

CONVAL EDUCATION
ASSOCIATION

CONSTITUTION
AND
BY-LAWS

Amended August, 1993

CONSTITUTION

ARTICLE I NAME

The name of this organization shall be the Contoocook Valley Education Association.

ARTICLE II PURPOSES

Section 1. To work for the welfare of students, the advancement of education, and the improvement of instructional opportunities for all.

Section 2. develop and promote the adoption of such ethical practices, personnel policies, and standards of preparation and participation -as mark a profession.

Section 3. To unify and strengthen the teaching profession and to secure and maintain the salaries, retirement, tenure, professional and sick leave, and other working conditions necessary to support teaching as a profession.

Section 4. To enable members to speak with a common voice on matters pertaining to the teaching profession and to present their individual and common interests before the Board of Education and/or other legal authorities.

Section 5. To encourage membership in the NHEA and NEA and to shape and support their goals, policies, and legislative proposals in order to unify and strengthen the teaching profession.

Section 6. To hold funds for the attainment of these purposes.

ARTICLE III MEMBERSHIP

Section 1. Membership

- a. Membership in the Association will be open to all teachers and assistants employed in the schools of the Contoocook Valley Regional School District.
- b. Professional personnel joining the Association after the beginning of the school year shall pay the annual dues in full regardless of date of admission.
- c. Active membership shall be continuous until the member leaves the school district, resigns from the Association or fails to pay membership dues.
- d. Membership dues shall be collected by a system of payroll deductions.

Administrators may become non-voting members of the Association upon payment of dues. These non-voting members cannot assume an office or be a member of the Executive Board.

Section 2. Revocation of Membership

- a. In accordance to the procedures adopted by the Representative Council, the Executive Board may suspend or expel any member from the Association who shall have violated the ethics of the education profession; may expel any member convicted in a court learned In the law of a crime involving moral turpitude.
- b. According to procedures set forth by the Representative Council, the Executive Board may reinstate a member who has previously been suspended or expelled from the Association.

ARTICLE IV OFFICERS

The officers of the Association shall consist of a President, a Vice-President, a Secretary, and a Treasurer. Officers cannot assume other positions or offices in the Association other than those so stipulated in the Constitution and By-laws.

ARTICLE V EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the officers and two members elected at large and the chairs of Grievance, Negotiation and Membership Committees. It shall, be the executive authority of the Association.

Section 2. Whenever a majority of the Executive Board shall agree that an officer has been grossly negligent of the duties of his or her office as defined in the bylaws or is incapacitated, they shall recommend to the Representative Council that the office be declared vacant. If the Council so votes by a two-thirds majority', It shall then elect a replacement to fill the unexpired term.

Section 3. Upon acceptance of a resignation of an office, chair or committee position, the Executive Board shall declare the office vacant. The Representative Council shall Immediately elect a replacement to fill the unexpired term.

ARTICLE VI REPRESENTATIVE COUNCIL

Section 1. The Representative Council shall consist of the Executive Board and Faculty Representatives. It shall be the legislative and policy-forming body of the Association.

Section 2. Any member of the Association who Is not a member of the Representative Council, may attend its meetings, shall sit apart from the voting body but may receive permission to speak.

ARTICLE VII AFFILIATION

The Association shall affiliate with the National Education Association and the New Hampshire Education Association under their rules.

ARTICLE VIII AMENDMENTS

Amendments to this constitution may be adopted at any regular meeting of the Association membership by a two-thirds majority of those voting provided the amendments have been introduced at the previous meeting and copies of the proposed amendments distributed to the membership two calendar weeks prior to the voting date.

BYLAWS

ARTICLE I MEETINGS

Section 1. The Executive Board shall meet at least seven (7) times a year at a place and a time It determines.

Section 2. The Representative Council shall meet seven (7) times a year at the call of the Executive Board. The President shall prepare the agenda for each meeting and shall circulate It to each Council member so he or she will have time to discuss it with his or her faculty constituents in advance of the Council meeting.

Section 3. Special meetings of the Executive Board may be held at the call of the president, or at the request of three members of the Board. Special meetings of the Representative Council may be held at the call of the president or upon written request of five members of the Council to the Executive Board. Business to be discussed at special meetings must be stated In the call, which shall be sent in writing to each official of the deliberating body.

Section 4. The Executive Board shall arrange at least three general membership meetings each year for the discussion of professional issues, the clarification of policies and elections.

Section 5. The location of meetings shall be determined by the Executive Board.

ARTICLE II QUORUM

A majority of their members shall be a quorum for the Executive Board, the Representative Council, and all committees.

ARTICLE III POWER OF OFFICERS

Section 1. The President shall preside over meetings of the Representative Council, the Executive Board and the regular meetings of the Association. He or she shall have the power to appoint the chairs and members of all special committees and shall be the executive officer of the Association. The President shall represent the Association before the public either in person or through delegates and shall perform all other functions normally attributed to this office.

Section 2. The Vice-President shall take over the duties of the President whenever that office becomes vacant except as provided in Article V, Section 2 of the Constitution. The Vice-President shall be a member of all Standing Committees and shall act as liaison between those committees and the Board.

Section 3. The Secretary shall keep accurate minutes of all meetings of the Executive Board, the Representative Council, and the general membership. He or she shall maintain official files and shall assist the President with Association correspondence.

Section 4. The Secretary shall be responsible for assisting the President with the releases to the communication media, upon authorization of the Executive Board.

Section 5. The Treasurer shall hold the funds of the Association and disburse them upon the authorization of the Executive Board. He or she shall receive the membership dues collected by payroll deduction from the Office of the Superintendent, and transmit said monies to the account of the Association. He or she shall maintain a roll of members. He or she shall keep accurate records of receipts and disbursements and shall report a financial statement to the Representative Council upon its request. He or she shall prepare an annual financial statement for release to members of the Association as directed by the Executive Board. He or she shall keep the President and the Executive Board continually informed of the financial condition of the Association and shall assist in the formulation of an annual budget, as a member of the Budget Committee.

Section 6. Powers of Regional Delegates: The Regional Delegates shall submit resolutions and take actions to the NEA-NH Delegates Assembly which are adopted by the CVEA in accordance with its By-Laws.

Section 7. Terms and Succession

The officers shall be elected for one year terms.

ARTICLE IV POWER OF THE-EXECUTIVE BOARD

Section 1. The Executive Board shall be responsible for the management of the Association. It shall carry out the policies adopted by the Representative Council and shall report its transactions and those of the Council to the members. The President shall formulate the agenda for meetings of the general membership and the Representative Council and has responsibility in the approval of expenditures and news releases.

Section 2. The Executive Board shall represent the Association in negotiating personnel policies with the governing and appropriating bodies of the school system. it may make decisions binding the Association in these matters providing authority has been given within policies established by the Representative Council. The Board may delegate its power to negotiate to another committee or representative.

ARTICLE V POWER OF THE REPRESENTATIVE COUNCIL

Section 1. The Representative Council shall approve resolutions and other policy statements, approve the budget, set dues of the Association and act on reports from both Standing and Special Committees. It shall adopt procedures for the censuring, suspension or expulsion of members for cause or for the re-instatement of members.

Section 2. It shall be the final judge in the election of officers and faculty representatives an the Association.

Section 3. Powers not delegated to the Executive Board, the officers, or other groups in the Association shall be vested in the Representative Council.

ARTICLE VI FACULTY REPRESENTATIVES

Section 1. In each public school in the Contoocook Valley Regional School District faculty members in good standing of this Association shall elect for a term of one year a Faculty Representative to the Representative Council for each twelve members or fraction thereof. There shall be at least one Representative from each school building.

Section 2. Elections shall be held by April 15 and the Representatives shall take their seats in the May meeting of the Representative Council.

Section 3. The Faculty Representative may call a meeting of the faculty he or she represents to discuss Association business or ascertain the direction of thought as pertains to vital issues before the Association. He or she shall organize and oversee the subsequent elections of Faculty Representatives.

ARTICLE VII STANDING COMMITTEES

Section 1. There shall be three standing committees. They shall each have members appointed by the Executive Board. Each committee, with the approval of the Executive Board, may organize and direct special "work forces" from the membership. Each committee shall report to the Executive Board and the Executive Board may determine that they also report to the Representative Council.

Section 2. Standing Committees and Their Duties

- a. The Negotiations Committee shall explore and prepare action programs in all areas of teacher welfare, especially as concerns salaries, leave, insurance, fringe benefits and general working conditions. They shall explore, develop, and prepare a program of contractual policies with the Board of Education that give the Association just and equitable bargaining rights with that body.
- b. The Grievance Committee shall explore and prepare action programs for securing satisfactory personnel policies. It also has responsibility for securing fair and equitable procedures for the redress of grievances.
- c. The Election Committee shall report all nominations to the Representative Council at the March meeting. Members of the Council may make nominations of other candidates from the floor. The Council shall order the Election Committee to publish and distribute a list of candidates to all members of the Association.
- d. During the first school week in April members shall vote at their respective schools for officers by ballot. This shall be in accordance with procedures developed by the Election Committee and approved by the Representative Council. The Election Committee shall report the election results to the President who shall cause them to be published. New officers and the Executive Board shall be installed at the May meeting of the Representative Council.

Section 3. The standing committees shall communicate with corresponding units at the state and federal levels as needed.

ARTICLE VIII SPECIAL COMMITTEES

Each year the President shall appoint a Budget Committee, an Election Committee and such other special committees as may be necessary. S/He shall discharge these committees upon completion of their duties. These committees shall act according to rules and regulations adopted by the Representative Council.

ARTICLE IX ELECTIONS

Active members of the Association in each school building during March should nominate candidates for the Offices of President, Vice-President, Secretary, Treasurer, two members at large for the Executive Board, and delegates to NHEA Representative Assembly.

ARTICLE X AUTHORITY

Robert's Rules of Order shall be the Parliamentary authority for the Association on all questions not covered by the Constitution and Bylaws and such standing rules as the Representative Council may adopt.

ARTICLE XI AMENDMENTS

Amendments to these bylaws may be proposed at any regular meeting of the Association and adopted at the following regular meeting by two-thirds of those present and voting.