

# CONSTITUTION - SARTELL EDUCATION ASSOCIATION (Updated 2/18)

## PREAMBLE

We, the members of the Sartell Education Association (SEA), Education Minnesota, National Education Association (NEA), and American Federation of Teachers (AFT), believe that the active participation of non-supervisory licensed educational personnel, in the development of educational policy, is essential for sound education in a democratic society. Thus, we have joined together as herein defined in this Constitution and Bylaws, for the purpose of exerting a collective and positive influence on education in Independent School District No. 748, Sartell-St. Stephen Public Schools.

Sartell Education Association shall provide a united voice for public education, leadership in education innovation, dedication to Minnesota students and families, and an unwavering commitment to the welfare of our members.

Sartell Education Association shall be a local organization that provides unstinting professional service to its members by building and maintaining a strong, effective local and by promoting instructional advocacy. Sartell Education Association shall be committed to democracy in the workplace and within the organization.

If any provisions of this constitution and bylaws conflict or violate the constitution and bylaws of Education Minnesota, NEA or AFT, the provisions of the stated and national organizations shall supersede those contained herein.

## ARTICLE I

Section 1. The purpose of this association shall be:

1. To foster professional zeal.
2. To improve teaching.
3. To promote education interests and advance standards of education.
4. To enhance and unify the professional spirit among members and persons engaged in the profession of teaching.
5. To create and perpetuate ideals for civic and economic betterment.
6. To engage in such other activities as may promote the social and economic welfare of its members.

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# ARTICLE III CONSTITUTION OF THE SARTELL EDUCATION ASSOCIATION (Updated 2/18)

## Membership and Dues

Section 1. Membership in the Sartell Education Association shall be in accordance with the constitution and bylaws of Education Minnesota, NEA, and AFT. The membership year shall be September 1 through August 31. No one shall hold office in the Sartell Education Association who is not an active member of Education Minnesota, NEA, and AFT.

Section 2. Local membership dues shall be determined by the Sartell Education Association in the following manner: the annual dues of this association shall be ~~\$50.00~~ \$66.00 in 2018, \$74.00 in 2019 and \$82.00 in 2020. Dues are payable by payroll dues deduction or by October 1<sup>st</sup> of each year.

Section 3. Members shall pay unified annual dues, which shall include membership in this association, Intermediate Organization (IO): Mid-Minnesota United, Education Minnesota, NEA, and AFT.

Section 4. No net earnings shall inure to the benefit of any member.

## ARTICLE IV

### Meetings

Section 1. Association meeting shall be held at the call of the president or by a majority vote of the Executive Board or by petition duly signed by a majority of the members.

Section 2. A quorum shall consist of the one-tenth of the total voting membership for the conduct of association business at a duly called meeting.

Section 3. All members shall be notified at least three school days prior to association meetings.

## ARTICLE V

### Officers and Elections

Election Procedures: All elections shall be governed by applicable state and federal laws.

1. Each member must receive at least 15 days notice of the procedures and deadlines to file as a candidate for the election and the date, time, and place of the election.
2. Every member must have a fair and equal opportunity to participate in the election

without unreasonable impediments

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3. Voting must be by secret ballot.
  4. In a contested election, candidate must be allowed to station observers at the polling places.
  5. Representatives of the competing candidates should be allowed to observe, but not actually participate in, the counting of ballots.

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the used, unused and challenged ballots, the envelopes used to return ballots, and other documents related to the election should be safely stored for one year in case there is a challenge in the election.

7. No union funds may be used to support any candidate.
8. The union should comply with reasonable requests to distribute campaign literature at the Candidate's expense.
9. Candidates have the right to inspect the membership list once within 30 days prior to the election. No candidate can have preferential access to the list.
10. There shall be an open nomination process for all elections.
11. If there is only one candidate for a position, the election for the position may be waived and the candidate declared elected. In order to waive such an election a reasonable period of time must have been provided for nominations and there shall be no provision allowed for write-in votes for any election.

### **ARTICLE VI Executive Board**

Section 1. The Executive Board shall have full governing powers of the association and shall consist of the officers and all faculty representatives.

Section 2. The Executive Board shall meet at the call of the President or at the request of the majority of board members.

### **ARTICLE VII Affiliation**

Section 1. The Sartell Education Association is affiliated with Education Minnesota, the American Federation of Teachers (AFT) and the National Education Association (NEA) in accordance with the provisions of the constitution and bylaws of these bodies. Individuals will be members of Education Minnesota, the American Federation of Teachers and the National Education Association.

### **ARTICLE VIII Amendments**

Section 1. The constitution may be amended at any regular or special meeting by a two-thirds vote of all members present, provided that notice of the proposed amendment be presented at a preceding meeting and provide to all members within two weeks of the date when action is to be taken.

Section 2. Bylaws may be adopted or repealed at any regular or special meeting by a two-thirds vote of the members present.

# **CONSTITUTION OF INDEPENDENT SCHOOL EDUCATION ASSOCIATION (Updated 2/18)**

## **ARTICLE I Annual Dues**

Section 1. Active membership. An active member shall pay dues as follows:

- a. Local dues: The association shall determine annual dues by a simple majority vote at any General Membership Assembly when notice has been given for such a consideration.
- b. IO unit dues: As set by the Delegate Assembly of Mid-Minnesota United,
- c. State dues: As set by the Delegate Assembly of Education Minnesota.
- d. National dues: As set by the National Education Association Representative Assembly.

Section 2. Membership for part-time teaching contract shall be in the same ratio as established for Education Minnesota dues.

## **ARTICLE II Duties of Officers**

Section 1. President: The president shall preside over meetings of the Executive Board and the general membership, and shall be the chief executive officer of the association. She/he shall represent the association and its members to the school board of Independent School District #748 and before the public either personally or through delegate. The president or designee shall act as the delegate to Mid-Minnesota United, State and National Delegate Assemblies. If additional delegates are needed, she/he shall appoint the delegates subject to executive committee approval. She/he shall appoint the chairpersons and members of all standing councils, appoint all special committees and shall be a member ex officio of all committees. She/he shall perform all other functions usually attributed to this office.

Section 2. Vice-President: The vice-president shall be a member ex officio of all standing committees. She/he shall act for the president in his/her absence.

Section 3. Secretary: the secretary shall keep accurate minutes of all meetings of the Executive Board and of the general membership, shall maintain the official files, file the constitution, Bylaws, annual mailing list and names of delegate 60 days prior to annual meeting of the delegates with Education Minnesota office, publish minutes of Executive Board and general membership meetings and shall assist the president with Association correspondence.

Section 4. Treasurer: The treasurer shall be the financial officer of the association, shall maintain all financial records including accounts receivable from each member, and budget item breakdowns for each council, will notify in writing to chairperson of each of the councils when 50% of the budget is spent, shall transmit amounts due Education Minnesota, Mid-Minnesota United, NEA and AFT, and shall disburse funds upon authorization of the Executive Board. She/ he shall prepare a written report for each meeting of the Executive Board and shall prepare an annual financial statement for publication to the members through the local newsletter. She/he shall be bonded by the Association. She/he shall act as chairperson of the Budget Committee.

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# ARTICLE III ~~ARTICLE III~~ ARTELL EDUCATION ASSOCIATION (Updated 2/18)

## Duties of the Executive Board

Section 1. The Executive Board shall be responsible for the management of the association. It shall adopt the budget, approve all expenditures, act on reports of councils, approve resolutions and other policy statements, and carry out policies of the association. It shall report its transactions to the members and shall take appropriate action on matters referred to it by members.

Section 2. The Executive Board shall develop and conduct workshops and training programs for building representatives and council chairpersons.

Section 3. Powers not specifically delegated to the officers or other groups in the association shall be vested in the Executive Board.

Section 4. The Executive Board shall appoint a nomination committee for selection of candidates for officers one month prior to the election of officers.

## ARTICLE IV Standing Councils

Section 1. Structure. There shall be eight standing councils of the association with the responsibilities as outlined below. They shall have the number of members as specified, appointed for the same term as the elected officers. They shall be selected, to represent the different groups or areas within the association. Each council may, with the approval of the executive board, organize special sub-councils and task groups to carry out specific activities.

Section 2. Meetings. Each standing council shall meet as appropriate to carry out its responsibilities.

Section 3. Reports. The chairperson of each standing council shall attend each regular meeting of the Executive Board and may make such reports, orally or in writing, as may be appropriate. Each standing council will maintain accurate records of its activities and will present a summary annual report of its activities and expenditures to the Executive Board at its regular April meeting.

Section 4. Titles and responsibilities.

a. Negotiations: This council shall have responsibility for the research, development and formation of proposals for negotiation with the school board. There shall be a permanent sub-committee of the Professional Negotiations Committee:

Negotiating Team: Shall have three to five members appointed by the president to represent the association in formal contract negotiations with the school board.

b. Instruction and Professional Development: This council shall have responsibility for assessing members' professional needs, developing and implementing programs for the improvement of the profession and the instruction program of the school district.

It shall also maintain liaison with the school district Continuing Education and Human Relations Committees.

c. Governmental Relations: This council shall have the responsibility for maintaining effective communications among the association, its members, and appropriate

legislative or governmental bodies, and shall develop and promote programs to  
assure involvement of membership civil responsibilities

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- ~~Teacher Member Rights:~~ This council shall have responsibility for developing association positions on matters affecting teacher rights, and informing members of their rights and responsibilities under statutes and the Code of Ethics. There shall be a permanent sub-committee:
- a. Grievance Committee: The council shall have responsibility for processing all grievances which arise in the school district.
  - e. Communication: This council shall have responsibility for all communication activities of the association to insure that effective communication exists within the association and among the association and its various publics.
  - f. Membership Services: This council shall have responsibility for developing and implementing programs to inform members of the progress, services, and accomplishments of the association. It shall also organize and direct programs to enroll members in the association and maintain accurate rolls of the membership.
  - g. Economic Services: This council shall have the responsibility for developing and implementing programs to inform members of the programs available for the social and economic benefit of the members including local social events, travel, purchasing plan, income tax specialists and insurance.
  - h. Social: This council shall have the responsibility in the area of providing some form of social activity for the SEA throughout the year.

Section 5. Relation to Executive Board: The Executive Board shall assist the president in appointing members of the standing councils and to fill vacancies as they occur. It shall require and assist councils to define their immediate and long-term objectives through priorities set by the member involvement.

Section 6. Relation to the State and National Associations: The standing councils shall seek to understand and relate to the objectives and programs of corresponding units of ~~Mid-Minnesota United~~, state and national associations and shall counsel with them.

## ARTICLE V

### Representation

The association shall have delegate representation to official meeting or organizations with which it is affiliate according to the procedures of such organizations.

Section 1. The president shall serve as chief delegate of the association.

Section 2. Other delegates allowed or required shall be elected by the Executive Board of the association, which shall also determine expense allotments for such delegates.

Section 3. Official delegates of the association shall have been members of the association at least

two prior to their election, and shall maintain their membership in good standing during  
their term of service.

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# ARTICLE VI CONSTITUTION OF SARTELL EDUCATION ASSOCIATION (Updated 2/18)

## Elections

### Section 1: Nominations

- a. Prior to the regular February meeting of the Executive Board in each non-negotiation year, the president shall appoint a Committee of Elections. No officer may serve on this committee. The committee shall prepare a slate of candidates for association office. Nomination from the association membership shall be accepted by the committee until regular March meeting of the Executive Board.
- b. The committee shall report all candidates, together with procedures for balloting, to the Executive Board at its regular March meeting.

### ARTICLE VII Meet and Confer

The President will appoint, with approval of the Executive Board, a Meet and Confer Committee by July 1 of each non-negotiation year. The committee will have a co-chairperson, the chairperson of the Instruction-Professional Development and Professional Rights and Responsibilities with a minimum of one representative per building.

## ARTICLE VIII

These Bylaws may be amended by majority vote at any regular meeting provided that the proposed amendments have been sent to the members at least two weeks prior to the meeting at which they are voted upon.

## ARTICLE IX

### SEA Membership Disciplinary Action Policy

Section 1: Disciplinary action, in the form of censure, monetary reimbursement to the Association, suspension for one calendar year, or permanent expulsion, shall not be taken against any member except for cause.

Section 2: Such action shall be initiated by a complaint of a majority of the officers, with written notice to the member of the proposed action to be taken and the reasons thereof. Section 3: Such notice shall also include the statement that the member has ten (10) calendar days in which to request a hearing before the local association PR & R Council, serving as the local discipline committee, where in three (3) will be a quorum, at which the member is entitled to a representative of his/her choice to answer the charges and examine those making them. The hearing will be private or public at the choice of the member and decision, by simple majority, shall be communicated, in writing, to the member, accompanied by a memorandum of findings of fact, within ten (10) days of the close of the hearing. A tie vote shall indicate no action will be taken.

Section 4: Any member censured, fined, suspended, or expelled under these provisions shall have

right of appeal to the full membership or representative assembly, if applicable, within ten

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- (10) days of receipt of the decision. The appeal hearing at which ten (10) shall be a quorum shall be presided over by the local association president who shall grant a procedure which includes witnesses and the right of cross examination. The decision shall be made by secret ballot, simple majority of the entire membership of those present and voting, or in the repetitive assembly, where applicable. In the event of a tie, with the president voting, no action shall be taken. Section 5: Cause shall relate to conduct prejudicial to the purposes of the association which may include any one or more of the following:
1. Failure to pay dues and assessments of the Association.
  2. Failure to remain a member in good standing with Education Minnesota, NEA, and AFT.
  3. Substantial violation of the Professional Code of Ethics.
  4. Violation of local policy in crisis situation affecting the entire school district.
  5. Other good and sufficient cause whereby the conduct of the member would be prejudicial to the purposes of the association.