



Rockwood NEA BYLAWS

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**Submitted on behalf of the Rockwood NEA by the
RNEA Executive Board**

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ROCKWOOD NATIONAL EDUCATION ASSOCIATION BYLAWS

The mission of the Rockwood National Education Association is to represent Rockwood NEA members to the Administration and Board of Education, to encourage cooperation and the exchange of ideas among all staff members, to communicate with patrons of the district, to be involved in local, state, and national education issues, to encourage professional growth and development, and to promote high educational standards for the benefit of all students.

ARTICLE I -- NAME

The name of this Association shall be the Rockwood National Education Association, hereinafter referred to as the Association.

ARTICLE II -- MEMBERSHIP

Section 1 - Classes of Membership

- A. There shall be three classes of membership in the Association: Active, Retired, and Associate.
1. *Active membership shall be open to all regular full and part-time professional teaching employees of the District as defined in the Collective Bargaining agreement between RNEA and the District.*
 2. Retired membership shall be open to any person who was eligible for active membership prior to retirement.
 3. Associate membership shall be open to any person regularly employed by an educational institution or agency, but not eligible for any other class of membership in the Association.
- B. The membership fee for persons eligible for active membership shall be determined by the combined annual dues of the NEA, the Missouri NEA, and the local Association. The Building Representatives Assembly shall approve local Association dues. Employees not receiving full benefits from the district shall be eligible for active membership at one-half the annual dues.
- C. The local membership fee for persons eligible for active membership who are regularly employed less than full time (as verified by the Association) shall be one-half of the local active membership dues.

- D. The local membership fee for persons eligible for associate membership shall be one-half the local annual dues of an active member.
- E. The membership fee for persons eligible for retired membership shall be as set by NEA/MNEA.
- F. Any member joining the Association for the first time as an active member before January 1 shall be enrolled in full standing for the remainder of the membership year by paying full annual dues. Members who join after January 1 will pay reduced annual dues as outlined by Missouri NEA guidelines.
- G. Any member not in good standing due to non-payment of fees shall lose all benefits of membership in the Association including voting privileges.
- H. Any member who terminates membership must notify the Association and District in writing and afford the District and Association a reasonable opportunity to act on it.
- I. Any member who terminates membership on or after April 15 is responsible to pay the remainder of dues for that school year. Payment may continue to be made through payroll deduction.

Section 2 - Rights and Limitations

- A. Active membership shall be limited to those persons who maintain membership in and support the principles, goals, and Code of Ethics of the National Education Association, and in the Missouri National Education Association where eligible.
- B. A member may appeal his/her assigned class of membership to the Association Executive Board.
- C. The Association shall not deny membership to individuals on the basis of race, creed, national origin, gender, or sexual orientation.
- D. Any member of the Association has the right to attend any meeting of the membership, the Building Representatives Assembly, or the Executive Board, except where executive session is called to discuss personnel, acquisition of property, or litigation. Only members elected to the Building Representatives Assembly or the Executive Board may vote at meetings of those bodies.
- E. The right to hold elective office shall be limited to active members. The right to serve as a delegate to the Building Representatives Assembly, to vote, and to hold appointive positions shall be limited to active members.

- F. All members shall be eligible to receive special services, to obtain assistance in the protection of professional and civil rights, and to receive reports and publications of the Association.
- G. Any member who changes his professional or occupational position shall immediately be transferred to the class of membership applicable to the new position.
- H. Membership shall be continuous unless terminated for cause.
- I. Members may retain membership status pending the outcome of legal or quasi-legal procedures that could result in dismissal.
- J. *No member may be censured by, suspended, or expelled from the Association, without a due process hearing, which shall include an appropriate appellate procedure.*

Section 3 – Membership and Fiscal Year

- A. The RNEA establishes the same membership and fiscal year as that of NEA/MNEA, September 1, through August 31.
- B. The RNEA abides by all provisions regarding Section A-501-C5 of the IRS code.

Section 4 - Property of Interest of Members

All rights, title, and interest, both legal and equitable, of a member in and to the property of the Association shall end upon the termination of his/her membership.

ARTICLE III – BUILDING REPRESENTATIVES ASSEMBLY

Section 1 - Membership

The Building Representatives Assembly shall consist of members of the Association duly elected in each building. Members of the Executive Board shall be members of the Representatives Assembly without vote.

Section 2 - Qualifications

All members of the Building Representatives Assembly shall maintain active membership in the Association.

Section 3 - Representation

Building Representatives shall be elected in each building at a ratio of one (1) per twenty (20) members or major fraction thereof. Every building which has at least one Association member shall have at least one (1) Building Representative. The terms for Building Representatives shall be one year and there shall be no limit placed on the number of terms served.

Section 4 – Election

Election of the Building Representatives shall be before the final meeting of the Building Representatives Assembly of the school year. Each representative shall have an alternate.

Section 5 - Powers and Duties

The Building Representatives Assembly shall:

- Be the legislative and policy-forming body of the Association;
- Perfect and adopt the annual budget and set the annual dues;
- Approve the annual goals of the Association;
- Act on committee reports;
- Facilitate two-way communication between the Association and members;
- Exercise final authority on all matters of the Association unless otherwise stipulated in these Bylaws.

Section 6 - Meetings

- A. The Building Representatives Assembly shall meet at least once each month during the school year. Any member of the Association who is not a member of the Representatives Assembly may attend its meetings and may receive permission to speak, but may not vote.
- B. Additional meetings may be called by the President, by the Executive Board, or upon request of ten (10) Building Representatives representing five (5) or more buildings.

Section 7 - Quorum

Building Representatives representing a majority of the buildings shall constitute a quorum.

ARTICLE IV - EXECUTIVE BOARD

Section 1 - Composition

The Executive Board shall consist of the officers and nine members elected by the general membership, consisting of three from each building level, elementary school, middle school and high school.

Section 2 - Qualifications

All members of the Executive Board shall maintain active membership in the Association.

Section 3 - Duties

The Executive Board shall:

- With the President establish annual goals of the Association;
- Serve as an advisory board to the President;
- Be responsible for the management of the Association;
- Make recommendations on policies and legislation to the Building Representatives Assembly;
- Approve all expenditures;
- Arrange for and approve an independent audit of the Association at least every three years;
- Oversee committees and Association operations;
- Play an active role in committees and Association operations;
- Approve the annual budget for presentation to the Building Representatives Assembly;
- Approve the annual calendar;
- Be subject to the orders of the Association and none of its acts shall conflict with action taken by the Association.

Section 4 - Terms

Election of representatives to the Executive Board will be for staggered two-year terms, with 5 directors and 4 directors elected in alternating years. Except in cases to fill a vacancy, representatives of each building level will be elected to staggered terms. There shall be no term limits on the number of terms served as an elected Executive Board Member.

Section 5 - Absence

Barring extenuating circumstances, upon a member's absence from three (3) consecutive regularly scheduled Executive Board meetings, the Executive Board shall declare that position vacant.

Section 6 - Vacancies

Vacancies that occur on the Executive Board shall be filled by appointment of the President with the approval of the Executive Board. Appointed members shall serve the remainder of the term of the replaced officer.

Section 7 - Meetings

The Executive Board shall meet during each school month on a day to be determined by the Board, at the call of the President, or at the request of three (3) members of the Board. A quorum of one-half ($\frac{1}{2}$) of the Executive Board membership is necessary for the Executive Board to conduct Association business.

Section 8-Voting

All members of the Executive Board shall have the power to vote, with the exception of the President. In cases in which there is a tie in the number of votes cast, the President shall cast the tie-breaking vote.

ARTICLE V - OFFICERS

Section 1 - Composition

The officers of the Association shall consist of a President, Vice-President, Secretary, and Treasurer.

Section 2 - Qualifications

All officers shall maintain active membership in the Association.

Section 3 - Duties

A. President

The President shall:

- Preside at all meetings of the Association, the Building Representatives Assembly, and the Executive Board;
- Exercise the right to vote only in the case of a tie or for the election of officers;
- Establish with the Executive Board the annual goals of the Association;
- Sign all vouchers authorized by the Executive Board in the absence of the Treasurer;
- Prescribe the duties and appoint the chair of all standing and special committees not otherwise provided for, subject to the approval of the Executive Board;
- Serve as an ex-officio member for all standing and special committees except the Nominating Committee;
- Appoint at his/her discretion a parliamentarian who shall function at meetings of the Association;
- Represent the Association as spokesperson on matters of policy or assign responsibility for such representation;
- Serve as delegate with vote to the MNEA Representatives Assembly;
- Call special meetings of the Association as he/she deems necessary;
- Communicate on a regular basis with the President of the School Board and the Superintendent;
- Attend all regularly scheduled meetings of the School Board;
- Complete other administrative duties as directed by the Executive Board;
- Assure that the correspondence of the Association is completed in a timely manner and all records of correspondence sent by the Association are maintained.

B. Vice-President

The Vice-President shall:

- Assume all duties of the President in case of absence, resignation, or removal from office of the President;
- Represent the Association at the request of the President;
- Serve as liaison to standing and special committees and assist the President in the appointing of standing and special committees;
- Serve as an ex-officio member without vote of every standing or special committee;
- Serve as a delegate with vote to the MNEA Representative Assembly;
- Review quarterly the bank reconciliation reports for accuracy.

C. Secretary

The Secretary shall:

- Keep a record of all meetings of the general membership of the Association, the Building Representatives Assembly, and the Executive Board;
- Keep the official records of the Association, including minutes and reports of all meetings and membership lists;
- Maintain a separate list of all motions passed on the floor of the Executive Board meetings and the Building Representatives Assembly;
- Perform related duties as directed by the President or the Executive Board.

D. Treasurer

The Treasurer shall:

- Be responsible for the collection of all dues;
- Transmit dues to Missouri NEA as described in Article 1, Section 4, of the Missouri NEA Bylaws; Furnish bank reconciliation reports to the Vice-President quarterly.
- Be responsible for the transfer of funds to MNEA PAC for funds received through payroll deduction;
- Have charge of all funds of the Association, deposit them in the bank in the name of the Association, and disburse them as authorized by the Executive Board;
- Sign all checks authorized by the Executive Board;
- Furnish regular reports to the Executive Board and the Building Representatives Assembly;
- Present an annual report of the previous fiscal year to the Executive Board by the October Executive Board meeting;
- Furnish all financial books or records to the auditor upon request of the Executive Board;
- Serve as a member of the Budget Committee;
- Perform related duties as directed by the President or the Executive Board;
- Furnish bank reconciliation reports to the Vice-President quarterly.

Section 4 - Terms and Succession

- A. All officers shall take office upon installation by June 1.
- B. The term of the President shall be two (2) years. The President shall serve no more than two (2) terms in succession.
- C. The term of the Treasurer shall be two (2) years. No limit shall be placed on the number of terms the Treasurer may serve. The term of the Treasurer is to be staggered with the term of the President
- D. The terms of the Vice-President and Secretary shall be one year. No limit shall be placed on the number of terms each may serve.
- E. Whenever any office, except as herein otherwise provided, shall become vacant between elections, the President with the approval of the Executive Board shall appoint a member of the Association to fill the vacancy. Said appointee will serve out the remainder of the term of the replaced officer.

ARTICLE VI - DUTIES AND MEETINGS OF THE GENERAL MEMBERSHIP

Section 1 - Duties

The general membership:

- Shall ratify negotiated agreements between the RNEA and RSD and approve changes in the Memorandum of Understanding as agreed to between the RNEA and RSD;
- Shall adopt procedures for implementing the Code of Ethics of the Education Profession and those to be followed in censuring, suspending, and expelling members for cause or in reinstating members;
- May establish rules and procedures for recall of officers, Executive Board members, and delegates;
- May adopt such rules governing the conduct of the Association and the conduct of meetings as are consistent with these Bylaws;
- Shall be the final judge of the qualifications and election of officers, of Executive Board, and delegates;
- Shall be vested with powers not delegated to the Executive Board, the officers, or other groups in the Association.

The Association shall take all reasonable steps to assure that elective and appointive bodies shall have ethnic minority representation at least proportionate to the local ethnic minority population.

Section 2 -Meetings

- A. A meeting of the general membership shall be called at least once per year.
- B. Special meetings of the general membership may be called by the President or upon written request to the Executive Board from twenty (20) Association members representing five (5) or more buildings. Business to come before special meetings must be stated in the call, which shall be sent in writing to each building. Business shall be confined to those items.
- C. A quorum for general meetings of the Association shall consist of twenty percent (20%) of the active members.

ARTICLE VII - GENERAL ELECTIONS

Section 1 - Slate of Officers

The annual slate shall consist of President (except preceding the second year of his/her term), Vice-President, Treasurer (except preceding the second year of his/her term), the Secretary, four or five members of the Executive Board in alternating years, one-third of the delegates to the MNEA Representatives Assembly, and delegates to the NEA Representative Assembly as allowed by our membership representation.

Section 2 - Nominations and Ballots

- A. Nominations must be submitted to the Nominating Committee by a date set by that committee, not less than two weeks before presentation of the official ballots.
- B. Official ballots shall be presented to the Building Representatives Assembly no later than four (4) weeks before installation.
- C. Samples of the official ballot must be published and posted in the schools one week before the election.
- D. Election shall be conducted with open nominations and by secret ballot. Write-in candidates will be recognized.
- E. All elections shall be in accordance with the one-person, one-vote principle.
- F. The Nominating Committee shall be responsible for counting election ballots, certifying election results, and notifying all candidates of the results.

Section 3 - Elections

- A. All candidates to the offices, Executive Board members, and delegates, unless otherwise provided for in these Bylaws, shall be elected by a plurality of the members voting.
- B. Voting will be no less than two (2) weeks before the final Building Representatives Assembly meeting of the year.
- C. Election of the President shall take place no later than March 1.
- D. Delegates to the MNEA Representatives Assembly shall be elected in accordance with Article II of the MNEA Bylaws. Delegates to the NEA Representatives Assembly shall be elected in accordance with Article II of the NEA Constitution and Bylaw 3.

- E. The Association shall take all reasonable steps to assure that elective and appointive bodies shall have ethnic minority representation at least proportionate to the local ethnic minority membership.

Section 4 – Recall

Elected officials of the Association shall be subject to a recall election.

- A. The recall election shall be held upon a petition of 20% of the Association membership.
- B. The election shall be held at a meeting scheduled not less than thirty (30) nor more than sixty (60) days after receipt of the petition.

ARTICLE VIII - COMMITTEES

Section 1 - Standing Committees

- A. The standing committees of the Association shall include Budget, Negotiations, Political Action, Professional Rights and Grievance, Membership, Scholarship Review, and such other committees appointed by the President as the Association or the Executive Board shall deem necessary to carry on the work of the Association.
- B. All chairpersons and members of committees shall serve at the discretion of the President, except where a term is fixed by these Bylaws.
- C. Each committee shall report to the Executive Board on a regular and timely basis as requested by the President.
- D. The following identifies each of the standing committees of the Association and their responsibilities:
 - 1. Budget
 - a. The Budget Committee shall consist of the President, the Vice-President and the Treasurer. The President may appoint additional members at his/her discretion.
 - b. The budget shall be presented to the Executive Board and then to the Building Representatives Assembly for approval no later than the final meeting of the prior budget year.
 - 2. Negotiations
 - a. The negotiation team shall be appointed annually by the President with the approval of the Executive Board. One member of the professional negotiation team shall, by appointment of the President, serve as chair and chief spokesperson for the team.
 - b. The chair of the negotiation team shall keep the President informed of the progress of the negotiation process.
 - 3. Political Action
 - The Political Action Committee shall promote political involvement, inform members of actions of the Missouri General Assembly, and organize the Association for political activity in all of the following areas:
 - a. RNEA Endorsement Process
 - 1. Preamble
 - i. The RNEA may choose to make endorsements in support of candidates for public office and ballot initiatives.

- ii. The RNEA may choose to provide financial and other support for candidates or issues endorsed by the RNEA.
- iii. Should the RNEA make an endorsement, it will be based upon a pre-determined list of issues and interests central to the role of the RNEA as an advocate for its membership. Such a list shall be available to any person or group seeking an RNEA endorsement.

2. Process

- i. All endorsements shall come as a recommendation from the RNEA Screening Committee, and voted upon by the RNEA membership.
- ii. The RNEA President shall appoint a Screening Committee chairperson and no fewer than five (5) other RNEA members to serve as Screening Committee members. The appointments shall be subject to the consent of the RNEA Executive Committee. The RNEA President may serve as an Ex-officio member of the Screening Committee.
- iii. The RNEA Screening Committee shall develop a list of issues and interests central to the role of the RNEA as an advocate for its membership. The list shall be subject to the consent of the RNEA Executive Committee.
- iv. The RNEA Screening Committee shall develop a set of questions to be used in determining the issues and interests of candidates for public office and ballot initiatives. Each candidate or ballot initiative shall be provided an identical list of these questions.
- v. The RNEA Screening Committee shall schedule candidate and ballot initiative interview sessions. All interviews shall be conducted in a similar manner. All candidates and ballot initiatives shall be allowed only one interview. A final date shall be determined by the RNEA Screening Committee beyond which interviews cannot be conducted nor endorsements given. This information will be shared with the candidates as part of the information given to candidates about the RNEA endorsement process.
- vi. Following all scheduled interviews, the RNEA Screening Committee shall determine if they are to recommend an endorsement for a candidate or ballot initiative. The RNEA Screening Committee shall prepare a written statement with the rationale for their decision and make a report to the RNEA Executive Committee.
- vii. Upon agreement with the recommendation of the RNEA Screening Committee, the RNEA Executive Committee shall present the recommendation to the RNEA membership for a

vote. The vote shall be conducted within seven (7) calendar days of the action of the RNEA Executive Committee.

- viii. All candidates and ballot initiatives shall be informed of the results of the vote immediately following its certification.
- ix. Any official RNEA financial or other assistance to endorsed candidates or ballot initiatives shall be by official action of the RNEA Executive Committee.
- x. Should circumstances arise in which an endorsement may change, the RNEA Screening Committee must reconvene with a recommendation to the RNEA Executive Committee. The action of the RNEA Executive Committee must be submitted to a vote of the RNEA membership within seven (7) calendar days of the action of the RNEA Executive Committee.
- xi. If an endorsement is changed following the final date beyond which interviews can be conducted, no further RNEA endorsements will be made.

b. Fundraising

The Fundraising Committee shall:

Coordinate fundraising for MNEA-PAC, including the PAC payroll deduction drive;

Keep an updated list of PAC contributors;

Abide by PAC regulations as directed by MNEA and NEA.

c. Legislative

The Legislative Committee shall:

Motivate/organize members to work in political campaigns;

Instruct members on efficient letter-writing/telephoning of legislators.

4. Professional Rights and Grievance

The Professional Rights and Grievance Committee shall:

Represent members in grievance proceedings;

Assist members in protecting their rights;

Maintain contact with the UniServ Director for research and consultation;

Recommend contract changes to the Negotiation Committee;

Recommend representation if deemed appropriate of non-members in a grievance procedure for approval by the President and the Executive Board.

5. Membership

The Membership Committee shall:

- Plan and organize the membership campaign;
- Hold a training session for Building Representatives and other recruiters;
- Maintain official membership lists and records;
- Report member status to the Executive Board on a regular basis;
- Process memberships throughout the year;
- Attend fall meetings of the Executive Board;
- Attend in-service training at the direction of the President.

6. Scholarship Review

a. The Scholarship Review Committee shall:

- Review and revise the scholarship application forms.
- Select from the submitted applications a scholarship recipient who is the dependent of a member, or scholarship recipients who are dependents of members.

b. Members of the Association whose dependents have applied for the scholarship shall not serve on the committee.

7. Nomination and Election

a. The Nomination and Election Committee shall implement the election process in accordance with the guidelines established by the Association in Article VII of these Bylaws.

b. A member of the Nomination and Election Committee may not be a candidate for office while serving on the committee.

ARTICLE IX - PROCEDURES

Robert's Rules of Order Newly Revised shall be the authority on all questions of procedure not specifically stated in these Bylaws.

ARTICLE X -- AMENDMENT AND REVISION

Section 1 - Amendment

Amendments to these Bylaws must be proposed to the Executive Board and then to the Building Representatives Assembly for a first reading, to be voted on at the following meeting. Proposed amendments shall be posted in all buildings for at least ten (10) days prior to consideration of the Building Representatives Assembly. Amendments become effective upon majority vote of the Building Representatives Assembly. Amendments to these Bylaws may be proposed to the Executive Board in writing by the membership, by members of the Building Representatives Assembly, or by members of the Executive Board.

Section 2 - Revision

After a period of at most four years, the President shall appoint a Bylaws revision committee of three or more persons. This committee shall make revisions and corrections as are deemed necessary. Proposed changes must be presented for approval to the Executive Board and the Building Representatives Assembly. Copies of the revised Bylaws shall be in all buildings at least two (2) weeks prior to the final vote of the Building Representatives Assembly. The revised Bylaws shall replace the previous Bylaws by majority vote of the Building Representatives Assembly, to become effective no later than two months following the vote.

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Bylaws Revision Committee 2008

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