

# 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.”

The singular “they” is a generic third-person singular pronoun in English. Use of the singular “they” is endorsed as part of APA Style because it is inclusive of all people and helps writers avoid making assumptions about gender.

## 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 students 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; and
- 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 or Retired.

**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 so long as they also maintain retired membership with MSEA and NEA. 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.** In order to tender a resignation, a member must, in writing, notify the Association between August 15 and September 15 of the upcoming membership year for which the authorization is to be cancelled.

**Section 8.** Except as expressly provided herein, the right to run for and to hold elective office shall be limited to Active members.

**Section 9.** Members who fail to adhere to any condition of membership as stated in the bylaws shall be subject to censure, suspension, or expulsion.

#### **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, dues paying member of the Association may hold these offices or vote in the election of officers.

**Section 2.** All officers shall have been Active members of the Association for three consecutive years immediately prior to assuming office and shall maintain Active membership throughout their term.

**Section 3.** 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 4.** 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. For the purposes of these Bylaws, an educational unit shall be defined as a workplace which includes but is not limited to school building, Chespax, Brooks Administration Building, and Career and Technology Academy.

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

**Section 1.** All Officers and Members-at-Large shall take office on July 1 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 Members-at-Large will be elected one year, and in the alternate year the Vice-President, Secretary and two 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 two years.

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.

Except as expressly provided herein, 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 until the term expires.

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 until the term expires.

The Executive Board shall review all expenditures as adopted in the budget by the Representative Assembly. It shall have the power to adjust expenditures within major categories not to exceed five percent of the total budget. It shall expend funds within the limits of the adopted budget. It shall carry out the policies of the Representative Assembly and report its transactions to the Assembly.

**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 prepare the agendas for Executive Board meetings and Representative Assembly meetings.

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, except the Nominations, Elections, and Credentials Committee. In the case of any special committee, the President, with the approval of the Executive Board, shall prepare a charge of duties. All committee chairpersons and appointments shall be approved by the Executive Board.

In the Association, the President shall only vote in Executive Board meetings and Representative Assembly meetings in the case of a tie and have the tie breaking authority.

The President may not be a member of the Presidential Review Committee.

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, programs, and activities.

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

The President shall perform such functions as may be approved by the Executive Board or which are customarily performed by the president of an association including the right to delegate certain duties to the officers.

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 member of the Budget Committee.

The Vice-President shall appoint chairpersons and members to the Nominations, Elections, and Credentials Committee.

The Vice-President shall perform duties that may be delegated by the President or specified by these bylaws.

The Vice-President may jointly sign financial documents within the limits of the approved budget.

**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. They 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, with the support of the Office Manager, shall keep a record of attendance of all building representatives to the Representative Assembly.

The Secretary may jointly sign financial documents within the limits of the approved budget.

**Section 5.** The Treasurer shall verify receipt of all funds and contributions and shall keep an accurate accounting of same. They shall verify all deposits into the appropriate Association bank accounts.

The funds of this Association shall be disbursed by check and require signatures of two elected officers. The Treasurer will account for all checks written upon receipt of financial documents within the limits of the budget.

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

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

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 Presidential Review Committee and shall serve as chairperson of the Budget Committee.

In the event of a temporary absence or disability, the Treasurer may delegate the financial responsibilities to the Vice-President. In the event of total disability or death of the Treasurer, the financial responsibilities shall be assumed by the Vice-President until an appointment is made by the Executive Board.

**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.

**Section 7.** 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 percent of the certified delegates to the Representative Assembly or twenty-five percent of the membership. Upon receipt of the petition, the officer or Executive Board Member at Large may be suspended pending further proceedings for a period not to exceed three months.

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.** Any member of the Executive Board who is absent, without just cause, for three 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 for the remainder of the term.

A member of the Executive Board removed from office in the above manner may appeal in writing within thirty 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 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 their 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. In case of emergency, a vote of the Executive Board may be made by email; any action taken shall be ratified by the Board at its next meeting.

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

**Section 3.** 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 4.** 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 5.** 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 consecutive meetings without cause.

**Section 6.** 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 and take such action on any matter as may be necessary to achieve the objectives of the Association.

**Section 7.** 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 8.** 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 9.** 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.

**Section 10.** A quorum shall consist of ten representatives from nine different educational units under the administration of the Board of Education of Calvert County.

**Section 11.** 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. They shall attend all meetings of the Representative Assembly of the Association.

## **ARTICLE IX - SPECIAL 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: Instructional and Professional Development; Government Relations/Political Action; Membership Organizing and Engagement; Social and Racial Justice Committee; Negotiations; Nominations, Elections, and Credentials; PR/Community Relations; Budget; Presidential Review; and Special Committees.

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 chairperson or designee will report its progress throughout the year to the Executive Board and/or the Representative Assembly on a regularly scheduled basis determined by the committee chairperson. Committee agendas and minutes should be submitted in a timely fashion.

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

**Section 2. Instructional and Professional Development (IPD) Committee.** 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. In addition, committee shall inform membership of professional development opportunities offered through the United Education Profession.

**Section 3. Government Relations and Political Action Committee.** This committee shall advance the legislative goals in Annapolis and seek to influence local, state, and national politicians. The committee will review the MSEA and NEA legislative programs. This committee shall also be responsible for the political activities approved by the Association.

**Section 4. Membership Organizing and Engagement Committee.** This committee shall actively solicit new members to the Association and maintain updated and accurate membership lists and reports. In addition, this committee shall organize social activities sponsored by the Association and any other activities deemed appropriate by the committee and approved by the Executive Board.

**Section 5. Racial and Social Justice Committee.** This committee shall provide minority input on CEA and MSEA committees, programs, and policies. CEA will encourage Calvert County Public Schools to actively recruit minority educators. This committee will actively recruit minority members to serve as building representatives, committee members, and to run for leadership positions. The committee shall identify current issues and trends impacting human and civil rights of our students and members in order to recommend legislative, regulatory or policy for possible advancement or action to educate members about and/or work to eliminate such practices.

**Section 6. Negotiations Committee.** This committee shall survey the Association membership, share teacher concerns, and keep members, and when appropriate the community, informed of progress in negotiations.

**Section 7. Nominations, Elections, and Credentials Committee.** This committee shall provide recommendations of how to conduct a school-based election, shall provide election results in a timely fashion verbally and in writing; survey membership for candidates; and conduct annual local elections. This committee shall supervise all votes of the membership of the Association. Any member of this committee may not run for an elected office.

**Section 8. PR/Community 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 9. Budget Committee.** This committee shall maintain supervision over the expenditure of Association funds. This committee shall consist of at least three 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. Annually, the committee submits financial documentation to an independent professional auditor for financial practices.

**Section 10. Presidential Review Committee.** This committee shall review the performance of the President. A review shall take place twice an academic year the first year in position and once per year thereafter. All reports shall be shared with the Executive Board on or before the May meeting of the Executive Board. This committee shall consist of at least three members including the Treasurer and two additional members, preferably with one member not serving on the Executive Board. The committee shall provide a written summary to the Executive Board after the report has been shared with the President.

**Section 11. Special Committees.** Special committees may be established by the President, provided that the committee is charged with a defined mission and timeline.

Any member of any committee so appointed may be removed by the President with the approval of the Executive Board.

## **ARTICLE XI – REVIEW BOARD**

**Section 1.** A Review Board shall be appointed by the Executive Board at the beginning of each academic year.

**Section 2.** A member of the Review Board shall hold no elective office on the Executive Board.

**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 recommended by the Review Board may be approved by the Executive Board or by a two-thirds vote of the building representatives.

## **ARTICLE XII - 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 workdays of the announcement of the results.

Those running for an elected position shall be provided an opportunity to speak at the Representative Assembly designated by the President.

## **ARTICLE XIII- AFFILIATION**

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

## ARTICLE XIV - 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 XV - 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. Delegates to the conventions of MSEA and NEA shall receive a minimum of five (5) votes to obtain the seat.

**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.

**Section 5.** Delegates to both MSEA and NEA convention are required to attend all scheduled caucus meetings, all business sessions, and vote at appointed times unless completing other Association duties. Delegates are expected to stay for the entirety of the convention. In the event a delegate is not able to fulfill their duties, the President is to be notified at that time.

**Section 6.** Failure to fulfill the duties of a delegate as listed above will result in sanctions to be decided by the Executive Board.

**Section 7.** In order to be reimbursed for expenses incurred at conventions, proper documentation must be provided per Association policy.

## ARTICLE XVI – CONTRACT RATIFICATION

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

Only active members of CEA may vote in the contract ratification.

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 online 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.