

BYLAWS OF THE CALVERT EDUCATION ASSOCIATION

ARTICLE I - NAME

The name of this organization shall be Calvert Education Association, hereinafter referred to as the "Association."

ARTICLE II - PURPOSES

The purposes of the Association shall be:

- a. To represent members with regard to working conditions;
- b. To work consistently for the welfare of the teachers and pupils of Calvert County;
- c. To unify and strengthen the education profession throughout Calvert County;
- d. To represent members individually and collectively in matters relating to their employment and professional standards;
- e. To share and inform the public from the perspective of the public school employee;
- f. To promote confidence, respect, and cooperation among all who are directly or indirectly engaged in educational work in Calvert County;
- g. To strive to raise and equalize educational opportunities for every child;
- h. To encourage students to earn a teaching degree and to inform them of the benefits and rewards of becoming a certified teacher;
- i. To maintain fiscal responsibility;
- j. To cooperate and coordinate with the Maryland State Education Association and the National Education Association in areas of shared goals.

ARTICLE III - MEMBERSHIP

Section 1. Membership in this Association shall be continuous until the member leaves the Calvert County Public School system, resigns from the Association, or fails to pay membership dues. The membership year shall be September 1 through August 31.

Section 2. Membership in this Association shall be classified as Active, Retired, Student, or Honorary.

Section 3. Any person employed in a certificated capacity by the Board of Education of Calvert County, having fulfilled the requirements of the Bylaws, and who agrees to abide by the Code of Ethics of the Education Profession as adopted by the Representative Assembly of the National Education Association, may become an Active member with all the rights and privileges of such members of this Association.

Section 4. Calvert Education Association will accept as members only those who are members of the National Education Association and the Maryland State Education Association, hereafter referred to as NEA and MSEA, respectively.

Section 5. Members of this Association on leave of absence may maintain membership by payment of annual dues at a rate established by the respective affiliates but will not have the right to vote or to hold office during that period.

Section 6. Any person who was a member of the Association upon retirement from teaching or employment may become a Retired Member with all the rights and privileges of members of this Association as outlined in these Bylaws. Specifically, a Retired Member may serve as a Delegate to the MSEA Convention, but not the NEA Convention and may hold elective office only for the position of Retired Member-at-Large.

Section 7. Student and Honorary membership in this Association may be granted by a two-thirds vote of the Executive Board, to any person so nominated by any member of the Association. This person may not serve as a delegate or hold an elective office, and therefore, has no voting privileges in CEA.

Section 8. In order to effect a resignation, a member must in writing notify the Association no later than September 10 of the membership year of his/her intent to resign.

ARTICLE IV - OFFICERS AND GOVERNING BODIES

Section 1. The officers of the Association shall consist of President, Vice-President, Secretary, and Treasurer. Only an active member of the Association may hold these offices or vote in the election of officers.

Section 2. There shall be an Executive Board with executive powers only, which shall consist of the officers of the Association, four active members elected at large, and a retired member elected at large. Non-officer members of the Executive Board shall be termed Members-at-Large.

Section 3. There shall be a representative body with full governing powers to be known as the Representative Assembly, which shall consist of the officers of the Association, Members-at-Large of the Executive Board, and one or more delegates elected according to these Bylaws from each educational unit under the administration of the Board of Education of Calvert County.

ARTICLE V - DUTIES AND TERMS OF OFFICERS AND MEMBERS-AT-LARGE

Section 1. All Officers and Members-at-Large shall take office on July 15 of the year in which they are elected. Officers and Members-at-Large shall serve for a term of two years. Members of the Executive Board will be elected alternately as follows: President, Treasurer, and two (2) Members-at-Large will be elected one year, and in the alternate year the Vice-President, Secretary and two (2) Members-at-Large will be elected.

The election of all officers shall be through open nomination, by secret ballot, by majority vote, and in conformity with the one-person one-vote rule.

The Retired Member-at-Large shall serve a term of one year.

In the event the President is unable to serve but has not vacated the office, the Executive Board may appoint an Acting President for a specific period of time, not to exceed the term of the President.

In the event the President has vacated the office, the Vice President will take office for the remainder of the unexpired term.

In the event the Vice-President has vacated the office, the Executive Board shall appoint an Acting Vice-President for the remainder of the unexpired term.

In the event that any officer position becomes vacant, the position shall be filled by appointment by the Executive Board until such time as the Representative Assembly can hold an election to fill that position.

If any vacancy occurs in the elected member at large positions on the Executive Board, the position shall be filled by appointment by the Executive Board until the next regularly scheduled election.

Section 2. The President shall preside at all meetings of the Executive Board and of the Representative Assembly. He/She shall be an ex officio member of all committees except the Committee on Nominations, Elections, and Credentials, and the Presidential Review Committee.

The President shall be an ex officio member of the delegation to the Representative Assemblies of MSEA and of NEA.

The President shall appoint chairpersons and members to all committees authorized by the Bylaws or by action of the Representative Assembly. All committee appointments shall be subject to the approval of the Executive Board.

The President may, on advice of the Executive Board, recommend members of this Association to the President of MSEA for service on committees of the State Association.

The President shall represent the Association as spokesperson on policy matters.

The President shall report at each meeting of the Executive Board and Representative Assembly as to his/her activities.

The President shall sign jointly all financial documents within the limits of the approved budget.

Section 3. The Vice-President shall perform the duties of the President when that officer is absent.

The Vice-President shall serve as ex officio delegate to the Representative Assembly of MSEA.

Section 4. The Secretary shall keep a record of all meetings of the Executive Board and of the Representative Assembly, and any meetings as directed by the President. He/She shall distribute copies of such proceedings as directed by the President or the Executive Board.

The Secretary shall provide upon request a correct list of the names and addresses of all members of the Association, of Delegates and Alternates to the Representative Assembly, of members of the Executive Board, and of chairpersons and members of all committees.

The Secretary shall keep a record of attendance of all delegates to the Representative Assembly and shall notify the President whenever a delegate or his/her alternate has been absent more than two times in any term of office. The Secretary shall jointly sign financial documents within the limits of the approved budget.

The Secretary shall serve as ex officio delegate to the Representative Assembly of MSEA.

Section 5. The Treasurer shall receive all Association funds and contributions and shall keep an accurate accounting of same. He/She shall deposit them in a bank account in the name of the Association.

The funds of this Association shall be disbursed by check over the signature of the President or Vice President or Secretary and the Treasurer upon receipt of financial documents.

The Treasurer shall prepare and distribute a monthly financial statement of Association funds for the Executive Board and for the Representative Assembly.

The Treasurer shall assist in the preparation of the Association's annual budget and preparation of the books for the annual audit.

The Treasurer shall prepare and distribute an annual financial report to the Representative Assembly no later than November 15.

The Treasurer shall be a member of the Membership Committee and the Presidential Review Committee.

The Treasurer shall serve as ex officio delegate to the Representative Assembly of MSEA.

Section 6. Members-at-Large and the Retired Member-at-Large shall serve as ex officio members of the Representative Assembly with the right to vote and shall serve in other capacities as designated by the President.

Members-at-Large and the Retired Member-at-Large shall serve as ex officio delegates to the Representative Assembly of MSEA.

Section 7 Impeachment. Officers of the Association or Executive Board Members at Large may be impeached for violation of the "Code of Ethics of the Education Profession", for an unlawful act, for misconduct in office, or for gross negligence in office.

Impeachment proceedings against an officer or Executive Board Members at Large may be initiated by written petition submitted to a Review Board by at least twenty-five (25) percent of the certified delegates to the Representative Assembly or twenty-five (25) percent of the membership. Upon receipt of the petition, the officer or Executive Board member at large may be suspended pending further proceedings.

If, after a due process hearing, a two thirds vote of a Review Board shall sustain the charge, and ballots shall be prepared for the membership. A two-thirds vote of those voting shall be required to impeach and the office shall become vacant.

Section 8 Removal from Office. Any member of the Executive Board who is absent, without just cause, for three (3) consecutive meetings of the Executive Board shall be automatically removed from membership on the Executive Board. A replacement for said removed member will be nominated by the President and approved by those of the remaining members of the Executive Board. A member of the Executive Board, removed from office in the above manner may appeal in writing within thirty (30) days to the Representative Assembly for reinstatement. After consideration by the Representative Assembly, said officer may be reinstated to the Executive Board by a two-thirds vote of the Representative Assembly.

Section 9. Whenever a two-thirds majority of the Executive Board shall agree that a member of the Board has been grossly negligent in the performance of the duties defined in these Bylaws, or is incapacitated, or engages in actions contrary to the goals and objectives of the Association, they may recommend, in writing, to the Representative Assembly that the position be declared vacant after providing appropriate notice to the Board member. If the Representative Assembly votes by a two-thirds majority to sustain the charges, the position shall be declared vacant. Any Executive Board member being considered for removal must be notified in writing and informed of his/her right to respond to the charges, in writing to the Representative Assembly prior to its final decision

ARTICLE VI - EXECUTIVE BOARD

Section 1. The Executive Board shall implement the policies as established by the Representative Assembly and carry out the administrative affairs and management of the Association.

The Executive Board shall consider all matters presented for the attention of the Representative Assembly between sessions and shall make a report to that body on its recommendations.

A simple majority of filled positions will constitute a quorum at the Executive Board meetings.

Section 2. The Executive Board shall meet prior to each regular meeting of the Representative Assembly and may be called in special sessions by the President or by a majority vote of the Representative Assembly, or upon the written request of three members of the Executive Board for urgent business.

Section 3. The Executive Board shall present, prior to the regular meeting of the Representative Assembly in April of each year, a budget, giving estimates of income and anticipated expenditures for the fiscal year starting the first day of September. The Representative Assembly shall vote to adopt the budget in May.

Section 4. The Executive Board shall be authorized to expend funds within the limits of the adopted budget. It may request the Representative Assembly to revise the budget at any subsequent meeting of that body.

ARTICLE VII - REPRESENTATIVE ASSEMBLY

Section 1. Each school or educational unit shall be entitled to elect to the Representative Assembly one delegate for each ten (10) Active Memberships or major fraction thereof as of the first day of March. Such delegates or their alternates must be Active Members of this Association.

Section 2. The Representative Assembly, through the Committee on Nominations, Elections and Credentials, shall be responsible for the seating of all delegates or their alternates to the Assembly.

Section 3. Each delegate shall serve for a term of one year starting on the first day of September.

Section 4. Each delegate or alternate and each officer and Member-at-Large of the Executive Board of the Association shall be entitled to one vote on any matter to come before the Representative Assembly for action.

Section 5. Any other member of the Association may attend meetings of the Representative Assembly and may request permission to speak on any matter before the Representative Assembly but shall not have voting privileges.

Section 6. The Representative Assembly may upon two-thirds majority of those voting, direct any school or other educational unit to elect another delegate for the unexpired term of a delegate or alternate who forfeits membership by missing three (3) consecutive meetings without cause.

Section 7. The Representative Assembly shall be the primary policy-making body of the Association and be required to establish and adopt Association policies and objectives. The Representative Assembly may at any time refer any matter to the entire membership for general consideration, with the Representative Assembly prescribing the manner of voting.

The Representative Assembly may propose amendments to these Bylaws to the Bylaws and Rules Committee and take such action on any matter as may be necessary to achieve the objectives of the Association.

Section 8. The Representative Assembly during the month of May each year, shall by a majority vote of those present, adopt a budget for the year starting the first day of September and ending the thirty-first day of August of the succeeding year.

The budget may be revised on recommendation of the Executive Board at any subsequent meeting of the Representative Assembly by a two-thirds majority of those present.

Section 9. The meeting of the Representative Assembly shall be held once each month from September through May and at any other time at the call of the Executive Board or of a majority of the members of the Representative Assembly.

Section 10. The delegates shall be responsible for communication and shall make reports after each meeting to the members they represent and assist in enrolling members in the Association.

Delegates shall present to the Representative Assembly petitions, proposals, or resolutions at the request of the majority of the members they represent.

Section 11. A majority of the Representative Assembly shall constitute a quorum sufficient for conducting the business of the Association unless otherwise specified in these Bylaws.

Section 12. An Association Representative who has been grossly negligent in the performance of the duties defined in these Bylaws, or is incapacitated, or engages in actions contrary to the goals and objectives of the Association, may be brought forward for removal in either of two ways:

- a. A petition containing signatures of two-thirds of the Association members at a work site and containing a request for such action regarding their Association Representative(s) may be presented to the Executive Board for consideration;
- b. Or, the action may be initiated by the Executive Board itself.

In either event, a majority of the Executive Board must agree to recommend to the Representative Assembly that the position be declared vacant; if the Assembly so votes by a two-thirds majority, the position shall be declared vacant. Any Association Representative being considered for removal must be notified in writing and informed of his/her right to respond in writing to the Representative Assembly prior to its final decision.

ARTICLE VIII - RULES OF ORDER

Section 1. Robert's Rules of Order, Latest Revision, shall be the authority on all questions of procedure not specifically stated in the Bylaws.

Section 2. A Parliamentarian may be appointed by the President subject to the approval of the Representative Assembly, to rule on all parliamentary matters. He/She shall attend all meetings of the Representative Assembly of the Association.

ARTICLE IX - GENERAL MEETINGS

Section 1. Special Meetings shall be held at the call of the President. The President may call a special meeting for a specific purpose.

ARTICLE X - STANDING AND SPECIAL COMMITTEES

Section 1. There shall be the following standing committees, appointed by the President subject to the approval of the Executive Board: Activities; Bylaws; Instructional and Professional Development; Legislative; Membership; Minority Affairs; Negotiations; Nominations, Elections and Credentials; Political Action; Public Relations; Scholarship; Financial; Observation & Evaluation; and Presidential Review.

Each standing committee shall meet regularly (at least annually) throughout the school year, or at the call of the chairperson. It shall be the responsibility of the committee chairperson to notify the members and office manager of the meeting dates and times.

Each standing committee will report its progress throughout the year to the Executive Board and/or the Representative Assembly.

Each standing committee shall consistent with the committee charges outlined in these Bylaws establish an action plan consisting of its goals, projected expenses and activities for the year designed to meet those goals.

Section 2 Activities Committee. This committee shall organize social activities sponsored by CEA and any other activities deemed appropriate by the committee and approved by the Executive Board.

Section 3 Bylaws Committee. This committee shall review the Bylaws of CEA annually after the Representative Assemblies of MSEA and NEA. The purposes of this review are to make recommendations for needed revisions. The Bylaws Committee shall also receive by proposed Bylaw amendments made by the Representative Assembly for review and preparation for a vote.

Section 4 Instructional and Professional Development (IPD). This committee shall review and coordinate the Association's activities and goals in the areas of curriculum, instruction, and professional development. The committee shall identify appropriate goals and areas of concentration.

Section 5 Legislative Committee. This committee shall advance the CEA legislative goals in Annapolis and seek to influence local, state, and national politicians. The committee will review the MSEA and NEA legislative programs.

Section 6 Membership Committee. This committee shall actively solicit new members to the Association and maintain updated and accurate membership lists and reports.

Section 7 Minority Affairs. This committee shall provide minority input on CEA and MSEA committees, programs, and policies. The CEA will encourage Calvert County Public Schools to actively recruit minority educators.

Section 8 Negotiations Committee. This committee shall survey the CEA membership, share teacher concerns, and keep members informed of progress.

Section 9 Nominations, Elections, and Credentials. This committee shall verify attendance at each Representative Assembly; survey membership for candidates; and conduct annual local elections. This committee shall supervise all votes of the membership of the Association.

Section 10 Political Action Committee. This committee shall be responsible for the political activities approved by the Association.

Section 11 Public Relations Committee. This committee shall provide a communications network for the Association through newsletters, newspapers, and other media to secure the best image of the Association and education profession in Calvert County with the general public.

Section 12 Scholarship Committee. This committee shall review the guidelines for the award and select the scholarship recipients based upon the guidelines.

Section 13 Financial Committee. This committee shall maintain supervision over the expenditure of Association funds. This committee shall consist of at least three (3) members including Treasurer and the Vice-President. It shall prepare the annual budget to be submitted to the Executive Board and the Representative Assembly in April for a vote at its May meeting.

Section 14 Observation & Evaluation Committee. This Committee shall review the guidelines set down by Calvert County Public School System (“CCPS”) and make suggestions and recommendations to CCPS as to what they feel is necessary and appropriate for teachers.

Section 15 Presidential Review Committee. This committee shall review the performance of the President annually. It shall provide a summary to the Executive Board.

ARTICLE XII – REVIEW BOARD

Section 1. A Review Board shall be appointed by the Executive Board.

Section 2. A member of the Review Board shall hold no elective office, other than delegate, in the Association or its affiliates, nor any other appointive position in the Association.

Section 3. The Review Board shall adopt its own rules of procedure to ensure due process.

Section 4. The Review Board shall have jurisdiction in a case of impeachment against an officer for ethical violations or misconduct as enumerated herein. The Review Board is also charged with handling charges that may result in censure, suspension, or expulsion of a member.

Section 5. The Review Board shall have jurisdiction to review, as necessary, an action of the Executive Board or Representative Assembly for consistency with the Bylaws of this Association and to recommend remedial action, if necessary.

Section 6. Any action before the Review Board may be initiated by the Executive Board or by a petition of ten (10) percent of the certified delegates of the Representative Assembly.

ARTICLE XIII - ELECTIONS

The Nominations, Elections, and Credentials Committee shall prepare guidelines for the nomination, accreditation of officers, delegates and other representatives on the Executive Board, and election. The guidelines and an election calendar shall be presented annually to the Representative Assembly for review and adoption. These guidelines shall include but not be limited to the following:

- a. open nominations;
- b. provision for the distribution and collection of nominating forms and preparation of the candidate slate;
- c. provision for the publication of the list of nominations prior to and during the election;
- d. provision for secret ballot election by the membership;
- e. provision for the tally of the ballots; and
- f. provision for the election of officers and representatives of the Executive Board by a majority of the valid ballots cast or by acclamation where only one candidate is nominated.

Local delegates to the MSEA and NEA Representative Assemblies shall be elected in accordance with the guidelines prepared by the Committee and adopted by the Representative Assembly. Such guidelines shall be consistent with the requirements contained in the Bylaws of MSEA or NEA.

The Committee shall be the final arbiter of election disputes. Said disputes must be presented to the Committee within five (5) work days of the announcement of the results.

ARTICLE XIV- AFFILIATION

Section 1. This Association shall maintain affiliation with the Maryland State Education Association (MSEA) and the National Education Association (NEA).

ARTICLE XV - RULES FOR AMENDING

Proposed amendments to these Bylaws may be proposed by the Executive Board, the Representative Assembly, upon recommendation of the Bylaws committee, or by petition to the Executive Board signed by 20% of the general membership.

An amendment or amendments to these Bylaws may be introduced at any regular meeting of the .Assembly of the Association. Prior to any vote, the proposed amendment or amendments shall have been presented in writing or posted on the Association Website to all members of the Association at least one month prior to the meeting of the Representative Assembly where the vote will be taken. A two-thirds majority of the members attending the Representative Assembly is required to adopt the amendment.

ARTICLE XVI -DELEGATES TO MSEA AND NEA CONVENTIONS

Section 1. Delegates elected to the conventions of MSEA and NEA must be members of CEA during the year of their election and the year in which they serve as delegates.

Section 2. Delegates and Alternates to the conventions of MSEA and NEA shall be chosen by the entire membership. Delegates to the conventions of MSEA and NEA shall be elected at the same time as other Association officers are elected.

Section 3. Alternate Delegates shall be those not elected initially and shall serve in the order of votes received during the election.

Section 4. The President shall have the authority to notify Alternates when Delegate vacancies occur. Alternates who decline to serve shall forfeit the position of delegate.

ARTICLE XVII – CONTRACT RATIFICATION

Notice of any contract ratification meeting shall be announced to the membership at least three (3) days prior to the scheduled event.

Only active members of CEA may vote in the contract ratification, except where otherwise statutorily required.

Prior to any vote, the Tentative Agreement shall be posted on the Association Website and provided in writing to members.

There shall be at least one informational meeting prior to the vote held at least one week prior to the vote. In the event that an informational meeting is not practical or possible, then the written notice shall include any pertinent rationale for amendments and the recommendation of the Executive Board.

General Membership shall vote on the contract. The ratification vote shall be held by ballot or on-line consistent with the guidelines of the Nominations, Elections, and Credentials Committee.

A majority of those voting is required in order to adopt the proposed tentative agreement.