

## **KALAMAZOO EDUCATION ASSOCIATION BY-LAWS**

### **Article I - Rules**

**Section 1** - Robert's Rules of Order, latest edition, shall be the authority on all questions of procedure not specifically stated in this Constitution and Bylaws.

**Section 2** - A majority of elected or appointed board members shall constitute a quorum for the transaction of business at all meetings.

### **Article II - Meetings**

**Section 1 - Executive Board** The Executive Board shall normally meet on the first Tuesday of each school month, or at the call of the President, or at the request of five (5) members in good standing of the Board.

Department Directors and RA delegates in seats C, D, E, and F, as members of the Executive Board, must attend monthly Executive Board meetings and monthly Governing Board meetings.

### **Section 2 - Governing Board**

A. The Governing Board shall normally meet on the second Tuesday of each school month. Other meetings may be called by the President, and must be called upon written request of ten (10) of the members in good standing of the Governing Board, provided at least one day's notice shall have been given to all Association Representatives.

B. The agenda for each meeting shall be prepared by the President and shall be circulated to all members in good standing of the Governing Board so that representatives have time to discuss it with their faculty members in advance.

C. A majority of the membership in good standing of the Governing Board shall constitute a quorum. A majority of votes cast in all meetings shall constitute a decision.

1. An electronic quorum is allowed with the sole purpose to suspend standing rules for contract ratification and create new contract ratification timelines for the Tentative Agreement.

### **Section 3 – Judicial Board**

A. The first meeting of the Judicial Board shall be within one month after the first Governing Board meeting. Thereafter, due to the nature of its business, it shall meet as needed. All meetings shall be open to all members of the K.E.A./M.E.A./N.E.A., except that meetings dealing with the code of ethics may be closed at the request of the charged party. No business shall be transacted without all the three presiding judges present. The Executive Board or the Governing Board may, by resolution, demand a meeting of the Judicial Board to consider any matter under the jurisdiction of the Judicial Board.

B. A unanimous vote of the judges shall constitute a decision.

**Section 4 – General Membership Meetings** - The Executive Board shall arrange meetings of the membership as necessary. A majority of the membership in good standing of the Association shall constitute a quorum. When a quorum is present, a majority of votes cast shall constitute a decision.

**Section 5- Open Meetings** - Except as specified in KEA Administrative Policies, Constitution and/or Bylaws, meetings shall be open to all members in good standing and members in good standing shall be permitted to address meetings.

### **Article III - Ratification Procedure for Entering Into a Legal Binding Agreement With The Kalamazoo Public Schools' Board of Education**

**Section 1** - All negotiations and ratification shall be consistent with and subject to the policies and procedures of the bargaining agent, K.C.E.A. Only a proposed contract tentatively agreed to by an officially impaneled

bargaining team may be submitted to a membership for a ratification vote.

## **Section 2 - Procedures**

- A. If a tentative agreement is not reached so that the ratification procedure can be implemented prior to the end of the school year, a complete accurate revised contract shall be provided to the bargaining team prior to the general membership meeting.
- B. A report and recommendation of the Professional Negotiating Team shall be given at a closed General Membership Meeting. Such meeting shall not be held earlier than the day prior to the first contractual work day unless authorized by the KEA Executive Board. If such authorization is granted, members in good standing shall be notified electronically as soon as practicable in compliance with standing rules of the Governing Board.
- C. Each Association member in good standing shall be provided with a copy, either written or electronic, of the original language and proposed changes in compliance with the standing rules of the Governing Board.
- D. There shall be opportunity for discussion by the membership in good standing at this meeting.
- E. In accordance with the standing rules of the Governing Board a ratification vote by secret ballot shall be held. Every member in good standing shall have the opportunity to vote. Voting shall take place following the one member/one vote principle.
- F. Ratification will take place in accordance with the Standing Rules of the Governing Board or not less than three (3) consecutive calendar days for electronic voting.
- G. Two-thirds (2/3) of the total Association membership in good standing must cast ballots for a ratification election to be valid, and a simple majority of votes cast shall constitute a decision.
- H. Absentee ballots shall be provided to members in good standing who are on leave of absence. In addition, they shall be provided, upon request, to members in good standing according to election procedures.

## **Section 3**

- A. Letters of agreement affecting salaries, hours, and terms and conditions of employment shall be subject to ratification by the Governing Board. Letters of agreement may be subject to ratification by the membership in good standing if deemed necessary by the Governing Board.
- B. Upon approval of the Governing Board, such letters shall have full force and effect prior to such membership ratification.

## **Article IV - Powers, Duties and Terms of Officers**

### **Section 1 - President**

- A. Shall preside at all meetings of the general membership, the Governing Board and of the Executive Board.
- B. Shall appoint department directors prior to the October Executive Board meeting, subject to the approval of the Governing Board.
- C. Shall in consultation with the Treasurer, formulate a proposed budget for presentation at the October Executive Board meeting. The budget will be presented for approval at the October Governing Board.
- D. Shall advise the department directors and consent to the various committee establishments and member appointments. Only members in good standing may be appointed to such committees.
- E. Shall be responsible to the Executive Board for the performance of the five (5) appointed departments.
- F. Shall, by virtue of office, be the first delegate to the 5AB Coordinating Council, Region 5 Council, the M.E.A. Representative Assembly, and the N.E.A. Representative Assembly.

- G. Shall appoint a parliamentarian, who shall be a member in good standing and a non-voting member of the Governing Board.
- H. Shall be the official spokesperson of the Association either personally or through other designated spokespersons.
- I. May be a member of the Negotiating Team.
- J. Shall appoint an Elections Committee and shall discharge them upon completion of their duties.
- K. Shall assist in filing and processing grievances and handling of individual teacher problems.
- L. Shall keep the Executive Board informed of all important matters concerning the Association business.
- M. Shall make every effort to ensure that appointments are broadly representative (i.e., race, gender, grade level, work assignment, teaching experience, etc.).
- N. Shall maintain contact with community leaders and public officials in order to promote a positive image of the Association, and encourage government action in the best interests of education.
- O. Shall serve for a two year term and may be reelected for no more than three (3) consecutive two year terms for a total of eight elected consecutive years as president and may be reelected to president after a break in service as such.
- P. In the event that an incoming President resigns prior to the start of the term (Sept. 1), a special Governing Board meeting shall be held before Sept. 1. The incoming Vice-President shall notify the Governing Board if she/he shall ascend to the presidency until the next scheduled K.E.A spring election with the unexpired term to begin Sept. 1 or if an all member in good standing secret ballot election for the position of President shall be held as soon as possible.

If a special election is held, the Vice-President as of Sept. 1 shall assume the duties of the President until such time as the special election has been certified by the K.E.A Governing Board.

- Q. In the event the office of President is prematurely vacated after the start of the term (Sept. 1), the Vice-President shall ascend to the presidency. In such an event, the Governing Board shall elect by secret ballot a Vice-President to serve for the remainder of that term or until the next regular scheduled K.E.A spring election to fill the remainder of the term beginning Sept. 1, whichever occurs first.

## **Section 2 - Vice-President**

- A. Shall assume all duties of the President in the event of the President's absence.
- B. May be a member of the Negotiating Team.
- C. Shall serve for a two year term and may be reelected for no more than three (3) consecutive two year terms for a total of eight elected consecutive years as Vice-President and may be reelected to Vice-President after a break in service as such.
- D. Shall be the second delegate to the 5AB Coordinating Council, Region 5 Council, M.E.A. Representative Assembly, and the N.E.A. Representative Assembly.
- E. In the event that an incoming Vice-President resigns prior to the start of the term (Sept. 1), a special Governing Board meeting shall be held before Sept. 1. The Governing Board shall elect by secret ballot a Vice-President to serve for the remainder of the term until the next regularly scheduled K.E.A spring election to fill the remainder of the term beginning Sept 1, whichever occurs first.

If a special election is held, the Governing Board shall appoint an interim Vice-President to serve until such time as the special election has been certified by the K.E.A Governing Board.

- F. In the event the office of Vice-President is prematurely vacated after the start of the term, the Governing Board

shall elect by secret ballot, if contested, a Vice-President to serve, for the remainder of the term or until the next regularly scheduled K.E.A spring election to fill the remainder of the term beginning Sept. 1, whichever occurs first.

- G. Shall be responsible for maintaining and transmitting updated membership information to appropriate affiliates.

### **Section 3 - Secretary**

- A. Shall keep accurate minutes of all meetings of the Executive Board, the Governing Board and the General Membership meetings. Such minutes shall be provided to the Governing Board. Members-in good standing may access these minutes from any member of said board.
- B. Shall maintain official files and documents.
- C. Shall be the election official and conduct all Association elections in compliance with established voting procedures.
- D. Shall serve for a two-year term and may be reelected.
- E. In the event the office of Secretary shall become vacant, the President shall appoint, subject to the approval of the Governing Board, a person to fill out the unexpired term.

### **Section 4 - Treasurer**

- A. Shall be the chief financial officer of the Association, and shall be responsible for the management of the Association's financial affairs.
- B. Shall assist in the formulation of the proposed budget.
- C. Shall provide for an annual audit or review of Association financial records.
- D. Shall designate the depositories for the funds of the Association.
- E. Shall be bonded by the Association.
- F. Shall serve for a two-year term and may be reelected.
- G. In the event the office of Treasurer shall become vacant, the President shall appoint, subject to the approval of the Governing Board, a person to fill out the unexpired term.

### **Section 5 - Representative Assembly Delegates**

- A. The Representative Assembly Delegates shall be the delegates to the M.E.A. Representative Assembly, the N.E.A. Representative Assembly, the 5A/B Coordinating Council and the Region 5 Council.
- B. The Representative Assembly Delegates shall keep the Association informed of actions by M.E.A. and N.E.A. and issues to be presented to the Representative Assembly.
- C. The Representative Assembly Delegates shall solicit issues and concerns to be presented at the Representative Assembly from the Executive Board, Governing Board and members.
- D. The Representative Assembly Delegates shall attend the appropriate meetings and report to the Association. To receive funding for the N.E.A. R.A., such attendance must be 50% or more annually for each of the following meetings: M.E.A. Representative Assembly, 5 AB Coordinating Council, and Region 5 Council.
- E. The Representative Assembly Delegates shall submit an itemized report for money advanced to attend Representative Assemblies and any over payment shall be refunded.
- F. M.E.A./N.E.A. Delegates shall be replaced by duly elected alternates. The candidate with the second highest vote total will be designated the first alternate, the third highest would be second alternate, and so on. Section

5 D above shall not apply to alternates.

### **Section 6 - At-Large Grade Level Representatives**

- A. There shall be four At-Large Grade Level Representatives consisting of two members representing secondary and two members representing elementary. Secondary representatives will include one representative for middle school and one representative for high school. Elementary representatives will include one representative for grades Pre K-2 and one representative for grades 3-5.
- B. At-Large Grade Level Representatives shall be elected by members from their representative area, elementary or secondary.
- C. At-Large Grade Level Representatives for each level shall be nominated from one of the following areas:
- \* Pre K - 2nd grades
  - \* 3rd – 5th grades
  - \* Middle Schools (grades 6, 7, and 8)
  - \* High Schools (grades 9-12)
- Representatives must work 50% or more at the level they shall represent.
- D. At-Large Grade Level Representatives shall be spokespersons for the appropriate grade level concerns and provide input to the Executive Board.
- E. At-Large Grade Level Representatives shall serve for two (2) year terms with one (1) secondary and one (1) elementary to be elected each year. This beginning rotation shall be determined by lottery.
- F. In the event a vacancy should occur, the President, with the consent of the Governing Board, shall appoint a person to fill out the unexpired term.

### **Article V - Powers and Duties of Executive Board**

**Section 1** - The Executive Board shall be responsible for the management of the Association, acting as a steering committee, carrying out policies and resolutions adopted by the Governing Board, and suggesting policies for consideration by the Governing Board.

**Section 2** - The Executive Board shall be empowered to acquire, manage and dispose of property and assets in the name of the Association, with the approval of the Governing Board, or in accordance with Governing Board policies including the adopted budget.

**Section 3** - The President, with the approval of the Vice-President, may declare that a case of extreme emergency exists and shall have the authority of the whole Executive Board. In such an event, the President shall then call a special Executive Board meeting, at the earliest convenience of the majority of its members, to review the actions.

**Section 4** - The Executive Board may, by majority vote of its membership, delay any action of the Governing Board within five (5) work days. The rationale shall be written and sent to each Association Representative. The Governing Board, by a majority vote of its membership may override this delay at the next regularly scheduled Governing Board meeting, not to exceed forty (40) calendar days.

**Section 5** - The Executive Board shall adopt administrative procedures for the consistent and efficient management of the Association.

**Section 6** - The Executive Board will act as the appeal board for actions of the Grievance Committee and may, by two-thirds (2/3) vote of its membership, override actions of the Grievance Committee.

**Section 7** - Written minutes of all Executive Board meetings shall be provided to the Governing Board members no later than the next month's regularly scheduled Governing Board.

### **Article VI - Powers, Duties and Terms of Judicial Board**

## **Section 1**

- A. A judge on the Judicial Board must be an active member in good standing of the K.E.A/M.E.A/N.E.A but not a member of the K.E.A Executive Board and may not hold any other elected position in the K.E.A or its affiliates. A judge may also be a retired K.E.A member who belongs to M.E.A Retired and who holds no other elected office in the K.E.A or its affiliates and retired as a member in good standing. A judge shall commence the term of office on September 1. Any vacancies which should occur on the Judicial Board shall be filled, within sixty (60) days of receiving notification of the vacancy, by appointment of the K.E.A President, or designee, with the consent of the Governing Board.
- B. A judge appointed to fill such vacancy shall serve the unexpired term. A judge shall receive no salary from this association but shall be reimbursed for actual and necessary expenses.
- C. A retired K.E.A member may be appointed during the first three years of retirement. She/he may serve for no more than a total of three years as a retired member and must have retired as a member in good standing.

**Section 2** - The President shall appoint members to the Judicial Board, subject to approval by the Governing Board. A judge's term of office shall commence on September 1. Terms shall be for three (3) years, staggered so that one judge and one alternate are appointed each year. Any vacancies shall be filled by appointment of the president, with the approval of the Governing Board, to fill the unexpired term.

**Section 3** - The Judicial Board shall establish its rules of procedure, a copy of which shall be filed with the M.E.A. UniServ Director and shall be made available to any member of the Association upon request. The judge with the most consecutive seniority shall serve as chief justice. (The initial chief justice shall be designated by the President.)

**Section 4** - Except where there is a conflict with this Constitution and Bylaws, the methods, rights, rules and procedures for the Judicial Board shall be those described in the Board of Reference section of the M.E.A. Constitution and Administrative Policies.

## **Section 5**

- A. It shall be the duty of the Judicial Board to render a written binding ruling on all constitutional matters, or matters of conduct and competency of officials of the Association, or matters of powers of the Executive Board or the Governing Board, which shall be placed before it by the President, or by action of the Executive or Governing Boards. Such rulings shall be kept on file in the Association office. In the event of a recall hearing, the Judicial Board shall issue an impartial report in lieu of a ruling.
- B. Upon receipt of the charges, the President shall transmit such charges to the Chief Justice within five (5) working days. If the President is a directly interested party, the Secretary shall follow this procedure.
- C. Individual members may request constitutional interpretation from the Judicial Board. The Judicial Board, at its discretion, may render advisory opinions or binding rulings.
- D. All Judicial Board actions shall be in writing and shall be communicated to the President. If a member charged with breach of ethics is not found guilty, all documents pertaining to the case shall be destroyed. Other documents shall be maintained in the UniServ Office except that documents deemed sensitive or detrimental by the Judicial Board may be held confidential.

**Section 6** - The Judicial Board shall convene to take action within twenty-five (25) working days after receipt of charges or a demand for an opinion or ruling. A decision shall be issued within five (5) working days after hearings or necessary meetings adjourn.

## **Article VII - Powers and Duties of Governing Board**

**Section 1** - According to established procedures, the Governing Board shall approve the budget, have final authority over Association expenditures, set the dues for the Association and vote to transfer funds from one major budget division to another as needed.

**Section 2** - It shall adopt resolutions and policies and may adopt procedures for implementing the Code of Ethics of the Education Profession.

**Section 3** - It may adopt such rules governing the conduct of the Association and the conduct of meetings as are consistent with the Constitution and Bylaws.

**Section 4** - It shall be the final judge of certification for elections of officers and Association Representatives.

**Section 5** - The Governing Board may override an Executive Board delay (or any Executive Board action) by a majority vote of its membership.

**Section 6** - It may, by two-thirds (2/3) vote of the Governing Board membership, remove from appointed office any Association official found guilty of misconduct by the Judicial Board

**Section 7** - It may remove from office any of the Judicial Board members by a three-fourths (3/4) vote of the Governing Board membership, according to procedures in the M.E.A. Constitution and Administrative Policies Manual, Board of Reference section.

**Section 8** - Powers not delegated to the Executive Board, the Judicial Board, the officers, or other groups in the Association shall be vested in the Governing Board.

**Section 9** - Powers and responsibilities delegated by this Constitution and Bylaws to officers, the Executive Board, or the Judicial Board, shall not be usurped by the Governing Board.

**Section 10** - If, in the judgment of the presiding officer of the Governing Board, a motion, resolution or policy under consideration by the Governing Board is of sufficient complexity, severity, or magnitude to warrant delay, the officers may order the matter referred for further study prior to any action being taken by the Governing Board. At the next regular meeting, the matter shall be returned to the floor, and the President shall cause a report and/or recommendation to be made, then action be taken. This provision may be suspended by the Governing Board with a two-thirds (2/3) vote of the Governing Board membership.

**Section 11** - In the event that department directors are not appointed by the president by November 1, the Governing Board may appoint such directors.

#### **Article VIII - Powers, Duties and Terms of the Association Representative (AR)**

**Section 1** - Each school faculty in the Kalamazoo Public School system shall elect for a term of two years, one (1) member in good standing as Association Representative to the Governing Board for each twenty (20) members, or major fraction thereof, in good standing. The official number for each school membership shall be determined by the Secretary. There shall be at least one (1) representative from each faculty. Where more than one (1) is elected, one (1) shall be designated the senior Association Representative, and the terms shall be staggered. The Secretary shall be the authority on any questions or disputes regarding representation within any building.

**Section 2** - Elections shall be held in May or August so that representatives shall be seated at the September meeting of the Governing Board.

**Section 3** - One Association Representative Alternate shall be elected for every building Association Representative.

**Section 4** - In case an Association Representative shall be unable to attend a Governing Board meeting, the Association Representative's duly elected alternate shall serve at that meeting. If a representative is not present at two (2) consecutive Governing Board meetings without just cause, the representative(s) may be considered removed from office and the Secretary may cause new representative(s) to be elected.

**Section 5** - No officer or department director shall be eligible to be an Association Representative.

**Section 6** - The Association Representative shall call faculty meetings of Association members to discuss Association business, appoint such faculty committees as required, organize and oversee the subsequent elections of faculty representatives, have charge of all voting within the building for Association business, and oversee two-way Association communication within the building. In the event the Association Representative is unable to perform any of the above duties, an Alternate Association Representative shall be authorized to perform said task(s).

**Section 7** - Association Representatives shall follow the procedures of the K.E.A. in dealing with disputes or problems which may lead to grievances being filed

**Section 8** - The Association Representative will be familiar with, monitor, and enforce the Collective Bargaining Agreement.

**Section 9** - The Association Representative shall be the first K.E.A. official involved in individual or group teacher problems or grievances and shall contact the Employer Relations Director and/or the President for assistance or referral.

### **Article IX - Departments**

**Section 1** - There shall be five major departments carrying out the business of the Association. Each department may, with the approval and/or direction of the Executive Board, organize special committees and task forces for specific activities within the sphere of its responsibility; and, except as provided herein, shall function in accordance with administrative procedures adopted by the Executive Board. Each committee thus established shall be responsible to the Department Director. The Department Director shall be responsible to the President, submit a program budget to the Executive Board for approval, authorize expenditures of funds budgeted to that department, be a member of the Executive Board, and have a term of office concurrent with that of the President.

- A. **Meetings.** Each established committee shall meet regularly according to a calendar developed by that committee and approved by the Department Director. Any committee may hold special meetings at the call of the chairperson.
- B. **Reports.** Each established committee shall choose a Secretary who shall keep a continuing written record of activities. Copies of this shall be kept on file in the Association office. Chairpersons shall keep the Department Director informed of all committee activities. The Department Directors shall make brief written reports to the Governing Board during each school month. These reports shall become a part of the continuing records in the Association files.

### **Section 2 - Department of Employer Relations**

- A. The Department Directors
1. Two directors shall be appointed by the President with the advice and consent of the vice-president, prior to the October Executive Board meeting.
    - a. The Department of Employer Relations Director shall serve a three year term and may be reappointed.
  2. May be a member of the negotiations team.
  3. Shall be the chairperson of the Negotiations Advisory Council.
  4. May establish, with approval of the Executive Board, various committees with chairpersons to be involved in areas of teacher welfare and/or employer relations which maintain the collective bargaining agreement and/or protect employee rights under such agreements and any applicable laws.
  5. Shall be primary delegate to the K.C.E.A. Bargainers' Council (MABO) and shall appoint additional delegates in accordance with Bargainers' Council (MABO) rules and with the approval of the President and the Governing Board.

### **B. The Negotiations Advisory Council**



1. Within thirty (30) days of the end or beginning of the school year, the schools shall elect one representative. Additional representatives shall be elected on a ratio of 1 per 20 or major fraction thereof members in good standing. The term shall be for one (1) year or until a collective bargaining agreement is ratified, whichever is longer.
2. The Negotiation Advisory Council shall be convened by the Department Director prior to the February Governing Board meeting, and shall meet regularly thereafter.
3. Each council member shall provide Association members with the opportunity to give input and direction concerning contract bargaining matters.
4. Decisions of the council shall be considered as advisory guidelines for the negotiating team.

### **C. The Negotiating Team**

1. Negotiating team composition and procedures shall be subject to the rules and procedures adopted by the K.C.E.A. Bargainers' Council (MABO).
2. The Employer Relations Director, with the approval of the President and Governing Board, shall appoint at least five (5) members to the negotiating team to serve until a new master contract has been ratified by the membership. In the event that a member of the negotiating team retires prior to the ratification of the collective bargaining agreement, said member shall have the option to remain on the team.
3. There shall be at least one (1) member from each of the following five (5) divisions: (a) early elementary, (b) later elementary, (c) middle school, (d) senior high, and (e) other work assignment (i.e. special education, itinerant staff, nurses, alternative education, vocational education, etc.).
  1. The President may be a member of the negotiating team. In the event the President is not a member of the negotiating team, she/he may attend team meetings, bargaining sessions, and will be provided information by the chief spokesperson(s) following each negotiation session.
  2. The Vice-President and Director of Employer Relations may be members of the negotiating team.
  3. The negotiating team shall be empowered to execute tentative collective bargaining agreements with the employer.
  4. The negotiating team shall report to and receive direction from the Negotiations Advisory Council.
  5. In consultation with the President, the negotiating team shall be responsible for devising bargaining strategies and procedures.
  6. In the event of a resignation or vacancy from the negotiating team, the Employer Relations Director shall select, at the discretion of the negotiating team, a person from the same area or division which was represented. Such selection shall be with the approval of the President and the negotiating team.
  7. Decisions of the negotiating team shall be arrived at in a democratic manner.

### **D. Contract Review Committee**

1. Shall be appointed by the Employer Relations Director and the President with the consent of the Governing Board.
2. Shall be chaired by the President.
3. Shall be composed of members who represent the diverse work assignments of the membership.
4. Shall meet for the purpose of reviewing the administration of the contract and to resolve problems that may arise.

### **E. Grievance Committee**

1. Shall be appointed by the Employer Relations Director and the President with consent of the Governing Board.
  2. Shall be chaired by the Employer Relations Director.
  3. Shall be composed of not less than five (5) members, including the Employer Relations Director, who represent the diverse work assignments of the membership and will include members of the Contract Review Committee, as deemed necessary.
  4. Shall be responsible for reviewing all grievances and make decisions regarding Association action. The Grievance Committee may, by a two-thirds (2/3) vote of its membership, cause a grievance not to be taken to arbitration when it deems it to be not in the best interest of the Association. The decision must be provided in writing to the grievant within ten (10) work days or fourteen (14) calendar days
  5. Decisions of the Grievance Committee may be appealed to the Executive Board through the President within ten (10) work days or fourteen (14) calendar days from the grievant's receipt of written notification.
  6. The Executive Board shall render its decision regarding the appeal at the meeting and inform the grievant at that meeting. The decision of the Executive Board may be appealed to the Governing Board through the President within ten (10) work days or fourteen (14) calendar days from the appeal hearing.
- F. In the event negotiations are not completed by September 1, the President and the Department Director shall retain their positions in the bargaining process until negotiations are completed.
- G. In a non-bargaining year, Article 10 Section 2 B (Negotiations Advisory Council) and Article 10, Section 2 C (Negotiating Team) above may be suspended at the discretion of the President with the approval of the Executive Board.

### **Section 3 - The Department of Professional Development and Human Rights (PD/HR)**

#### **A. The Department Director**

1. Shall be appointed by the President prior to the October Executive Board meeting.
  - a. The Department of Development and Human Rights Director shall serve a two year term and may be reappointed.

May establish, with approval of the Executive Board, various committees with chairpersons to be involved in exploring and developing action programs pertaining to the education of teachers and students.

#### **B. The Department responsibilities shall be**

1. To implement action programs for pre-service, continuing, and inservice training of educators. including new member workshops.
2. To monitor the instructional policy of Kalamazoo Public Schools and act on behalf of the K.E.A. in all matters.
3. To represent the K.E.A. in membership on joint enterprises with the employer which involve instruction or professional development.
4. To implement a teachers'-retirement recognition annually.

### **Section 4 - The Department of Communications and Public Relations**

#### **A. The Department Director**

1. Shall be appointed by the President prior to the October Governing Board meeting.
  - a. The Department of Communications and Public Relations Director shall serve a two year term

and may be reappointed.

2. Shall be chairperson of the K.E.A. Public Relations Committee.
3. May establish, with the approval of the Executive Board, various programs and committees to carry out public relations activities.

**B. The Department responsibilities shall be**

1. To develop public understanding and appreciation of the K.E.A.
2. To promote a positive public image of the K.E.A., the teaching profession and education in general.
3. To represent the K.E.A. to the public, except in issues of dispute which fall within the purview of the President as determined by the President.
4. To promote member interest and involvement in K.E.A. by providing a variety of activities and services to members.

**Section 5 - Department of Delegations**

**A. Department Director**

1. Shall be appointed by the President from among the elected at-large RA delegates.
2. Shall serve as chairperson of the K.E.A. delegations to the SAB Coordinating Council, Region 5, to the M.E.A. and N.E.A. Representative Assemblies and shall prepare the K.E.A. delegations to those assemblies for their responsibilities.

**B. Department responsibilities shall be**

1. To secure input from the K.E.A. membership in matters involving affiliation activities.
2. To keep the membership informed of the activities of those bodies it attends as official K.E.A. delegates.
3. To represent the K.E.A. in organizations with which it is affiliated.

**C. Delegations**

1. By virtue of election to their respective offices and simultaneous election to the office of delegates, the K.E.A. shall be represented at the M.E.A. Representative Assembly by the President, the Vice-President, the Director of Department of Delegations and additional at-large delegates that membership count permits.
2. If implementation of the above procedure results in a violation of the rules of the affiliate organization, the rules of that organization shall apply. The Secretary, as chief elections officer, shall devise an appropriate remedy subject to approval of the Executive Board to bring K.E.A. into compliance with the rules of that organization.

**Section 6 - The Department of Political Action**

**A. Department Director**

1. Shall be appointed by the President prior to the October Executive Board meeting.
  - a. The Department of Political Action Director shall serve a two year term and may be reappointed.
2. Shall serve as delegate to Kalamazoo Area Political Action Committee (KAPAC), and shall appoint additional delegates with the approval of the President and in accordance with the rules of PAC.

**B. Department responsibilities shall be**

1. To represent the best interests of the K.E.A. membership and its governing bodies in all political and legislative matters.
2. To support candidates for public offices in the best interest of educators and education in accordance with the rules and actions of the Kalamazoo Area Political Action Committee.
3. To support referenda and other ballot questions in the best interest of educators and education in accordance with the rules of PAC.
4. To maintain and to assist the President in contacting public officials in order to encourage governmental action in the best interest of educators and education.
5. To maintain contact with and to encourage unified political action by K.E.A. members.

### **Section 7- The Department of Grant Writing**

#### **A. Department Director**

1. Shall be appointed by the President prior to the October Executive Board meeting.
  - a. The Department of Grant Writing Director shall serve a two year term and may be reappointed.
  - b. May establish, with the approval of the Executive Board, various committees with chairpersons to be involved in exploring and developing action programs pertaining to KEA priorities, initiatives, and interests.

#### **B. The Department responsibilities shall be:**

1. To be a member of the Executive Board.
2. To present the Executive and Governing Boards with options for grants to apply for.
3. To collaborate with other departments within the KEA to serve the interests of members in selecting grants to apply for.
4. To utilize grants for member engagement, focusing on retention and recruitment.
5. To apply to a minimum of 3 grants yearly, at a maximum of 5 grants, to be paid \$100 for each grant written and given an additional \$50 for each grant that is awarded. The maximum amount is then \$750.

## **Article X – Elections**

### **Section 1 – Voting Eligibility**

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

### **Section 2 - Building Elections**

#### **A. Elections for Association Representatives and Alternates**

1. In May or August, prior to the first Governing Board meeting, the K.E.A. members assigned to buildings whose representatives' terms of office have expired shall nominate and, if contested, elect by secret ballot Association Representatives and Alternates in accordance with the provisions in the article of these Bylaws on "Powers, Duties and Terms of Association Representatives."
2. The election shall be conducted by the incumbent or outgoing representatives, or by alternate persons appointed by the Secretary in the event the former representatives are no longer in that building.
3. The elections shall be conducted under the authority of the Secretary who shall be empowered to assure the propriety of those elections and shall be empowered to take appropriate actions to initiate such elections if necessary.

#### **B. Elections for Negotiations Advisory Council**

1. In May or August, Association Representatives shall conduct elections in their buildings for delegates to the Negotiations Advisory Council.
2. The Secretary will conduct such elections on behalf of constituencies represented on the council who have no representative on the Governing Board.
3. During non-bargaining years, the Executive Board may take action to suspend elections for Negotiations Advisory Council.

### **Section 3 - General Elections**

- A. In November of each year the President shall ask for two volunteers to serve as elections officials. These election officials shall announce the opening of nominations, secure nominees, prepare a slate by March 1<sup>st</sup>, and oversee and carryout the election of officers.
- B. General elections shall be held for the following offices: President which shall, by virtue of office, be the first delegate to the 5AB Coordinating Council, Region 5 Council, the M.E.A. Representative Assembly, and the N.E.A. Representative Assembly, Vice-President which shall be the second delegate to the 5AB Coordinating Council, Region 5 Council, M.E.A. Representative Assembly, and the N.E.A. Representative Assembly, Secretary, Treasurer, At-Large Grade Level Representatives, and delegates to the M.E.A./N.E.A. Representative Assemblies. The MEA/NEA Representative Assembly Delegates shall serve as the delegates to 5 A/B Coordinating Council and Region 5 Council. At-Large Grade Level Representatives are elected by members from their representative area: elementary, middle school, or high school. The offices of President, Vice-President, Secretary, Treasurer and At-Large M.E.A. and N.E.A. Delegates must be elected at-large by the membership. The K.E.A. shall comply with M.E.A. and N.E.A. rules regarding minority RA delegates. All elections to offices shall be conducted in accordance with the following provisions and other administrative procedures adopted by the Executive Board.
- C. General elections shall be held to elect, by secret ballot, if contested, when necessary, alternate delegates and additional at-large delegates to the M.E.A. and N.E.A. Representative Assemblies. The K.E.A. shall comply with M.E.A. and N.E.A. rules regarding minority RA delegates.
  1. Additional at-large delegates shall be elected only if the K.E.A. is entitled to more delegates at either assembly than were elected in the previous spring election.
  2. Alternate delegates shall be elected for each delegate position separately. Alternate status shall be determined by the number of votes received among those nominated for alternates. A special election will be held for any alternate seats that have no dually elected alternates remaining.
  3. The K.E.A. shall comply with the M.E.A. and N.E.A. rules regarding minority delegates. If necessary, minority delegates shall be elected to replace regular delegates beginning with the regular delegate of lowest delegate status. When there are three or more NEA Representative Assembly delegates elected, Representative(s) of Minority Persons 3-1G shall be elected as required by the MEA Constitution and Bylaws.
  4. Additional at-large and alternate delegates shall hold office for one (1) year following their election and shall be qualified to serve at the following spring M.E.A. R.A., the summer N.E.A. R.A., and any special assemblies convened between elections.
  5. April 1 is the deadline for election of local NEA RA delegates.
- D. General Election timelines and procedures:
  1. The opening of nominations by petition for the above offices shall be announced by email no later than the third Monday in December. Petition forms shall be distributed by email at that time. On the day of the January Governing Board meeting nominations will be accepted.

2. Candidates for nomination by petition must present to the Election Officials petitions signed by at least fifteen (15) members in good standing of the K.E.A. prior to the February meeting of the Governing Board. Such nominations by petition shall be closed upon the call to order of the February Governing Board meeting.
3. Additional candidates may be nominated from the floor by any K.E.A. member in good standing. Such nomination shall occur at the regular February meeting of the Governing Board and only with the written consent of the nominee. Such written consent being presented to the Election Officials upon nomination.
4. By March 1, the committee shall publish the slate of candidates. Such publication, other information regarding the candidates and the rules of campaigning, shall be in accordance with administrative procedures adopted by the Executive Board.
5. The general election shall take place by secret ballot on Monday, Tuesday, Wednesday, Thursday, and Friday during the same week of the KEA Building meetings in March. The Election Officials shall be responsible for conducting the election and be assisted by the Election Officials. Ballots shall be preserved for one (1) year by the president.
6. Absentee ballots shall be provided to members in good standing on leave of absence upon request.
7. The results of the election must be published and posted in each building, and filed with M.E.A., no later than thirty (30) days following the certification of the election by the Governing Board. Official reports of elected Representative Assembly Delegates shall be filed with MEA within ten (10) days of the election.
8. Those elected shall take office on September 1 following their election and shall remain in office through the following August 31 of the year their term expires.

### **Article XI - DUES**

**Section 1** - Dues of the Association shall consist of the total amount of local, state, and national dues plus any local, state, and/or national special assessments.

**Section 2** - Local dues shall be established by a vote of the Governing Board.

**Section 3** - Local Special assessments can only be voted by the membership.

**Section 4-** Members' dues shall be collected and accepted in one of the following methods only:

1. Lump sum payments will be accepted and shall be completed prior to October 31<sup>st</sup>.
2. Automatic withdrawals from a member's bank account will be accepted in installments which match the MEA Dues Policy.

KEA urges the following regarding the payment of dues:

1. Lump sum payments and cash payments shall be completed prior to November 1.
2. For members convenience, automatic withdrawals shall be from a member's bank account, using routing numbers. If bank account numbers are not used, members will enter an autopay method other than a debit card for payment of dues.

Grandfather clause:

Section 4, is in effect immediately as of (June 2017). Members who KEA/MEA/NEA joined prior to the aforementioned date, may choose to adhere to Section 4, #1 and #2 or may continue to pay dues via automatic deduction methods or cash (by November 1).