

GARRETT COUNTY EDUCATION ASSOCIATION BYLAWS

ARTICLE I—NAME

The name of this association shall be the Garrett County Education Association, hereinafter referred to as the Association.

ARTICLE II—AFFILIATION

The Association shall be affiliated with the Maryland State Education Association under its bylaws and rules and the National Education Association under its bylaws and rules.

ARTICLE III—PURPOSE

The purposes of the Garrett County Education Association are as follows:

- Section 1.** To unify and strengthen the public school system and to secure, improve, and maintain the proper environment, resources, and working conditions necessary to support quality education.
- Section 2.** To enable members to speak with a common voice on issues pertaining to education and to present individual and common concerns before the Board and all appropriate bodies, elected and appointed.
- Section 3.** To work for the welfare of school children, the advancement of education, and the improvement of educational opportunities for all.
- Section 4.** To negotiate with the Board of Education for educational employees as set forth by Articles 6-404 and 6-505 of the Annotated Code of Maryland.
- Section 5.** To hold property and funds and to employ staff for the attainment of these purposes.
- Section 6.** To employ such persons, firms, and corporations, as may be necessary or desirable to communicate the educators' positions, programs, and points of view to the general public and to enhance public education.

ARTICLE IV—MEMBERSHIP

- Section 1.** General
 - a. Active membership in the Association shall be open to all employees of the Garrett County Board of Education who agree to abide by the Code of Ethics of the education profession.
 - b. Active membership shall be continuous until the member leaves the school system, resigns from the Association, or fails to pay membership dues.

c. Active members of the Association shall also be members of the Maryland State Education Association and the National Education Association.

d. Retired members ?????

Section 2. Revocation of Membership—According to procedures adopted by the Governing Board, the Executive Board may suspend from membership or expel any member who shall have violated the Code of Ethics of the Education Profession, may cancel the membership of any member convicted in a court of law of a crime involving moral turpitude, and may reinstate a member who has previously been suspended or expelled from the Association.

Section 3. The membership year of the Association shall be September 1 through August 31.

ARTICLE V—DUES

Section 1. The Governing Board shall set the dues annually for the Garrett County Education Association. In setting said dues consideration shall be given to the average salaries of the various employment categories.

ARTICLE VI—GOVERNING BOARD

Section 1. The legislative and policy-making body of the Association shall be the Governing Board.

Section 2. The Governing Board shall consist of the Executive Board, one or more representatives from each school or worksite and the chairpersons of all standing committees of the Association.

Section 3. In each school or worksite members in good standing shall elect annually one Association representative to the Governing Board for each ten members or major fraction thereof. There shall be at least one representative from each school or worksite where members are assigned. Election shall be held and Association Representatives shall take their seats at the September meeting of the Governing Board.

Section 4. Association representatives shall attend the regular meetings of the Governing Board.

Section 5. The Association representative shall call meetings at the school or worksite to discuss Association business, conduct elections, enroll members, be liaison for Association communications, and represent the concerns of the membership.

Section 6. The Governing Board shall approve the budget, set the dues for the local Association, act on reports of committees and the Executive Board, approve resolutions and other policy matters, fill all vacant positions occurring on the Executive Board, except

as provided elsewhere in the bylaws, and shall adopt procedures for implementing the Code of Ethics of the Profession and those to be followed in censuring, suspending, and expelling members. It may adopt such rules governing the conduct of meetings as are consistent with these Bylaws.

Section 7. The Governing Board shall be scheduled to meet monthly during the school year. The President shall prepare the agenda for each meeting.

Section 8. Special meetings of the Governing Board may be held at the call of the President or upon request to the President by representatives of at least five Association schools or worksites.

Section 9. All meetings of the Governing Board are open to all members of the Association who may participate in discussions.

ARTICLE VII—OFFICERS

Section 1. The officers of the Association shall consist of a President, a Vice-President Unit 1 (Certificated), a Vice-President Unit 3 (ESP), a Secretary, and a Treasurer.

Section 2. President: Shall preside over meetings of the Executive and Governing Boards, appoint the chairperson of standing committees, appoint special committees, be ex-officio member of all committees, except election committee, and shall be the executive officer of the Association. The President shall represent the Association before the public, either personally or through designees, and shall perform all other functions usually attributed to the office. The President shall be the Associations' local delegate to the National Education Association's Representative Assembly.

Section 3. Vice-President for Unit 1 (Certificated): Shall perform the functions usually attributed to the office of Vice-President. He/she shall work closely with one or more standing committees as the President shall suggest. He/she will fill the unexpired term of the President.

Section 4. Vice-President for Unit 3 (ESP): Shall perform the functions usually attributed to the office of Vice-President with particular emphasis on the concerns of ESP members. He/she shall work closely with one or more standing committees as the President shall suggest and shall represent ESP members at GCEA and MSEA meetings and trainings.

Section 5. Past President: Shall advise the Executive Board and assist the President at the latter's request. He/she may serve consecutive terms when the President is re-elected, or may elect to run for another office during the second year as Past President. If he/she is elected to another office during the second term of

the President, the office of Past President shall be left vacant during the subsequent term of the President.

Section 6. Secretary: Shall keep accurate minutes of all meetings, shall maintain official files, and shall assist the President with Association correspondence, and shall provide Governing Board members with minutes of all meetings.

Section 7. Treasurer: Shall hold funds of the Association and disburse them upon proper authorization by the President or Executive Board. He/she shall transmit timely monthly dues to MSEA and NEA. He/she shall keep accurate accounts of the receipts and disbursements, shall report to each meeting of the Executive and Governing Boards, and shall prepare an annual financial statement to members.

ARTICLE VIII—EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the officers listed In Article VII, three Unit 1 (Certificated) members elected one from each level as elementary, middle, and secondary representative-at-large and three Unit 3 (ESP) members elected as representatives-at-large.

Section 2. Whenever a majority of the Executive Board shall determine that an officer has been grossly negligent of the duties defined in the Bylaws or is incapacitated, it shall recommend to the Governing Board that the office be declared vacant. If the Governing Board by a two-thirds majority approves the recommendation, it shall immediately elect a replacement to fill the unexpired term, except that the Vice-President for Unit 1 (Certificated) shall fill the unexpired term of the President.

Section 3. The Executive Board shall be responsible for the management of the Association, shall approve all unbudgeted expenditures, shall carry out policies established by the Governing Board, shall report its actions and those of the Governing Board to the members, and shall recommend policies for adoption by the Board. Powers not delegated to the Association at large or the Governing Board or officers shall be vested in the Executive Board.

Section 4. The Executive Board shall approve negotiating teams, recommended by the President, to represent the membership in negotiations with the Board of Education.

Section 5. The Executive Board shall meet at the call of the President or at the request of four other members of the Board.

Section 6. The Unit 1 (Certificated) and Unit 3 (ESP) representatives-at-large shall be present at Executive and Governing Board meetings and shall be points of contact for Association

members with concerns particular to their area of responsibility. They shall be responsible for communicating those concerns to the Executive and Governing Boards.

Section 7. Terms and Succession

- a. Terms of office for Executive Board members shall be for two years with elections being held for officers and representatives-at-large every other year. Term of office shall begin July 1 following the election and end June 30 of the second year after the election.
- b. Executive Board members may be re-elected three times without an intervening term. After a third term, Executive Board members must give up their current position. Executive Board members may run for another Executive Board position, should they choose to do so, or spend at least one term off the Executive Board.
- c. When the office of both President and Vice-President for Unit 1 (Certificated) become vacant simultaneously between elections the Executive Board shall select a President pro tem.

Article IX—Elections

Section 1. Nominations

- a. Any active member of the Association may nominate candidates for President, Vice-President Unit 1 (Certificated), Vice-President Unit 3 (ESP), Secretary, Treasurer, and Executive Board Representatives-At-Large to the Executive Board in a manner prescribed by the Elections Committee.
- b. The Elections Committee shall verify the acceptance of all nominees and report them to the Governing Board.
- c. Local association representatives to state and national affiliate representative assemblies shall be elected annually in accordance with the respective organization's bylaws. Any member may be elected to represent the local association at the state and national affiliate assemblies. Both Unit 1 (Certificated) and Unit 3 (ESP) members shall elect representatives proportional to their membership in GCEA.
- d. In the event that the President cannot attend the NEA Representative Assembly or elected delegates to the MSEA or NEA Representative Assemblies cannot attend for any reason, the Governing Board may appoint alternate delegates.

Section 2. Balloting - Members shall vote by ballot in accordance with procedures developed by the Elections Committee and

approved by the Governing Board. The Elections Committee shall report results in a timely manner to the Board and membership.

ARTICLE X—SPECIAL COMMITTEES

- Section 1.** Structure - There shall be special committees carrying out specific functions outlined below. Each committee may, with the approval of the Executive Board, organize special sub-committees and task forces for specific needs from the membership of the Association.
- Section 2.** Meetings - Each special committee shall meet as necessary throughout the year.
- Section 3.** Reports - Each committee shall keep a record of its activities. Chairpersons shall report as necessary to the Governing Board.
- Section 4.** Each committee shall be comprised of both professional and support members.
- Section 5.** Title and Duties
- a. The Employee Rights Committee shall have responsibility in the area of negotiations and grievances. It shall be responsible for negotiations preparation and grievance research. it shall seek the views and needs of the membership. It shall keep the membership Informed of all employee rights activities.
 - b. The Public Relations Committee shall seek to communicate an understanding of the purposes and programs affecting the interests of the Association and of its members and the value of educational programs of the school through available internal and external communications.
 - c. **The Government Relations Committee** shall have concern for legislation affecting the interests of the Association and its members and for the exercise of political responsibilities of members. The Committee shall inform members about pending and enacted legislation and encourage participation in political activities of interest to the Association.

ARTICLE XI—GENERAL MEMBERSHIP MEETINGS

General meetings of the membership may be called by the President with the advice and consent of the Executive Board and/or the Governing Board.

ARTICLE XII—AUTHORITY

Roberts Rules of Order, latest revisions shall be the parliamentary authority for the Association on all matters not covered by these By laws and such standing rules as the Governing Board may adopt.

ARTICLE XIII—QUORUM

One-fourth plus one of the members shall be a quorum for the Governing Board and the Executive Board. For general membership meetings a quorum shall be ten (10) percent of the active membership of the Association.

ARTICLE XIV—AMENDMENTS

The Governing Board may adopt amendments to these Bylaws by a two-thirds majority of the members voting as reported by their Association Representatives provided the amendments have been introduced at an earlier meeting of the Governing Board and that copies of proposed amendments have been distributed to members for voting by each member of the Association within each school or worksite.