

**OEA CONSTITUTION AND BYLAWS
(Revised May, 2002)**

CONSTITUTION

PREAMBLE

We, the professional educators of the Oxford Area Community School District, believe our staff must create its own self-government. To secure suitable recognition and maintain responsibility for our professional well-being, we, therefore, institute and adopt this Constitution.

ARTICLE I – NAME

The name of this organization shall be the Oxford Education Association, MEA-NEA, a local affiliated unit of the Michigan and National Education Associations, and hereinafter shall be referred to as the “Association”. The Association shall be a non-profit corporation organized in accordance with the laws of Michigan.

ARTICLE II – OBJECTIVES

The objectives of this Association shall be to improve education, to promulgate the welfare of school children, to advance the interest of education and educators and to promote the professional growth of its members.

ARTICLE III – MEMBERSHIP

Section 1. All professional persons who meet the active membership requirements of the Michigan Education Association may, upon payment of dues as herein provided, become active members of this Association with full rights and privileges of membership.

Section 2. Active members of the Association shall also be members of the North Oakland County Association (NOCA), the Michigan Education Association (MEA), and the National Education Association (NEA).

Section 3. No member shall be censored, suspended or expelled without a hearing before the Board of Directors. An appeal may be made to the Regional Board of Reference.

ARTICLE IV – OFFICERS AND BOARD

Section 1. The officers of the Association shall consist of a President, Vice-President, an immediate past President for one (1) year immediately following his/her presidency, a Secretary, a Treasurer, and local delegate(s) to the MEA and NEA Representative Assemblies.

Section 2. There shall be a representative body with full governing powers, to be known as the Board of Directors, which shall consist of the above-named officers, committee chairpersons, and building representatives.

Section 3. Any member of the Board of Directors who is absent from three consecutive regular Board meetings, without a reasonable explanation, shall no longer be considered a member. The position of such Board member shall be declared vacant. Vacancies in office may be filled according to procedures provided in the Bylaws.

Section 4. All Association members are entitled to all privileges of Board membership except the right to vote.

Section 5. The term of office for officers and all members of the Board of Directors shall be one year commencing the first day of the new school year except MEA Representative Assembly Delegates shall be elected, prior to June 1, for two-year terms commencing September 1.

Section 6. Third World Representation. The ethnic representation shall be in compliance with the Constitution and Bylaws of the National Education Association and the Michigan Education Association. In the event that the ethnic representation is less than required by the Constitution and Bylaws of the MEA and NEA, rules and procedures shall be established for an at-large election to insure proportionate ethnic minority representation.

ARTICLE V - DIRECT LEGISLATION

Section 1. Initiative and Referendum. The rights of popular initiative and referendum shall rest with the active membership of the Association. Upon receipt of a petition signed by 15% of the active membership of the Association, the Secretary shall announce a general meeting or ballot as indicated on the petition within 15 calendar days for the purposes presented in the petition. A majority of the total active membership shall be required for its adoption, which shall take effect 30 days later.

Section 2. Recall. The right of recall for officers of the Association shall rest with the electing body. Upon receipt of a petition signed by 20% of the active membership of the electing body, the Secretary shall announce a general meeting or ballot by the electing body as indicated on the petition within 15 calendar days for the purposes presented in the petition. A majority of the total active membership shall be required for its adoption, which shall take effect thirty (30) days later.

Section 3. Recall of Representative Assembly Delegates. Representative Assembly delegates can only be recalled for just cause. A special meeting will be called in accordance with Bylaws Article VI, Section 6.

ARTICLE VI - MEMBERSHIP AND FISCAL YEAR

The membership and fiscal years shall be September 1 through August 31.

ARTICLE VII - AMENDMENTS

Amendments to this Constitution may be introduced by the membership at any regular meeting of the Board of Directors and by a petition signed by 15% of the total active membership, submitted to the Secretary, and shall be acted upon at a subsequent meeting of the membership or by ballot within 60 days of submission. Amendments to the Constitution may also be introduced at any regular meeting of the Board of Directors and handled in the same fashion as above. A copy of the proposed amendment, together with the recommendations of the Board of Directors, shall be sent to each member of the Association. A two-thirds affirmative vote of the active membership voting is required to adopt the proposed amendment which shall become effective immediately upon adoption unless otherwise provided.

ARTICLE VIII - AUTHORITY

Any part of this Constitution and/or Bylaws that is in conflict with the MEA and/or NEA Constitution and/or Bylaws will be declared null and void.

BYLAWS

ARTICLE I - RULES OF ORDER

Robert's Rules of Order, Latest Edition, shall be the authority on all questions of procedure not specifically stated in this Constitution and Bylaws.

ARTICLE II - NOMINATIONS AND ELECTIONS

Section 1. The President shall appoint an Elections Committee which shall establish election procedures which guarantee that all elections shall provide for open nominations, secret ballot, voting procedures, and preservation of ballots for at least one (1) year.

Section 2. All elections shall be held by building on the date designated by the Board of Directors and shall follow the procedures established in the Elections Guidelines. Sealed ballots for each election shall be turned over to the chairperson of the nominations/elections committee by 5:00 p.m. of said election day. The nominations/elections committee shall tabulate the ballots and post the results in each building within three (3) working days of the election date. Official reports of elections must be filed with MEA for Representative Assembly Delegates within ten (10) days after the election and local officers within thirty (30) days after the election.

Section 3. The President shall represent the Association on the Region Council. Region Council and Representative Assembly Delegates will be elected in accordance with the minimum standards for representation as set forth in the MEA Bylaws.

Section 4. Elections shall be held prior to June 1 of each year with the exception of NEA Representative Delegates which shall be elected prior to April 1.

Section 5. Vacancies in one of the positions shall be filled by the Board of Directors until the next general election, except a vacancy in the office of the President and/or Representative Assembly Delegate. The President shall always be elected by a vote of the membership. Representative Assembly Delegates shall be replaced by the duly elected alternate.

Section 6. Every active member in good standing shall have the opportunity to vote. All elections shall take place following the one member/one vote principle.

ARTICLE III - DUTIES OF OFFICERS

Section 1. The President shall perform or delegate the following:

- A. Preside over all Board and membership meetings.
- B. Promote the organization and carry on its variety of activities.

- C. Coordinate and organize the local activities with those of NOCA, the Region Council, the MEA, and the NEA.
- D. Inform the membership of current educational problems pertaining to legislation, school finance, and studies of state educational organizations.
- E. Appoint chairpersons of all standing committees and all other committees not provided for herein, subject to the approval of the Board of Directors, and shall be an ex-officio member of all committees.
- F. Discover and train local leaders.
- G. Work closely with the Vice-President.
- H. Periodically review the budget with the Treasurer.
- I. Submit the annual budget at May's general membership meeting.
- J. Keep the constitution up-to-date.
- K. Promote attendance of members at area and state meetings of professional departments.
- L. Represent the Association at the Coordinating Council of NOCA.
- M. Represent the Association at the Region 7 Council level.
- N. Act as a member of the local Political Action Committee.
- O. Follow suggestions in the Appendix of this Constitution regarding deadlines to meet during the year.
- P. Represent the Association at all regularly scheduled meetings of the Oxford Schools Board of Education.
- Q. Make the local program functional in meeting the needs of local members.
- R. Be one of three (3) persons authorized to sign Association checks.
- S. Formulate an Association agenda to be given to the Secretary two (2) weeks before meetings.

Section 2. The Vice-President shall:

- A. Preside in the President's absence and perform duties assigned by the President.
- B. Attend all general meetings and all meetings of the Board of Directors.
- C. Act as parliamentarian at all meetings.
- D. If the President is from the secondary teaching area, the Vice-President shall concentrate on promoting elementary teaching programs. The reverse would hold true.
- E. Serve as membership chairperson.
- F. Be one of three (3) persons authorized to sign Association checks.

Section 3. The Secretary shall:

- A. Publish and distribute agenda for meetings one week in advance.
- B. Keep minutes of the meetings in a permanent book available for membership inspection.
- C. If absent from a meeting, the Secretary shall provide a responsible substitute.
- D. Remind Building Representatives of the meetings at least eighteen hours (18) prior to the meeting (except in cases of emergencies) so that they will notify members of the day of the meetings.
- E. Keep a complete list of names and addresses of all committee members and officers.
- F. Publish minutes of meetings to be distributed not later than one week after the meetings to each Association member. The minutes of Board of Directors meetings shall include names of Board Members present and absent.
- G. Assist President with Association correspondence.

Section 4. The Treasurer shall:

- A. Deposit all monies in a depository which as been authorized by the Board of Directors.
- B. Deposit all monies in the name of the Association, not in the name of the Treasurer.
- C. Be one of three (3) authorized signatures, two of which are required for all withdrawals.
- D. Pay out money only when authorized by the Board of Directors.
- E. Present at each meeting a financial statement consistent with the areas of the budget.
- F. Present the Treasurer's books to be audited at the end of each year, and the Treasurer should be bonded, when practical.
- G. Turn over the records to his/her successor after they have been audited.
- H. Review the budget with the President prior to May's general membership meeting.
- I. Present a balance sheet and proposed budget in quantity for each Association member, for the purpose of adopting the budget, at the May general membership meeting.

Section 5. MEA Representative Assembly Delegates shall:

- A. Keep the Association informed of actions by the MEA and issues to be presented to the Representative Assembly.
- B. Attend the MEA Representative Assembly and other appropriate meetings and report back to the Association.

Section 6. NEA Representative Assembly Delegates shall:

- A. Keep the Association informed of actions by the NEA and issues to be presented to the Representative Assembly.
- B. Attend the NEA Representative Assembly and other appropriate meetings and report back to the Association.

Section 7. Building Representatives shall:

- A. Be elected by the staff of each building (one for each ten (10) staff members or major fraction thereof).
- B. Be alert to problems within the building and work toward their solution.
- C. Offer aid to any staff member.
- D. Make the building administrators aware of the services he/she can offer in terms of liaison between staff and administration.
- E. Sit in on tenure conferences, new teacher conferences, grievance conferences, even conferences between staff members when asked.
- F. Be responsible to be at those conferences, if asked, to verify and/or write up reports on what happened and to contribute his/her expertise to the problems.
- G. Report to the officers of the Association regarding his/her building concerns.
- H. Promote teacher leadership within his/her building.
- I. Attend Board of Directors meetings as a voting member.
- J. A vacancy in this position shall be filled by a special election in the building.

ARTICLE IV - BOARD OF DIRECTORS

Section 1. Upon the Board of Directors shall rest the duties, responsibilities, and final authority for the conduct of the Association in all matters except as stated otherwise in the Constitution and Bylaws.

They may at any time refer matters to the general membership for consideration. Between meetings of the general membership, they may make all decisions, subject to the will of the Association.

Section 2. The Board of Directors shall authorize payment of monies.

ARTICLE V - COMMITTEES

Section 1. The following committees shall be standing committees of the Association.

- A. Grievance Review as provided for in the Master Contract.
- B. Constitution Committee which shall revise and update the Constitution and Bylaws as needed.
- C. Elections.
- D. Continuing Contract Committee as provided for in the Master Contract.
- E. Retirement Concerns.
- F. Public Relations.
- G. Political Action.
- H. Negotiating Committee as needed.
- I. District Coordinating Council as provided for in the Master Contract.

Section 2. Chairpersons of each committee shall be voting members of the Board of Directors.

Section 3. Chairpersons of all committees shall appoint their committee members and promptly report these appointments to the Secretary and President.

ARTICLE VI - MEETINGS

Section 1. Except as specified below, all meetings shall be open to members. A member shall be permitted to address a meeting under rules established by the body.

Section 2. Except in cases of emergency, a meeting shall not be held unless notice is provided at least eighteen (18) hours before that meeting.

Section 3. A two-thirds (2/3) roll call vote shall be required to hold a closed session. A body may meet in closed session only for the following purposes:

- a. To hear charges brought against an officer, employee or member when that person requests a closed hearing;
- b. For strategy and negotiating sessions; or
- c. To consider awards, organizing activities or items of a sensitive nature.

In any case, the purpose of the closed session shall be announced prior to the vote.

Section 4. The Association shall meet as necessary during the school year as determined by the President of the Association. However, the O.E.A. general membership shall meet not less than three times during the school year--once in November, once in February, and once in May.

Section 5. The Board of Directors shall meet monthly during the school year, except that during the months when there are general membership meetings this requirement may be waived.

Section 6. Special meetings of the Association may be called by the President, the Board of Directors, or upon the written request of 15% of the active membership.

Section 7. The order of business shall follow parliamentary procedure: 1) roll call; 2) reading and approval of minutes; 3) treasurer's report; 4) other officers' reports; 5) committee reports and region reports; 6) old business; 7) new business.

ARTICLE VII - DUES

Section 1. Dues of the Association shall consist of the total amount of local, state, and national dues.

Section 2. Local dues shall be established by a vote of the membership.

Section 3. Special assessments shall be voted by the membership.

Section 4. The annual local dues of the Association shall be submitted with the final budget report and voted on at a general membership meeting in May. Revisions and adjustments may be made during the year as needs change.

Section 5. The annual dues shall be on a uniform basis and shall be paid as provided for through the Master Contract.

ARTICLE VIII-QUORUM

Section 1. A quorum for the Association meetings shall consist of ten percent (10%) of the general membership.

Section 2. A quorum for the Board of Directors shall consist of fifty-one percent (51%) of the elected members.

Section 3. A quorum for committee meetings shall consist of a majority of the members of the committee.

ARTICLE IX – NEGOTIATIONS

Pursuant to the laws of Michigan, the Board of Directors shall appoint a Negotiating Committee who will negotiate a Master Contract Agreement with the Board of Education.

Section 1. A tentative agreement shall be completed if at all possible before the end of the school year previous to the new agreement.

Section 2. The Negotiating Committee and the Chief Negotiator representing the Association shall be appointed by the Board of Directors and be responsible to said Board. Prospective committee members shall present their qualifications to the Board before their appointment.

Section 3. The following shall be the Ratification Procedure of the Association.

- A. Successor Master Agreements or extensions of Master Agreements shall be submitted to the membership with specific language changes at least forty-eight (48) hours prior to conducting a ratification vote. Only a proposed contract tentatively agreed to by an officially impaneled bargaining team may be submitted to a membership for ratification vote.
- B. A general membership meeting shall be held to review the tentative agreement, hear recommendations of the Negotiating Committee and Board of Directors and discuss the tentative agreement prior to balloting.

- C. Balloting shall be on a basis of one (1) vote per Association member in good standing by secret ballot provided by the Association.
- D. Ratification shall require an affirmative vote of a majority of the membership. Association Representatives shall conduct the ratification vote on ballots provided by the Association.
- E. Any member unable to vote on the designated day may vote an absentee ballot, if said ballot is obtained and returned to an Association Representative, twenty-four (24) hours prior to voting day.
- F. Any member may observe the counting of ballots. The time and place of the ballot counting shall be announced at the time a ratification vote is taken.

Section 4. The President of the Association and the Negotiation Committee members are authorized to sign an approved Master Agreement, or an extension of a Master Agreement, upon the completion of the Bylaw provisions.

ARTICLE X –AMENDMENTS

Section 1. An amendment to the Bylaws of this Constitution may be introduced in writing to any member of the Board of Directors, to be acted upon at the next Board of Directors meeting.

Section 2. At the next general membership meeting, a member of the Board of Directors shall present the amendment and the Board's recommendations to the members present. A simple majority vote of those present and voting is required to adopt the proposed amendment, which will have immediate effect unless otherwise provided.