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."

This Association shall be affiliated with the Maryland State Education Association (MSEA) and the National Education Association (NEA).

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 promote education:*
   a. To advance educational standards and foster professional dedication.
   b. To inform the community from the perspective of the public-school employee.
   c. To advocate for equitable educational opportunities for all.

B. *To represent its members:*
   a. To represent members individually and collectively in matters relating to their employment and professional standards.
   b. To maintain fiscal responsibility.
   c. To cooperate and coordinate with MSEA and NEA in areas of shared goals.

C. *To improve terms and conditions of employment:*
   a. To advocate for members' working conditions.
   b. To ensure due process is followed and upheld.
   c. To work consistently for the welfare of the employees and students.
   d. To represent individual and common interests of members before the public, the Board of Education, and other legal authorities.

ARTICLE III - MEMBERSHIP

Section 1. Active membership in the Association shall be open to members employed by Calvert County Public Schools (CCPS) in the CEA bargaining unit as determined by negotiation with the Board of Education. Other categories of membership may be determined by the Executive Board.

The Association shall not discriminate based on race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion or any other protected status.

Section 2. Membership in this Association shall be continuous until the member leaves CCPS, resigns from the Association, or fails to pay membership dues. The membership year shall be September 1 through August 31. Membership in this Association shall be classified as Active or Retired.

Section 3. Any person as outlined in Article III Section 1 employed – by CCPS, having fulfilled the requirements of the Bylaws, and who agrees to abide by the NEA code of ethics as adopted by the Representative Assembly of NEA, may become an Active member with all the rights and privileges of such members of this Association.

Section 4. A person shall not be eligible for active membership in this Association unless they maintain membership in MSEA and NEA.

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. A Retired Member may serve as a Delegate to the MSEA Convention, but not the NEA Convention.

Section 7. A member may withdraw from Association membership by notifying the Association in a signed writing 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 and five active members 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. Executive Board

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 shall be elected alternately as follows: President, Treasurer, and two Members-at-Large shall be elected one year, and in the alternate year the Vice-President, Secretary and three Members-at-Large shall 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.

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 shall 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 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. President

The President is responsible for overseeing the administration, programs and strategic plan of the association as outlined in the President Job Description.

The President shall preside at all meetings of the Executive Board and of the Representative Assembly. They shall be an ex officio member of all committees except the Nominations and Elections Committee and the Presidential Review Committee.

The President shall prepare the agendas for Executive Board meetings and Representative Assembly meetings.

Being elected President is duly an election as a Delegate 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 and Elections 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 Representative Assembly meetings in the case of a tie and have the tie breaking authority.

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 their 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.

The President shall sign a voucher for all financial transactions of the Association.

The President shall plan and be present for New Teacher Orientation.

The President shall maintain and update the President's Manual each year.

Section 3. Vice-President

The Vice-President is responsible for promoting the administration, programs and strategic plan of the association as outlined in the Vice-President Job Description.

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 write the initial draft of the Strategic Plan for the Association.

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

The Vice-President shall sign a voucher for all financial transactions of the Association.

The Vice-President shall serve as chair of at least one additional committee.

The Vice-President shall assist the President with the planning of and be present for New Teacher Orientation.

Section 4. Secretary

The Secretary is responsible for promoting the administration, programs and strategic plan of the association as outlined in the Secretary Job Description.

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.

If the Office Manager is unavailable, the Secretary 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.

The Secretary shall act as the Document Retention Officer and perform the duties as outlined in the Document Retention Policy.

The Secretary shall sign a voucher for all financial transactions of the Association.

The Secretary shall be present for New Teacher Orientation.

The Secretary shall serve as chair for at least one committee.

Section 5. Treasurer

The Treasure is responsible for promoting the administration, programs and strategic plan of the association as outlined in the Treasurer Job Description.

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 shall 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.

The Treasurer shall review the Association’s financial records each year and ensure the materials are available for audit as may be required by the Executive Board.

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.

The Treasurer shall sign a voucher for all financial transactions of the Association.

The Treasurer shall be present for New Teacher Orientation.

Section 6. Members-at-Large

Members-at-Large are responsible for promoting the administration, programs and strategic plan of the association as outlined in the Members-at-Large Job Description.

Members-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.

A Member-at-Large shall perform the duties of the Secretary when that officer is absent.

Members-at-Large shall carry out the administrative affairs and management of the Association.

Members-at-Large shall receive the minutes and reports of all committee meetings.

Members-at-Large shall be present for New Teacher Orientation.

Members-at-Large shall serve as chair of or be members of at least one committee.

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.

Executive sessions can be called by a majority vote of the executive board members present and meet confidentially to discuss sensitive matters. When an executive session is needed, the executive board can decide to invite other parties to provide input in the session per Robert's Rules of Order. No official vote may take place during executive sessions. Official minutes are kept, not made public, show that a session occurred, and do not share details discussed.

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 by the end of 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.

Section 5. Officers of the Association or Executive Board Members-at-Large may be impeached for violation of NBPTS as adopted by the Representative Assembly of NEA, 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 signed 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 for a period not to exceed three months 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 6. Any member of the Executive Board who is absent, without just cause, for three meetings of the Executive Board between September and June shall be referred to the review board for further consideration. If removed, 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 7. 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.

Section 8. Any vacancy on the Executive Board shall be filled by appointment by the Executive Board until next regularly scheduled election.

ARTICLE VII - REPRESENTATIVE ASSEMBLY

The Representative Assembly shall consist of the officers, members-at-large, and Association Representatives.

Section 1. Each 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. -An Association Representative shall be responsible for:

a. Calling meetings of the Association members in their educational units to discuss Association business;
b. Assisting in enrolling members in the Association; and
c. Serving as a communication link between members and the Association.

Section 10. A quorum shall consist of ten Association Representatives from nine different educational

units under the administration of CCPS.

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 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 – SCHOOL BASED LABOR MANAGEMENT COMMITTEES

As outlined in the School Based Labor Management Meetings section of the Agreement between CCPS and CEA, the Association shall select its own representatives for a Labor Management Committee for each school/site. Committees shall have representation of no more than three (3) members representing CEA.

Section 1. Each school or educational unit shall be entitled to elect up to three (3) members with at least one (1) elected member being a building representative (unless the building does not have building representation) to their site-based Labor Management Committee. Such members, or their alternates, must be Active Members of this Association.

Section 2. Each education unit shall conduct their own election and share those results with the President and Office Manager no later than the last day of August.

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

Section 4. The Labor Management Committee shall be scheduled to meet with the principal/supervisor of the school or educational unit once per calendar month of the school year. Dates for the Labor Management Meetings should be set at the beginning of the year with the school administration. By mutual agreement, the monthly meeting may be rescheduled or waived. It is the responsibility of the Labor Management Committee to initiate meetings.

Section 5. Site-based Labor Management Committees will work with building representatives to address concerns and propose solutions at the lowest possible level.

Section 6. It shall be the sole responsibility of Labor Management Committee to prepare the agenda for meetings and notes following meetings. The Labor Management Committee shall provide advance notice of the agenda to site administrators to provide time to conduct research or otherwise prepare for a meeting.

Section 7. Written notes from meetings should be shared with active members of the Association upon the prior approval of their accuracy from the site administrator. The approval of minutes shall not be arbitrarily or capriciously delayed or denied. All minutes shall only reflect what occurred during the meeting.

Section 8. A Labor Management Member 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 Labor Management Representative(s) may be presented to the Executive Board for consideration.
b. Or the action may be initiated by the Executive Board itself.

ARTICLE IX - 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. If the UniServ Director is unavailable, 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 X - SPECIAL MEETINGS

Section 1. Special meetings shall be held at the call of the President for a specific purpose**.**

ARTICLE XI - STANDING 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 Committee; Membership Committee; Racial, Social, Economic Justice Committee; Negotiations Committee; Nominations and Elections Committee; Communications Committee; Budget Committee; Presidential Review Committee; Bylaws Committee; 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 shall 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 to the President within a week of the meeting date.

Each standing committee shall be consistent with the committee charges outlined in these Bylaws.

Committees shall establish an action plan consisting of its goals, projected expenses, and activities for the year to meet those goals.

Sub-committees may be established under Standing Committees by the President, provided that the committee is charged with a defined mission.

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, the committee shall inform membership of professional development opportunities offered through MSEA and NEA.

Section 3. Membership Committee. This committee shall actively recruit new members to the Association. This committee shall create programs or initiatives to retain current members and foster long-term engagement. This committee shall organize opportunities for member engagement sponsored by the Association and approved by the Executive Board.

Section 4. Racial, Social, Economic Justice Committee. The committee shall identify current issues and trends impacting human, economic, 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. This committee shall actively recruit minority members to serve as building representatives, committee members, and to run for leadership positions.

Section 5. Negotiations Committee. This committee shall survey the Association membership and prioritize teacher concerns. In addition, this committee shall keep members, and when appropriate, the community, informed of the progress of negotiations.

Section 6. Nominations and Elections Committee. This committee shall develop, oversee, and conduct the nominations process and annual election for Executive Board and delegates to MSEA and NEA. This committee shall supervise all votes of the membership of the Association and provide election results in a timely fashion verbally and in writing. No member of this committee may run for or hold an Executive Board position.

Section 7. Communications Committee. This committee shall communicate through a variety of media to membership, Board of Education, local and state officials, and the community on behalf of the Association. 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 8. 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.

Section 9. Presidential Review Committee. This committee shall review the performance of the President. A review shall take place in April, the first two years in position and biennially thereafter. All reports shall be shared with the Executive Board on or before the May meeting. 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 President cannot be a member. The committee shall provide a written summary to the Executive Board after the report has been shared with the President. If there are complaints or concerns from the membership, then this committee reserves the right to evaluate the President more frequently.

Section 10. Bylaws Committees. This committee continuously evaluates the provisions of the Bylaws

and makes recommendations for amendments. Bylaws must be consistent with law and regulations, as well as MSEA and NEA bylaws. This committee shall be responsible for reviewing and updating the policies and procedures manual to reflect the latest practices of the Association.

Section 11. Special Committees. Special committees must follow the rules of standing committees as outlined in these Bylaws.

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

ARTICLE XII – REVIEW BOARD

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

Section 2. A member of the Review Board shall be appointed by the Review Board Chair and hold no elective office on the Executive Board.

Section 3. The Review Board shall reassess and adopt rules of procedure to ensure due process as outlined in the Association Policy and Procedure manual.

Section 4. The Review Board shall have jurisdiction in the 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 Representative Assembly.

ARTICLE XIII - ELECTIONS

The Nominations and Elections Committee shall prepare guidelines for the nomination and election process of officers and other representatives on the Executive Board and delegates to MSEA and NEA. 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 XIV - RULES FOR AMENDING

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. The proposed amendment or amendments shall be presented in writing to the Executive Board and Representative Assembly. Prior to any vote, the proposed amendment shall be 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. Elected MSEA delegates funded through the Association are required to attend the annual Fall MSEA Convention and the biennially Spring Representative Assembly. Elected NEA delegates funded through the Association are required to attend the NEA Annual Meeting and Representative Assembly held in June or July.

Section 3. 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.

Section 4. Alternate Delegates shall be those not elected initially and shall serve in the order of votes received during the election. If no alternates are available, the President may fill based on the budget.

Section 5. 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 6. 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 7. Failure to fulfill the duties of a delegate as listed above will result in forfeiture of the position and sanctions to be decided by the Executive Board.

Section 8. In order to be reimbursed for expenses incurred at conventions, proper documentation as outlined in the Association Policy and Procedure Manual.

ARTICLE XVI – CONTRACT RATIFICATION

Section 1. Prior to any vote, the Tentative Agreement shall be posted on the Association website and a digital copy provided to all members.

Section 2. There will be at least one contract ratification meeting held no less than one week prior to the vote. A minimum of three (3) days' notice of this meeting will be announced to the membership. If the contract ratification meeting is not practical or possible, then the website and digital copy of the Tentative Agreement will include any pertinent rationale for amendments and the recommendations of the Executive Board.

Section 3. Only active members of the Association may vote in the contract ratification. The ratification vote will be conducted consistent with the guidelines of the Nominations and Elections Committee.

Section 4. A majority of voting members is required to adopt the proposed Tentative Agreement.