

Bylaws of the Centennial Education Association

Article I PURPOSE

The purpose of Centennial Education Association (CEA) is to represent its members in bargaining and maintaining the Centennial Collective Bargaining Agreement. Pursuant to this purpose, the objectives of CEA shall be:

1. To participate in East County Bargaining Council (ECBC), East County Uniserv Council, Oregon Education Association (OEA), and National Education Association (NEA) Activities.
2. To develop and support leaders who will promote mutual assistance, communications, and cooperation between members and to protect the civil, contractual, and professional rights of individual members.
3. To be proponents of professional excellence and advance the quality of education.
4. To encourage social activities between members.
5. To work toward community involvement.
6. To maintain and improve the wages, hours, work conditions, and professional growth of individual members through a strong contract.
7. To advocate for public education, social justice, and community and labor issues.

Article II MEMBERSHIP

Section 1.

Membership in this Association shall consist of all professionally licensed educators and professionally licensed support staff that have joined CEA and OEA/NEA for the current year. All officers, building representatives, committee chairpersons, and committee members must be members of CEA and OEA/NEA.

Section 2.

Potential members in the bargaining unit shall have rights and privileges as defined by the OEA and NEA.

Section 3.

All members of the Association shall have equal rights and privileges within the Association which include:

1. to nominate candidates,
2. to vote in elections of referenda of this Association,
3. to hold office,
4. to participate in the deliberations of the Association and to vote on contract ratification, and
5. to attend membership and Representative Council meetings.

Article III
OFFICERS

Section 1.

The Association officers shall be President, Past-President, Vice-President, Bargaining Chair(s), Secretary, Treasurer, Member Rights Chair(s), ECBC delegate, Membership Liaison and Communications Liaison.

Section 2.

The President shall:

1. Conduct all regular and special meetings as specified in the by-laws.
2. Provide a report of Presidential activities at the regular Representative Council meeting.
3. Appoint the chairpersons of all CEA committees.
4. Appoint the chairperson and members of all Ad-Hoc committees.
5. To appoint the Bargaining Chair(s), Member Rights Chair(s), ECBC delegate, Membership Liaison and Communications Liaison.

6. To act as a chairperson of the Representative Council.
7. To supervise construction of the annual budget.
8. To represent the Association in any official matters pertaining to public relations.
9. To represent the CEA at ECBC, UniServ, NEA/RA, OEA/RA, Central Office and Centennial School Board meetings or appoint a representative to go in lieu of the President.
10. To organize and oversee all monthly meetings of the Executive Board; and Representative Council.
11. To coordinate annual training for all members of the Representative Council.
12. To regularly communicate with the Association membership on the state of the Association and other pertinent information.
13. To sign contracts and other legal documents connected with the business affairs and professional activities of the Association in its corporate name; with approval of the Representative Council.
14. To supervise compliance with financial policy, and with all administrative and budgetary guidelines as approved by the Representative Council.
15. To make use of the release time for Association duties, building visits, and professional responsibilities.
16. To serve as an ex-officio member of the Bargaining Team.
17. To train and mentor the newly elected officer as needed.

Section 3.

The Past-President shall:

1. Mentor the President in their first year.
2. Be appointed by the Executive Board and approved by the Representative Council to the office for a one-year term.
3. In the case the most recent Past-President is unavailable, a previous Past-President can assume the position.

Section 4.

The Vice-President shall:

1. Chair the Political Action and any other committee as deemed necessary by the President.
2. Coordinate the election of officers and representatives with results by April 30.
3. Review all financial affairs by July 1.
4. Assume the responsibilities of the President when the President is absent for extended amounts of time.
5. Represent the association at UniServ and report back at rep council meetings

Section 5.

The Secretary shall:

1. Keep minutes of Executive Board and Representative Council meetings,
2. Be responsible for all clerical matters.
3. Notify member-schools of meetings one week in advance.
4. Maintain attendance records of Representative Council meetings.

Section 6.

The Treasurer shall:

1. Keep accurate financial records of the Association.
2. Pay all bills as authorized by the Representative Council.
3. Present monthly expenditures of budgeted dollars at the Representative Council.
4. Coordinate expenses at meetings as necessary.
5. Prepare an annual budget with the Executive Board to be submitted to the Representative Council for approval at the September meeting.
6. Be responsible for coordination of records pertaining to dues.

7. Be responsible for the dispersal of stipends in December and May.
8. To ensure compliance with Federal, State, and Local tax reporting requirements.
(Form 990-EZ, due in December and Form 1099-MISC, due in January)

Section 7

The Bargaining Chair(s) shall:

1. Appoint and chair the Bargaining Team.
2. Represent the Association at ECBC.
3. Be appointed by the President and approved by the Representative Council.
4. Attend at least one OEA training workshop and/or participate in training with the East County Uniserv Consultant.
5. Act in an advisory role to the Executive Board.

Section 8.

The Member Rights Chair(s) shall:

1. Chose one co-chair to attend the bi-monthly Labor/Management meetings with the Director of Human Resources and the President of the Association.
2. Attend at least one OEA training workshop and/or participate in training with the East County Uniserv Consultant as needed.
3. Represent Bargaining Unit members in the grievance process and process grievances in accordance with the Collective Bargaining Agreement.
4. Be appointed by the President and approved by the Representative Council.
5. Report to the Representative Council.
6. Act in an advisory role to the Executive Board.

Section 9.

The ECBC delegate shall:

1. Attend all ECBC meetings and present an oral or written report at Representative Council meetings.
2. Act in an advisory role to the Executive Board.
3. Be appointed by the president and approved by the Representative Council.
4. Communicate with Bargaining Chair(s) on contractual issues and MOUs.
5. Bring MOUs and Tentative Agreements to the ECBC council for approval.

Section 10.

The Membership Liaison shall:

1. Develop programs to assist members.
2. Serve as an advocate for our newest members.
3. Organize and attend new member training at District orientation.
4. Facilitate and coordinate signing up new members.
5. Plan and coordinate member functions.
6. Act in an advisory role to the Executive Council.
7. Be appointed by the President and approved by the Representative Council.

Section 11.

The Communications Liaison shall:

1. Publish a regular newsletter of Association activities and concerns.
2. Maintain and update CEA Website.
3. Meet with the director of ITC monthly.
4. Advocate for members regarding selection/implementation of new technology.
5. Support Association President in membership communication.

6. Support Association Vice President in membership communication and election ballots.
7. Maintain and update member email list.

Section 12.

Term Limits

All elected officers will serve one-year terms and may serve no more than four consecutive terms.

Article IV **ELECTIONS AND VACANCIES**

Section 1.

All officers shall be elected by April 15, with the exception of Member Rights Chair(s), Communications Liaison, ECBC Delegate, Bargaining chair(s), and Membership Liaison, who are appointed by the President and approved by the Representative Council. Officers shall take office July 1.

Section 2.

The Vice-President shall request nominees for the Association officers, OEA-RA, NEA-RA, and building representatives from the current building representatives by the March Rep Council meeting. The Vice-President will present a tentative ballot at that time. Each nominee must be a member in good standing and give his/her consent to appear on the final_ballot.

Section 3.

Secret ballots shall be used in all elections of officers and representatives. Candidates' names shall be announced district wide at least five (5) school days prior to the election. A place for write-in candidates shall be placed on the ballot for each position.

Section 4.

Should vacancies occur in the office of President, the Vice-President shall become President. Should a vacancy occur in the office of Vice-President, Bargaining Chair(s), Member Rights Chair(s), Membership Liaison, Communications Liaison, Secretary, Treasurer, or ECBC delegate, the President shall appoint a successor with the approval of the Representative Council. If a vacancy occurs in the office of the OEA RA delegate(s), NEA RA delegate(s), an election shall be held.

Section 5.

To win, a candidate must receive a simple majority of the votes cast. In the event of a plurality or a tie, the Executive Board will hold a run-off election within fifteen (15) days between the two (2) candidates receiving the most votes.

Article V
EXECUTIVE BOARD

Section 1.

The Executive Board shall consist of the President, Vice-President, Past-President, Secretary, Treasurer, Bargaining Chair(s), Member Rights Chair(s), ECBC delegate Membership Liaison, and Communications Liaison.

Section 2.

The Executive Board shall:

1. Make agendas for the Representative Council meetings.
2. Advise and assist the President.
3. Meet prior to the Representative Council meetings.
4. Be voting members of the Representative Council.
5. Formulate the proposed budget to be presented at the first Representative Council meeting in September.
6. Select committee chairpersons whose names shall be submitted at the Representative Council September meeting.
7. Work with the Representative Council in creating annual and long-term goals for CEA.
8. Recommend necessary dues increases to Representative Council.

Article VI

REPRESENTATIVE COUNCIL

Section 1.

The Representative Council shall consist of the Executive Board and at least one Building Representative per building.

Section 2.

1. Each school must have at least two (2) Building Representatives who will act as liaisons between the Representative Council members and their constituents.
2. Each school shall have one representative for each twenty (20) building members or major fraction thereof. (Thus: 31 building members = 2 representatives or 90 building members = 4 representatives.)
3. The Building Representatives shall;
 - a. Be voting members of the Representative Council.
 - b. Attend all Representative Council meetings.
 - c. Hold a ten (10) minute meeting or communicate with the building members after each Representative Council meeting.
 - d. Conduct the election for new Building Representatives between April 1 and April 15.
 - e. Communicate Representative Council goals with members.

Section 3.

Building Representatives shall be duly elected within their building and be active Association members.

Section 4.

The Representative Council shall:

1. Establish Association goals and objectives.
2. Charge committees and task forces with responsibilities and set deadlines for their recommendations.
3. Appoint or remove committee members.
4. Report Association progress to the membership.

5. Ratify committee chairpersons' positions.
6. Approve decisions by simple majority.
7. Authorize expenditures.
8. Approve the Bargaining Team.

Article VII

MEETINGS

Section 1.

The Representative Council shall meet monthly. Notice of each meeting shall be posted in every building by the Building Representative at least one week prior to each meeting. Emergency meetings may be called by the President upon twenty-four (24) hour notice as needed.

Section 2.

The Representative Council shall arrange for at least one meeting of the membership for the purpose of discussing professional issues. Notice of such a meeting will be posted at least one (1) week prior to each meeting.

Section 3.

A quorum for Rep council Meetings shall consist of the President, or upon written authorization of the President, the Vice-President, and a simple majority of the remaining Rep Council members.

Section 4.

Special meetings of the membership may be called by the President and/or the Executive Board or within ten working days of a petition to the President signed by thirty (30) percent of the membership.

Article VIII

NEA/OEA REPRESENTATIVES

Section 1.

OEA Representative Assembly (OEA-RA) Delegates shall:

1. Represent the Association at the OEA Representative Assembly Convention.

2. Attend all OEA Representative Assembly related meetings.
3. Must attend at least three (3) Uniserv meetings a year in preparation for attending the OEA Rep Assembly or at least two (2) Uniserv Meetings a year plus attend the PRAM training prior to the OEA Rep Assembly.
4. Shall be elected at-large.

Section 2.

NEA Representative Assembly (NEA-RA) Delegates shall:

1. Be an OEA-RA delegate for the year prior to attending NEA-RA.
2. Represent the Association at the NEA RA Assembly convention.
3. Attend all NEA-RA related meetings.

Article IX

COMMITTEES AND SUB-COMMITTEES

Section 1.

Committees are advisory to the Representative Council. All committee members shall be ratified by the Representative Council.

Section 2.

Chairpersons shall be recommended to the Representative Council by the Executive Board for ratification. Committee chairpersons shall deliver minutes and attendance of all meetings to the Representative Council. Stipends shall be in alignment with the stipend document.

Section 3.

Task Forces shall have their leader approved by the Representative Council.

Section 4.

ECBC At-Large shall:

1. Chair and appoint the Negotiation Support team.

2. Help the Bargaining Team develop rationale, strategy, and provide a communication system.

Section 5.

The Bargaining team shall:

1. Have its membership approved in a session of the Representative Council.
2. Appoint task forces as needed.
3. Negotiate with Centennial Board or its designees, pursuant to all relative Oregon Statutes.
4. Communicate the negotiations progress to the members.
5. Report regularly to the Representative Council.

Section 6.

The Member Rights Committee shall:

- a. Be chaired by the Member Rights Chair(s).
- b. Consist of one member from each building chosen at the building's discretion.
- c. Meet with the Member Rights Chair(s) as needed.

Section 7.

The Political Action Committee shall:

1. Be chaired by the Vice-President or their designee.
2. Consist of members who have an interest in local, regional, and national politics as they affect education.
3. Report to the Representative Council on education legislation, candidates who support education, and any to support or oppose relevant political activity.
4. Throughout the school year, promote the political involvement and interests of the Association including reporting to the Centennial School Board pertinent information on education legislation.

Section 8.

The Communications Committee shall:

1. Be chaired by the Communications Liaison.

2. Publish a regular newsletter of Association activities and concerns.
3. Maintain and update CEA Website.
4. Make a recommendation of their budget expenses for the next year and submit this budget to the Representative Council by May 1.

Section 9.

The Class Size Committee shall:

1. Be chaired by a member appointed by the Representative Council

Section 10.

The Representative Council may appoint other committees, sub-committees, and task forces as needed.

Article X
BUDGET GUIDELINES

Section 1.

The fiscal year shall be from August 1 to July 31 of the following year.

Section 2.

The budget shall be approved by the Representative Council in its September meeting.

Article XI
RATIFICATION OF AGREEMENT AND AUTHORIZATION FOR STRIKES

Section 1.

The President and Bargaining Chairperson(s) shall be authorized to sign a legal, binding, yearly or multi-yearly agreement with the employing board only after ratification by ECBC and completion of the following procedures at a general membership meeting:

1. a report and recommendation by the bargaining team,
2. a report and recommendation by the Executive Board
3. a written digest of the proposed agreement or changes provided to all members,

4. discussion by membership, and
5. a majority affirmative vote by secret ballot of the total active membership present and voting.

Section 2.

Ratification of amendments to the negotiated agreement shall occur at an Executive Board and/or Representative Council meeting only after ECBC approval.

Section 3.

Except in a work stoppage situation, at least a twenty-four (24) hour written notice of the ratification meeting is required. The notice should specify the date, time, place and purpose of the meeting.

Section 4.

Strike action must be authorized by a seventy-five (75) percent majority vote of those members present and voting in a special meeting.

Article XII

PARLIMENTARY AUTHORITY

Section 1.

The rules contained in the current edition of Robert's Rules of Order, newly revised, shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and in any special rules of order the Association may adopt.

Article XIII

AMENDMENT OF BYLAWS

Section 1.

These Bylaws may be amended by completing both of the following steps:

1. Majority vote of Representative Council.
2. Majority vote of general Association membership.

Section 2.

Any dates or deadlines may be changed upon approval of the Representative Council.