for the well-being of our members, adopt this Constitution.

I. NAME

The name of this organization shall be the Durand Educational Support Personnel Association MEA-NEA, an affiliated unit of the Michigan and National Education Associations. The association shall be a nonprofit corporation organized in accordance with the laws of Michigan.

II. PURPOSE

The objectives of this association shall be the improvement of education, the advancement of the interests of education and of educational support personnel and the promotion of the professional growth of its members.

III. MEMBERSHIP

- Section 1. All persons who meet the active membership requirements of the Michigan Education Association, may, upon payment of dues as herein provided, become active members of this association with full rights and privileges of membership.
- Section 2. Active members of this organization shall also be members of the Michigan Education Association and the National Education Association.
- Section 3. No member shall be censured, suspended or expelled without a hearing. The hearing shall be conducted by the local Board of Directors. An appeal may be made to the MEA Board of Reference.

IV. OFFICERS AND BOARDS

- Section 1. **Officers.** The officers of the organization shall consist of a president, a vice president, a secretary, a treasurer and delegate(s) to the MEA Representative Assembly. Terms of officers shall be for two (2) years and shall commence on September 1. Terms of office for Representative Assembly delegates shall be for two (2) years and commence on September 1.

Section 2. **Governing body.** There shall be a governing body known as the Board of Directors, which shall consist of officers and stewards.

Section 3. **Third World representation.** The ethnic representation shall be in compliance with the Constitution and Bylaws of the National Education Association and the Michigan Education Association. In the event that the ethnic representation is less than required by the Constitution and Bylaws of the MEA and NEA, rules and procedures shall be established for an at-large election to insure proportionate ethnic minority representation.

V. DIRECT LEGISLATION

Section 1. **Initiative and referendum.** The rights of popular initiative and referendum shall rest with the active membership of the association. Upon receipt of a petition signed by fifteen percent (15%) of the active membership of the association, the secretary shall announce a general meeting or ballot as indicated on the petition within fifteen (15) calendar days for the purposes presented in the petition. A majority of the total active membership shall be required for its adoption, which shall take effect thirty (30) days later.

Section 2. **Recall.** The right of recall shall rest with the electing body. Upon receipt of a petition signed by fifteen percent (15%) of the membership of the electing body, the secretary shall announce a general meeting or ballot by the electing body as indicated on the petition within fifteen (15) calendar days for the purposes presented in the petition. A majority of the total active membership shall be required for its adoption, which shall take effect thirty (30) days later.

VI. MEMBERSHIP AND FISCAL YEAR

The membership and fiscal years shall be September 1 through August 31.

VII. AUTHORITY

Any part of this Constitution and/or Bylaws which is in conflict with the MEA and/or NEA Constitution and/or Bylaws will be declared null and void.

VIII. AMENDMENTS

Amendments to this Constitution may be introduced by the membership by petition signed by fifteen percent (15%) of the total active membership and

submitted to the secretary. Amendments to the Constitution may also be introduced by the Board of Directors. These proposed amendments shall be acted upon at a subsequent meeting of the membership or by ballot within at least sixty (60) days of submission. A copy of the proposed amendment, together with the recommendations of the Board of Directors, shall be sent to each member of the association at least fifteen (15) days prior to voting. A two-thirds (2/3) affirmative vote of the active membership voting is required to adopt the proposed amendment, which shall become effective immediately upon adoption unless otherwise provided.

Adopted: July 14, 1992

DURAND EDUCATIONAL SUPPORT PERSONNEL

BYLAWS

I. RULES

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

II. MEETINGS

1. At least two (2) general membership meetings per school year shall be called by the president or Board of Directors as needed. At least a twenty-four (24) hour notice is required, specifying date, time, place and purpose of such meetings.
2. The Board of Directors shall meet at least once a month during the school year. After establishment of a calendar, the membership shall be notified of dates, times and place of meetings.

III. QUORUM

1. The quorum for the general membership shall be thirty percent (30%) of the total active membership.
2. A quorum for the Board of Directors membership meeting shall be at least $\frac{2}{3}$ (two-thirds) of the elected members.

IV. DUTIES OF OFFICERS

President: Preside over meetings, appoint members of committees subject to approval of the Board of Directors, ex officio member of all committees, represent the association before the public, be executive officer of the association, submit annual budget for consideration, be the delegate to the MEA Coordinating Council, and perform all other functions attributed to this office.

Vice President: Preside in president's absence, be the delegate to the MEA Coordinating Council Political Action Committee and perform duties as assigned by the president.

Secretary: Keep accurate minutes of all meetings of association and Board of Directors, make minutes available for membership inspection, maintain official files and assist president with association correspondence.

Treasurer: Deposit funds of association and disburse them according to decisions of Board of Directors, maintain roll of members, keep accurate accounts of receipts and expenditures, report to each meeting of association

and Board of Directors, prepare annual financial statement for membership, assist in drafting annual budget. The treasurer shall be bonded and the association shall provide for an annual audit of the books.

Representative Assembly Delegates: Keep association informed of actions by the MEA and issues to be presented to the Representative Assembly. Attend the MEA Representative Assembly and other appropriate meetings and report back to the association.

V. POWERS OF BOARD OF DIRECTORS

Upon the Board of Directors shall rest the duties, responsibilities and authority for conduct of the association in all matters except as provided in the Constitution and Bylaws; the board may at any time refer matters to the general membership for consideration.

VI. STEWARDS

1. Stewards are elected on the basis of one (1) for each classification: (custodial/maintenance, food service, transportation).
2. Duties shall be to attend regular meetings of the Board of Directors, call meetings of classification membership to discuss association business, conduct enrollment of members and provide communication between members and Board of Directors.
3. Term of office shall be for one (1) year and commence September 1.
4. Vacancy in the position of steward shall be filled by special election in the classification.

VII. NOMINATIONS AND ELECTIONS

1. The president shall appoint an Elections Committee which shall establish election procedures which guarantee that all elections shall provide for open nominations, secret ballot, voting procedures and preservation of ballots for at least one (1) year.
2. The Board of Directors shall certify the Elections Committee report and publish results of the election. Official reports of elections must be filed with MEA for Representative Assembly delegates within ten (10) days after the election or local officers within thirty (30) days after the election .
3. Vacancies in one of the positions shall be filled by the Board of Directors until the next general election, except vacancy in the office of the president and/or Representative Assembly delegate. The president shall always be elected by a vote of the membership. Representative Assembly delegates shall be replaced by the duly elected alternate.

4. All officers plus NEA delegates must be elected at large by the membership.

VIII. Contract Ratification

1. Only a proposed contract tentatively agreed to by an officially impaneled bargaining team may be submitted to a membership for ratification vote.
2. A majority vote of each classification of those members voting by classification shall be required for ratification.
3. Only members in good standing may vote on ratification.
4. At least forty (48) hours advance notice is required for the ratification meeting.
5. At least twenty-four (24) hours in advance of the ratification meeting each member shall be provided with a written copy of all proposed changes.
6. There shall be a report from the bargaining team.
7. There shall be an opportunity for member discussion and a question and answer period.

IX. DUES

1. Dues of the association shall consist of the total amount of local, state and national dues.
2. Local dues shall be established by a vote of the membership.
3. Special assessments can only be voted by the membership.

X. AMENDMENTS

Amendments to these Bylaws may be introduced by the membership by petition signed by fifteen percent (15%) of the total active membership and submitted to the secretary. Amendments to the Bylaws may also be introduced by the Board of Directors. These proposed amendments shall be acted upon at a subsequent meeting of the membership or by ballot within at least sixty (60) days of submission. A copy of the proposed amendment together with the recommendations of the Board of Directors, shall be sent to each member of the association at least fifteen (15) days prior to voting. A majority vote of the active membership voting is required to adopt the proposed amendment, which shall become effective immediately upon adoption unless otherwise provided.

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AMENDMENT TO BYLAWS

XI. MEMBERS IN GOOD STANDING

To be eligible for office, or serve on union committees (i.e., bargaining), a member must be in good standing, wherein upon payment of dues as provided herein, become active members of the Association. Members who are on unpaid sick leave, or disability, will be members in good standing upon payment of local union dues.

