

Constitution and By-Laws

Article I

Name

The name of this organization shall be called the Cudahy Education Association (C.E.A.)

Article II

Objectives

To promote within the teaching group the highest type of professional practices; to encourage active participation of all teachers in the solution of school problems; to encourage higher qualification for entrance into the teaching profession; to aid in securing and maintaining adequate salaries and such other improvements in conditions as will enable teachers to function properly as vital factors in education progress.

Article III

Officers

Section 1: The officers of the association shall consist of president, vice-president, secretary, treasurer, grievance chairperson, negotiator, and public relations coordinator.

Section 2: There shall be a representative body to be known as the executive board, which shall consist of delegate(s) or their duty elected alternate(s) from:

- A) each school
- B) the special teachers' group, as determined by the executive board.

Also serving on the executive board will be the elected officers of the association.

Article IV

Affiliation

The association shall affiliate with the National Education Association (N.E.A.), the Wisconsin Education Association Council (W.E.A.C.), and the WEAC UniServ Council #10.

Article V

Distribution of Assets Upon Dissolution

Upon the liquidation, dissolution or termination of the Cudahy Education Association, none of the assets which may remain after the satisfaction of all outstanding claims shall be made available to any individual; not to any corporation or other organization except those which qualify as exempt from federal income tax under Section 501 of the Internal Revenue Code of 1954, and the amendments thereto.

Article VI

Delegates to State and National Conventions

The delegates to the Wisconsin Education Action Council or the National Education Association Representative Assembly shall be elected by ballot.

Article VII

Amendments

This Constitution may be amended by a two-thirds (2/3) majority of those present and voting at a regular meeting provided the amendments have been submitted in writing to the members one week (five teaching days) prior to the meeting.

By-Laws

Article I

Membership

Section I: All professional personnel in the Cudahy Public Schools who teach, or counsel, at least percent of the contracted teaching day, and who hold a regular legal teaching or counseling certificate, are eligible for membership in this association.

Section II: The Cudahy Education Association, henceforth, will accept as members only those who are members of the National Education Association, the Wisconsin Education Action Council, WEAC UniServ Council #10, or who simultaneously apply for local, UniServ, State, and national membership.

Section III: The annual dues of the professional organizations are as follows:

CEA _____ Council #10 _____
WEAC _____ NEA _____

Section IV: The fiscal and membership year shall be from September 1 through August 31.

Section V: Teachers in the state of dismissal, or non-renewal, shall be allowed to retain membership in the Cudahy Education Association until such time as their status is clarified.

Section VI: Members on paid leave shall be assessed one-half (1/2) of the standard dues. Members on non-paid leave shall have the option of membership at one-half (1/2) of the standard dues. For assessment purposes, each semester, or part thereof, shall be considered half a year.

Section VII: Members who are employed for part of a year shall be assessed at the fraction of the dues represented by the number of contract days they are employed divided by the number of contract days in that year.

Article II

Nominations and Elections

Section I: Each school and the special teachers group shall meet in the second week of May for the purpose of electing members of their group to serve as building representatives and alternates. These building representatives and alternates shall be delegates to the executive board. Building representatives shall take office as of June 1.

Section II: The executive board shall constitute the nominating committee for the offices of the association. At the regular meeting additional nominations may be made from the floor. The number of delegates and alternates elected shall be dependent on the number of full-time and part-time faculty, as well as, Special Teachers *, one delegate and one alternate per ten members, or a simple majority of ten (10:1).

*Special teachers shall be defined as the following CEA members: Psychologists, Social Workers, Diagnosticians, Occupational Therapists, Speech and Language Pathologists, Elementary Guidance, Resource, Elementary Art, Music, Physical Education, Librarians, and Gifted and Talented Teachers.

- Section III: Any candidate receiving the majority number of votes cast shall be declared elected.
- Section IV: Nominations for all offices shall be made known at the first regular meeting of the association after April 1 of each year, every other year for treasurer.
- Section V: Election of officers shall be held in each school by secret ballot. These are to be placed in a ballot box during the first week in May. Write-ins shall be permissible. The building representative shall be responsible for collecting the votes. The executive board shall tally the votes and issue the new slate of officers elected. The new officers shall be installed and shall assume their duties immediately.
- Section VI: Qualification for office shall be that each candidate for office by an active member of the united Teaching Profession in good standing.
- Section VII: Every member of the Cudahy Education Association shall have equal rights and privileges to nominate candidates including delegates and alternates to the WEAC Representative Assembly, to the NEA Representative Assembly, and to vote in elections and referendums.

Article III

Duties of the Officers

- Section I **President:** The President shall...
- preside at all meetings of the association and executive board.
 - sign all bills authorized by the executive board.
 - appoint all committees
 - appoint a committee of two members to audit the treasurer's books at the end of the school year. This committee shall report their findings to the president before the last week of school.
 - be a delegate of the association, or appoint an alternate, in the event he or she cannot attend civic or county functions, wherever necessary.
 - be elected for one year and upon the expiration of his term, shall serve as counsel to the new president for one year.
 - be presented with an honorarium of \$1800 a year. This \$1800 is to be presented in at least two installments over the year.

As an incoming officer, draw up a tentative budget to be presented to the executive board for its approval at the first meeting of the new board.

Serve on the board of UniServ Council #10

Act on behalf of the CEA in all matters before the UniServ Council #10 Board

Consult with the executive board on important UniServ Business items if at all possible. When this is not possible, the directors shall act according to the best interests of the CEA.

Section II: **Vice-President:** The Vice-President shall...

Preside at all meetings in the absence of the president.

In the event of a vacancy in the office of the president become president and shall assume the duties and authority of the office.

Shall be presented with an honorarium of \$1100 per year. This \$1100 is to be presented in at least two installments over the year.

Shall attend school board meetings on dates alternating with the negotiator.

Be elected for a one (1) year term.

Serve as a resource person and supervisor to the following committees: constitution, social, sunshine, and retirement.

Shall serve as a member of the negotiating committee

Serve as alternate to the board of directors of UniServe Council #10

Have the option to attend board meetings when directors are present. If the CEA director is not present, the alternate shall be vested with the same rights and responsibilities as the regular members of the board of directors with the exception of the right to move, second, or vote on any issue.

Assume the rights and responsibilities of the regular director in the event that the director is absent from a meeting.

Section III: **Secretary:** The secretary shall...

Keep an accurate account of the proceedings of meetings of the association and of the executive board.

Submit within one week's time, a copy of these minutes to the president.

File the original copy of these minutes in the secretary's book.

Be presented with an honorarium of \$1000 a year. This \$1000 is to be presented in at least two (2) installments over the year.

Shall provide each building representative with a copy of the minutes of the executive board meetings and general minutes within one week following a board meeting. In addition, the secretary shall provide one extra copy of such minutes to each school to be posted in the teacher's lounge.

Shall file a copy of committee reports in the secretary's book.

Submit to WEAC the names of officers of the organization within thirty (30) days of their election, or appointment.

Submit a copy of the latest revision of the constitution and by-laws to WEAC annually with the date of the latest revision.

Section IV: **Treasurer:** The treasurer shall:

Receive, report, and care for all monies belonging to the association.

Keep an accurate account of receipts and expenditures.

Promptly pay all bills authorized by the executive board and signed by the president.

Report to the board at each meeting of said board the financial state of the association and to the association at each annual meeting (Written).

Be ready to open the books for inspection to any member of the association upon the written request of five members.

Shall present for audit all necessary records to the proper persons.

Assist in preparing the budget for the coming year.

Keep an accurate list of all memberships.

Make remittances and reports of state, national, UniServ, and local memberships to the proper office.

At the expiration of his or her term of office, or when his or her successor has been elected, shall turn over to his or her successor all sums of money, books, papers, and other property of the association.

Be presented with an honorarium of \$1000 each year. This \$1000 is to be presented in at least two installments over the year.

Be elected for a two-year term of office.

Section V: **Negotiator:** The Negotiator shall...

Preside at all meetings of the negotiations committee.

Serve as a principle speaker for the group in negotiations with the board of education. He or she shall be responsible for a complete presentation of facts in all areas that concern CEA members.

Attend school board meetings on dates alternating with the vice-president.

Attend WEAC training sessions for negotiators.

Be a tenured teacher

Serve as counsel to the professional rights and responsibilities committee.

Be elected for a one-year term.

Be presented with an honorarium, which will be given in at least two installments over the year. The total honorarium shall equal the sum of the Council #10 amount plus \$1800 from the CEA.

Assume transmittal of two copies of current mater agreement to WEAC annually upon completion of negotiations.

Section VI: **Public Relations Coordinator:** The Public Relations Coordinator shall...

Be elected for a two-year term by the full membership.

Attend all executive board meetings and keep the executive board informed of federal, state, and local legislative matters. Keep the executive board informed of all local elected offices to be voted upon in a given year.

Be the WEAC legislative contact person for the CEA.

Generate community support for the CEA.

Educate the community about the issues and contributions of the CEA.

Address issues of concern to local organizations and citizens.

Promote the image and foster goodwill of the CEA with the community.

Be presented with an honorarium of \$600 each year. This \$600 is to be presented in at least two installments over the year.

Appoint a public relations committee to serve for one year at the discretion of the Public Relations Coordinator.

Section VII: **Grievance Chairperson:** The grievance chairperson shall...

Be available to all members to answer all questions regarding the contract and determine if a grievance exists.

Facilitate all written and verbal communications necessary for complaint and grievance procedures as stated in the contract.

Monitor grievances in progress to ensure that timelines are met.

Consult with the executive board, negotiator, and Council #10 director, as needed.

Be responsible for maintaining a current file on actions taken and report to the executive board, the president, and general membership on a regular basis.

Be presented with an honorarium of \$750 per year. This \$750 is to be presented in at least two installments over the year.

Section VIII: **Executive Board:** The executive board shall...

Work with the president in planning the year's work.

Act as the nominating committee.

Assist the president in forming committees.

Decide upon matters not covered by this constitution.

Have the right to remove any officer, or other executive board member, for just cause after due notice and hearing. Such a vote to remove an officer shall require a two-thirds (2/3) roll call vote of its entire membership at a duly convened meeting of the Cudahy Education Association. Should thereby any dispute as to what constitutes just cause, the matter may be submitted by the affected individual to final and binding arbitration by the American Arbitration Association and the costs of the hearing shall be assumed by this Association.

Building representatives shall be compensated \$10 (ten) per executive board meeting attended.

Section IX: The Executive Board and all official delegates of the CEA to assigned meetings and functions shall be paid for all expenses and travel: 15 cents/mile to be paid on a quarterly basis with the understanding that during his or her term of office he or she shall act as the official representative of the association wherever necessary.

Section X: If an officer does not attend at least a majority of the executive board meetings during the year, fifty percent (50%) of his or her stipend shall be withheld.

Article IV
Meetings

- Section I: Regular meetings shall be held at least one time a year as needed.
- Section II: Executive board meetings shall meet at least once a month.
- Section III: Special meetings of the general membership may be held at the call of the president, or upon written request to the executive board from five representatives, or upon petition of five percent (5%) of the members. Notice of special meetings of the general membership shall be given to each member through the building representatives, at least twenty-four (24) hours prior to such meetings. This notice shall include an agenda of business to be discussed at said meeting.
- Section IV: Admission to all business meetings shall be for members only.
- Section V: Notice of general meetings shall be given to each member, by the building representative, one week prior to the meeting.
- Section VI: Committee chairpersons may present at all executive board meetings, but will not have a vote.

Article V
Quorum

- Section I: The number of members present at the time for which the meeting has been called shall constitute a quorum. It shall be the duty of the president to call the meeting promptly to order.
- Section II: For any meetings of the executive board, a simple majority shall constitute a quorum.
- Section III: For any meetings of a committee, simple majority shall constitute a quorum.

Article VI
Regulations

- Section I: Officers shall hold office for one year, or until successors shall be elected.
- Section II: In case of vacancy by resignation, death, or inability, temporary officers may be appointed by the executive board to serve until the next regular meeting of the association when the vacancy shall be regularly filled by nominations and election.
- Section III: Retiring officers shall turn over to their successor all monies, papers, records, and all other property of the association before the close of the school year.
- Section IV: Order of business at all meetings:
- | | | | |
|----|---------------------------------|----|---------------|
| A. | Reading and approval of minutes | D. | Old Business |
| B. | Officers' Reports | E. | New Business |
| C. | Committee Reports | F. | Announcements |

Article VII
Committees

- Section I: There shall be the following standing committees appointed by the president and subject to the approval of the executive board.
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|----|--------------|
| A. | Negotiations |
| B. | Social |
| C. | Sunshine |
| D. | Retirement |
| E. | Layoff |
- Each of the above mentioned committees shall...
- | | |
|----|---|
| A. | Meet whenever necessary |
| B. | Whenever necessary have representation from every division of the faculty. |
| C. | Keep a record of its activities, as well as a list of expenses, in some form that will be turned over to the new chairperson at the end of the school year. |
| D. | Present a written report to the president at the end of the year, fully explaining its accomplishments, suggestions for the coming school year, etc. |
| E. | Whenever necessary attain greater continuity by retaining two-thirds (2/3) of its membership each year. |

Section II: Chairpersons

A new chair person shall be elected from the committee in the spring of the year. This name is to be given to the incoming president. If the committee does not designate a new chairperson by the close of the year, the past-chairperson will remain in the position.

Article VIII
Retired Teachers

The executive board shall make every effort to maintain a current mailing list of all retired teachers who were members of the CEA.

Article IX
Contract Ratification

Section I: It shall be the responsibility of the president of this association to see that members of the association are properly informed as to the pros and cons of all labor contracts negotiated with the Cudahy Board of Education prior to the contract being put before the association for a vote of ratification.

Section II: A vote on the above contract may not take place until three calendar days have lapsed from the date members are notified of the provision in said contract.

Article X
Amending the Constitution and By-Laws

These by-laws may be amended at any meeting by two-thirds (2/3) vote of all members present at that meeting, provided written notice of the present amendment and the proposed changes were submitted to the members one week (five teaching days) prior to the meeting upon which the voting will take place. (If an amendment is merely a new amendment and does not necessitate a revision in the present constitution and by-laws, written notice of such amendment need only contain the proposed amendment.)