

**Constitution of the Corunna Education Association  
(amended 2013)**

We, the professional educators of the Corunna Public 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 Corunna Education Association MEA/NEA an affiliate of the Shiawassee County Education Association, the Michigan Education Association, and the National Education Association. This Association will be a non-profit corporation organized in accordance with the laws of Michigan.

**II. PURPOSE**

The objectives of this Association shall be the improvement of education, the advancements of the interests of educators, and the promotion of professional growth of its members.

**III. MEMBERSHIP**

A. All persons who meet the active membership requirements of Michigan Education Association may, upon completion of membership application as provided, become active members of this Association with all rights and privileges of membership.

B. Active member of this organization shall also be active members of the Shiawassee County Education Association, the Michigan Education Association, and the National Education Association.

C. No member shall be censured, suspended, or expelled without a hearing. The local trial body or the local Board of Directors shall conduct the hearing if no trial body exists. An appeal may be made to the Regional Board of Reference or to the MEA Board of Reference if no Regional Board exists.

**IV. OFFICERS and Governing Bodies**

**A. Officers**

The officers of this organization shall consist of a President, a Vice-President, a Secretary, a Treasurer and Building Representatives. Terms of Officers shall be (2) years and shall commence September 1 of the Year in which they are elected. Elections shall be held prior to April 1<sup>st</sup>.

**B. MEA Representative Assembly delegates.** The term of office for MEA Representative Assembly delegates and alternates shall be two (2) years commencing on September 1. Elections shall be held prior to April 1. When there are four (4) or more MEA Representative Assembly delegates elected, Representative(s) of Minority Persons 3-1G shall be elected as required by the MEA Constitution and Bylaws. Each MEA Representative Assembly delegate shall serve as a Region Council delegate.

**C. NEA Representative Assembly delegates.** The term of office for NEA Representative Assembly delegates and alternates shall be two (2) years commencing on September 1<sup>st</sup>. Elections shall be held prior to April 1. When there are three (3) or more NEA Representative Assembly delegates elected, Representative(s) of Minority Persons 3-1G shall be elected as required by the MEA Constitution and Bylaws.

**D. Any additional Region Council delegates.** The term of office for any additional Region Council delegates shall be two (2) years commencing on September 1<sup>st</sup>.

**E. Governing Body.**

1. There shall be a *governing body* known as the Board of Directors, which shall consist of the elected officers, committee chairpersons, association building representatives, and delegate(s) to the MEA Representative Assembly There shall also be an Executive Committee, which shall consist of elected officers.

**2. Representative of Minority Persons 3-1G**

The ethnic representation shall be in compliance with the Constitution and Bylaws of the National Education Association and the Michigan Education Association.

**V. BARGAINING TEAM and PN (Professional Negotiations) RESEARCH TEAM**

A. There shall be a bargaining team of no less than three (3) and no more than five (5) persons appointed by the President, subject to the approval of the CEA Board of Directors. In addition to the MEA, the UNISERV Executive Director shall serve as a member of this team. The President shall serve as an ex officio member of the team through the completion of bargaining of the contract. This team will serve as the official Association Representatives for contact bargaining with the Board of Education.

B. There shall be a Professional Negotiations Research team representing each building in the district and the following special interest groups: Special Education, Coaches, Curriculum Council, and Fine Arts. The members of this team shall be chosen by the building or group that they represent. This team will survey the membership, assist the Bargaining Team in preparing the initial proposals and serve as liaison to their particular building or group.

## **VI. DIRECT LEGISLATION**

### **A. 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 twenty-five percent (25%) of the active membership of the Association, the President shall announce a general meeting or ballot as indicated on the petition within fifteen (15) school days for the purposes presented in the petition. A majority vote of the total active membership is required for its adoption, which shall take effect thirty (30) calendar days after the election.

### **B. Recall**

The right of recall shall rest with the election body. Upon receipt of a petition signed by twenty-five percent (25%) of the active membership of the Association, the Secretary shall announce a general meeting or ballot by the electing body as indicated on the petition within fifteen (15) school days for the purpose 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. Delegates to the MEA Representative Assembly may only be recalled for just cause.

### **C. Petitions**

Petitions shall be filed with the secretary. However if the secretary is the subject of the petition, the petition shall be filed with the most senior member of the governing body not subject to the petition.

## **VII. MEMBERSHIP and FISCAL YEAR**

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

## **VIII. AUTHORITY**

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

## **IX. AMENDMENTS**

Amendments to this Constitution may be introduced by the membership by a petition signed by fifteen percent (15%) of the total active membership and submitted to the secretary. The Board of Directors may also introduce amendments to the Constitution. These proposed amendments shall be acted upon at a subsequent meeting of the membership or by a ballot within sixty (60) calendar 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) calendar 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.

DATE RATIFIED: \_\_\_\_\_

DATE AMENDED: **March 6, 2013**

## **BYLAWS OF THE CORUNNA EDUCATION ASSOCIATION**

### **I. Rules**

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

### **II. Meetings and Contract Ratification**

- A. General membership meetings shall be called by the President and/or the Board of Directors as needed. At least twenty-four (24) hours notice will be given of such meetings, specifying date, time, place and purpose of such meetings.
- B. The Board of Directors shall meet as needed during the school year. Notice of these meetings shall be posted in each building. All Board of Directors meetings are open to the general membership.
- C. Ratification meetings for the purpose of voting on a Master Contract shall be set by the President and/or Board of Directors. If the meeting occurs during the regular school year, notification shall be posted in each building and a written or emailed notification will be delivered to members by the building representatives at least twenty-four (24) hours prior to the meeting. If the meeting occurs when school is not in session, notification will be sent by email or First Class US Mail to the last known address of the member and shall be post-marked at least seventy-two (72) hours prior to the meeting.
- D. Only a proposed contract tentatively agreed to by an officially appointed bargaining team may be submitted to a membership ratification vote.
- E. A majority of the official membership count on the day of ratification shall be required for ratification. Only dues paying members in good standing may vote on ratification.
- F. The Association secretary prior to the start of the ratification meeting will accept proxies. Proxies must delegate a particular member to cast the proxy vote and must be signed and dated by the absentee member. Only dues paying members in good standing may vote on the ratification.
- G. Except as specified by the MEA Administrative Policies, meetings shall be open to all members and members shall be permitted to address meetings.

### **III. DUES**

The annual dues of the Association shall include the NEA, MEA, and CEA dues. The amount of the CEA dues shall be set by the membership at the annual meeting each year.

The annual dues shall be uniform for all members and shall be paid in full by the fifteenth (15) day of October of each year unless the member authorizes dues to be collected by the payroll deduction.

#### IV. QUORUM

- A. The quorum for the general membership meeting shall be twenty percent (20%) of the total active membership.
- B. A quorum of the Board of Directors shall be fifty percent (50%) of the elected members.

#### V. DUTIES OF THE OFFICERS

- A. **President:** shall preside at all meetings of the Association and the Board of Directors; appoint all committees, including the auditing committee, with the consent of the Board of Directors; be ex-officio member of all committees; be official spokes-person of the Association; represent the Association at all School Board meetings; be the delegate to the Board of Directors of the Shiawassee County Education Association; submit the annual budget for consideration; and perform all other functions attributed to this office. The President shall be the duly elected association delegate to the Representative Assembly of the NEA, SCEA RA delegate and Region Council delegate.
- B. **Vice-President:** shall attend all CEA meetings; shall assume all duties in case of absence or resignation of the President; shall serve as alternate to the Shiawassee County Education Association; shall attend all School Board meetings; shall assist the President in organizing all General Membership meetings; shall publicize all General Membership meetings; shall review the minutes of all meetings and then distribute them to the Executive Committee and the Building Representatives; shall perform such duties as appointed to by the President. The Vice-President shall be the duly elected association delegate to the SCEA RA.
- C. **Secretary:** shall attend all CEA meetings; shall keep the minutes of all meetings of the Association and the Board of Directors; shall send said minutes to the Vice-President for approval; shall make minutes available for general membership inspection; maintain official files and assist the President with Association Correspondence; provide a list of emails at first yearly general membership meeting for verification.
- D. **Treasurer:** shall attend all CEA meetings; shall deposit funds of the Association and disperse them according to the decisions of the Board of Directors; maintain roll of members; keep accurate accounts of receipts and expenditures; report of each meeting of the Association and/or the Board of Directors and assist in drafting of the annual budget.

- E. Building Representatives:** shall attend all CEA meetings; shall check the minutes of meetings as sent by the Secretary and provide a quick response for approval; shall distribute and collect information to membership as directed by the President; will maintain a decorum of confidentiality.
- F. MEA 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. The MEA Representative Assembly delegate shall be the duly elected alternate association delegate to the Representative Assembly of the NEA. The MEA RA delegate will also serve as a Region Council delegate and SCEA RA delegate.
- G. NEA representative assembly delegates:** Keep association informed of actions by the NEA and issues to be presented to the Representative Assembly, attend the NEA Representative Assembly and other appropriate meetings and report back to the association.
- H. Region council delegates:** Keep association informed of actions by the region council and issues to be presented to the region council, attend the region council and other appropriate meetings and report back to the association.

## **VI. ELECTED DELEGATES**

**Region 8:** The Association shall elect 1 delegate for 50 members or major fraction thereof. These delegates will be elected for two (2) year terms and shall take office September 1 of the year elected. Alternates will be elected accordingly.

**MEA Representative Assembly:** The Association shall elect 1 delegate for 150 members or major fraction thereof. These delegates will be elected for two (2) year terms; shall keep the Association informed of any actions of the MEA and issues presented to the Representative Assembly; shall present Association issues to the MEA Representative Assembly and any other appropriate meetings and report back to the Association. The Association shall elect alternate(s) delegates to equal the number of the elected delegates. This is a two (2) year term.

**Shiawassee County Education Association:** The Association shall elect delegates to the Shiawassee County Education Association Representative Assembly according to the SCEA Constitution. These delegates shall be elected for two (2) year terms and shall take office September 1 of the year elected.

## **VII. ANNUAL BUDGET**

The Association will have an annual budget, which shall be presented for adoption by the general membership at the annual meeting in June of each year.

Mileage expenses will be paid at the current IRS rate for attendance at MEA/NEA functions authorized by the President and/or Board of Directors.

Any expenses incurred in conducting association business by a designated representative of the Association shall be paid.

## **VIII. NOMINATIONS AND ELECTIONS**

- A. The President shall appoint an elections committee that shall establish procedures to guarantee that all elections provide for open nominations, secret ballot, voting procedures and preservation of the ballots for at least one (1) year. Elections will be held during the month of March during the odd years beginning in 2013.
- B. The Board of Directors shall certify the elections committee report and publish the results of the elections. Official reports of the election must be filed with the MEA for the Representative Assembly delegates within ten (10) days after the elections or local officers within thirty (30) days after the election.
- C. Vacancies in one of the elected positions shall be filled by the Board of Directors until the next general election except a vacancy in the office of President and /or Representative Assembly delegate. In the event that a vacancy occurs in the office of the President, the Board of Directors shall schedule an election. The President shall always be elected by a vote of the membership. The MEA/NEA Representative Assembly delegate shall be replaced by a duly elected alternate.
- D. Every dues paying member in good standing shall have the opportunity to vote. All elections shall take place following the one member/one vote principle.

## **IX. AMENDMENTS**

Amendments to these Bylaws may be introduced by a petition of the membership signed by fifteen percent (15%) of the total active membership and submitted to the Secretary. Amendments to these Bylaws may also be introduced by the Board of Directors. These proposed amendments shall be acted upon by a subsequent meeting of the membership or by ballot, within at least sixty (60) days of submission. A copy of the amendment together with the recommendation of the Board of Directors shall be sent to each member of the Association at least ten (10) days prior to voting. A majority vote of the active membership voting is required to adopt the proposed amendment which will become effective immediately unless otherwise provided.