

CONSTITUTION AND BYLAWS
of the
RHEA-DAYTON EDUCATION ASSOCIATION

REVISED 2006-07

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CONSTITUTION

ARTICLE I - NAME AND AFFILIATION

1. The name of this association shall be the Rhea-Dayton Education Association, herein referred to as the Association or RDEA.
2. This organization shall be affiliated with the Tennessee Education Association (TEA) and with the National Education Association (NEA), and shall meet the minimum standards for affiliation as set forth in the TEA and NEA governance documents.

ARTICLE II - PURPOSE

1. To work for the welfare of school children, the advancement of education and the improvement of instructional opportunities for all.
2. To unite and strengthen the teaching profession and to secure and maintain economic and professional security for all members
3. 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 other legal authorities
4. To bring the work of the United Teaching Profession to the local Association.

ARTICLE III - MEMBERSHIP

1. Classes

Membership in the Association shall consist of the following classifications: Active, Educational Support, and Retired. All questions regarding such matters as classification, eligibility, and privileges of members shall be determined by the Executive Board and approved by the Representative Assembly.

2. Active Members.

- a. Active membership in the Association shall be open to all professional personnel employed in the school system who hold an earned bachelor's or higher degree or the regular teaching, vocational, or technical certificate required by their employment. Active membership is limited to persons who support the purposes and goals of the Association and who agree to abide by the Code of Ethics of this Association. An Active member is entitled to all rights and privileges of membership in this Association.
- b. Active members of the Association shall also maintain membership in the Tennessee Education and the National Education Association.
- c. Membership shall become effective upon payment of annual dues in accordance with the provisions of this Constitution and Bylaws and with the policies and regulations adopted by the Representative Assembly of RDEA. Active membership shall be continuous until the member leaves the school system, resigns from the Association, fails to pay membership dues, or fails to comply with all rules and regulations of this Association. Those wishing not to be part of the professional association must notify the Superintendent and the president of this association before September 30 of any year.

3. Educational Support

Persons employed and actively engaged as teacher's aides, substitute teachers, or in clerical, secretarial, or nonprofessional supervisory work in the Rhea County or Dayton City school system and who are not eligible for Active membership may, upon payment of dues, enroll as Educational Support members with all the rights and responsibilities of Active members except the right to vote, to hold office, or to represent the Association. They shall be eligible to have a committee of ex officio nonvoting delegates to the local representative assembly under policies established by the Association. Educational Support members shall be eligible to have representation in a joint coordinating committee with the Association.

4. **Retired Members**

Active members who retire may continue as honorary members for life. They shall not be eligible to vote, hold office, or represent the Association.

5. **Discipline of Members**

No member may be censured, suspended from membership, or expelled, or canceled from membership in this Association unless the member concerned has been given due notice of such an action and has had an opportunity for a due process hearing before the Executive Board. Any disciplinary action taken may be appealed to the Executive Board, the Representative Assembly, and/or the Association. The Executive Board may reinstate a member who has previously been suspended or expelled from the Association.

ARTICLE IV - OFFICERS

1. The officers of the Association shall consist of a president, president-elect, the immediate past president, a secretary, and a treasurer.

2. **Method of Selection**

The president, president-elect, secretary, and treasurer shall be elected by secret ballot by the membership at large according to procedures outlined in Article IX of the Bylaws.

3. **Terms and Succession**

The term of office of president, president-elect, secretary, and treasurer shall be for a two year term, or until successors are elected. Officers assume office May 1. Officers may be reelected to a second term. After serving two consecutive terms in a particular office, a full elective term must have elapsed before said individual is eligible for reelection to this

office.

ARTICLE V - EXECUTIVE BOARD

1. The Executive Board shall consist of the officers and two members elected at large from among Active members for terms of 2 years each.
2. The total composition of the Executive Board shall reflect a representation of ethnic minority members at least proportional to the ethnic minority membership in the Association. Also there shall be proportional representation of classroom teacher members and administration members. The total composition of the Executive Board shall reflect a proportional representation of ethnic minorities and administration as there are Active members in the Association , whenever possible. If this representation is not reflected after the normal election process, additional representation may be nominated and elected at large for a two year term to fulfill this requirement.
3. Whenever a majority of the Executive Board shall agree that an officer has been grossly negligent of the duties defined in the bylaws or is incapacitated, they may recommend to the Representative Assembly of RDEA that the office be declared vacant. The officer concerned must have been given due notice of such an action, and must have had an opportunity for a due process hearing before the Executive Board. If the representative assembly so voted by a two-thirds majority, it shall immediately elect a replacement to fill the un-expired term.

ARTICLE VI - REPRESENTATIVE ASSEMBLY

1. The legislative and policy-forming body of the Association shall be the Representative Assembly.
2. The Representative Assembly shall consist of the Executive Board, one or more Association Representatives elected by and from each school faculty and the central administration office as determined under Bylaws -- Article VI, Section 1, and the chairperson of each standing committee. The election of delegates shall follow the same provisions for representation of ethnic minorities, classroom teachers, and administrators as provided under Article V, Section 2.

3. Any member of the Association, even though not a member of the Representative Assembly, may attend its meetings and may receive permission to speak .

ARTICLE VII - AMENDMENTS

The Representative Assembly may adopt amendments to this Constitution by a two-thirds majority of those voting at any regular meeting provided that a quorum is present and that the amendments have been introduced at the preceding regular meeting of the Representative Assembly.

BYLAWS

ARTICLE I - MEETINGS

1. **Executive Board**

The Executive Board shall meet on the first Thursday of each school month as needed, at the call of the president, or at the request of half of the members of the Board.

2. **Representative Assembly**

The Representative Assembly shall meet on the third Thursday of the school month at RCHS at 4:30 p.m.

3. **General Membership Meetings**

There shall be at least one general meeting of the Association during the school year. In general membership votes, each Active member is entitled to one vote.

4. **Special Meetings**

Special Meetings of the Representative Assembly and/or the Association may be called by the president or a majority of the members of the Executive Board.

ARTICLE II - QUORUM

A majority of their members shall be a quorum for the Representative Assembly, Executive Board, General Association, and committees.

ARTICLE III - POWERS AND DUTIES OF OFFICERS

1. President

The president shall preside over meetings of the Association, Representative Assembly, and the Executive Board; appoint the members of standing committees and special ad hoc committees with the approval of the Executive Board, be as ex officio member of all standing committees, and shall be the executive officer of the Association. The president shall represent the Association to the Public either personally or through a delegated individual.

2. President-Elect

The president-elect shall serve as vice president of the Association and shall preside in the absence of the president. The president-elect shall become president at the expiration of his/her term. In the event of a vacancy, a new president and president-elect will be elected.

3. Immediate Past President

The immediate past president shall advise the Executive Board and assist the president at the latter's request.

4. Secretary

The secretary shall keep accurate minutes of all meetings of the Executive Board, Representative Assembly, and General Association. The secretary shall maintain official files, and shall assist the president with Association correspondence. The minutes shall be stored at a mutually agreeable place.

5. Treasurer

The treasurer shall hold the funds of the Association and disburse them. The treasurer shall serve on the Research Committee.

ARTICLE IV - POWERS AND DUTIES OF THE EXECUTIVE BOARD

1. The Executive Board shall be responsible for the management of the Association, approve all expenditures, implement policies established by the Representative Assembly, act as the emergency power in the management of the affairs of the Association between regular meetings of the Representative Assembly, approve committee appointments, prepare the agenda for each Representative Assembly meeting, report its transactions and those of the assembly to the members; supervise, oversee, and coordinate the work of all committees. The Board shall act as the presidential advisory board.
2. The Executive Board, representing the Association, shall be responsible for orderly, efficient, and uniform enforcement of the negotiated contract for the bargaining unit.

ARTICLE V - POWERS AND DUTIES OF THE REPRESENTATIVE ASSEMBLY

Powers not delegated to the Executive Board, the officers, or other groups in the Association shall be vested in the Representative Assembly. The Assembly shall approve the budget, approve dues, act on committee reports, approve resolutions and other policy statements; and shall adopt procedures for implementing the code of Ethics of the Association and those to be followed in censuring, suspending, and expelling members for cause or for reinstating members. The conduct of meetings are consistent with this Constitution and Bylaws. It shall be the final judge of the qualifications and elections of officers.

ARTICLE VI - ASSOCIATION REPRESENTATIVES

1. In each public school in Rhea County and the city of Dayton the faculty members who are Active members shall elect through open nominations and secret ballot for a term of one year Association Representatives and alternates. Representation in the Representative Assembly is based on one Association Representative per 10 members and one alternate per school.

2. Each school shall be considered a faculty.
3. During the month of March, each faculty shall elect by secret ballot the number of Association Representatives and alternates to which it is entitled. Nomination for these positions shall be open and may be made by any Association member in that faculty.

The total composition of the Representative Assembly shall reflect a proportional representation of ethnic minorities and administration as there are Active members in the Association, as much as possible. If this representation is not reflected after the normal election process, additional representation may be nominated and elected at-large for a one year term to fulfill this requirement.

4. Each member of the Representative Assembly in attendance or alternate shall have one vote. The president shall vote only in case of a tie.

ARTICLE VII - STANDING COMMITTEES

1. Structure

There shall be standing committees as listed in Section 6 of this Article carrying the specific functions outlined below. They shall have 3, 6, or 9 members selected to represent a cross section of the total Association, and appointed for overlapping terms of three years. All committees shall reflect the composition of the total membership with at least proportional representation for ethnic minorities, whenever possible. Appointments shall be made by the president with approval by a majority of the Executive Board.

The chairperson of each committee shall be appointed by the Executive Board and the president. Chairpersons of standing committees shall have served for at least one year on the said committee before taking the committee office. Each committee, with the approval of the Executive Board, may organize special subcommittees and task forces for specific activities from the membership of the Association.

Each standing committee shall have assigned to it by the Executive Board at least one Executive Board member to serve as liaison between the committee and the Executive Board.

2. Meetings

Each standing committee except the Professional Rights and Responsibilities committee shall meet regularly according to a calendar developed by the Executive Board and may hold special meetings at the call of the chairperson.

The Professional Rights and Responsibilities committee shall meet as necessary due to the nature of its business.

3. Reports

Each committee shall choose a secretary who shall keep a continuing record of activities. Chairpersons shall report as necessary to the Executive Board and to the Representative Assembly. Each committee shall develop annual program plans, develop a budget request based on these plans and submit the request to the Executive Board prior to the formulation of the annual budget.

4. Relation to Executive Board

The Executive Board shall assist the president to appoint members of the standing committees at the regular meeting in May and to fill all un-expired terms as vacancies occur thereafter, and shall plan for an organizational committee conference each year. It shall require and assist committees to define their immediate and long-range objectives. It shall review committee plans as necessary and shall decide any jurisdictional argument between committees.

5. Relation to State and National Association

The standing committee shall seek to understand and relate to the objectives and programs of corresponding units of the TEA and NEA and shall counsel with them.

6. Titles and Duties

a. The Committee on Membership shall organize and oversee the following activity areas:

- (1) Membership recruitment and retention - to organize, coordinate, and conduct a continuing program for unified membership enrollment;

to inform members of the policies, programs, services, and accomplishments of the United Teaching Profession at all levels: and to provide a contact in connection with dues, problems or questions concerning membership status of members.

- (2) Orientation - to develop and conduct programs for the orientation of new teachers to the community, the school system, and the Association.
- (3) Local discount program secured for the membership for purchases of good and services.

b. The Committee on Negotiations shall explore and prepare action programs as necessary in all areas of teacher welfare with responsibility for leave provisions, fringe benefits, insurance, credit and investment facilities, and general working conditions: and shall be responsible for contract analysis.

- (1) Fringe Benefits - to investigate insurance coverages and group policies which might be made available for members, such as; life, health, income protection, annuities, and accident and travel insurance; to monitor coverage's and benefit services of these coverages and policies which are currently provided or available to members, and to investigate and recommend other available and potential fringe benefits to the membership and/or the negotiations committee.
- (2) Working Conditions - to monitor the physical environment, schedules, and other factors which affect working conditions for reasonableness, comfort, safety; to monitor provisions of the negotiated contract with respect to all working conditions, and to recommend measures through the proper channels to remedy and/or upgrade any of these factors which are found to be unacceptable.

- (3) Explore and prepare action programs for securing satisfactory personnel policies and procedures for the redress of grievances. This committee shall advise the Executive Board in situations of censure, suspensions, or expulsion of members. Members of this committee shall have attained tenure status in the local school system. The specific duties of the committee include knowing, explaining, interpreting, and stimulating

cooperative development of written local school board policies, state board policies, local school laws and legal structure, and state and federal school laws and structure. Additional but equally important duties are: to know, explain and defend teacher rights in such matters as tenure, contracts, and liability; to promote and cooperate in the consultant development of written school board policies; to make proposals to the local negotiations committee; to hear complaints and advise members; to defend members, the Association, and the profession against unjust or adverse criticism; to encourage democratic procedures and understanding among the local board of education, the administration, the classroom teachers and other school personnel; to serve as liaison with the state and national Professional Rights and Responsibilities structures; and to accept such other duties as may be needed and assigned. It may organize subcommittees on personnel policies, ethics, grievance, and others as deemed advisable by the Executive Board.

- c. The Legislative Committee (T-PACE) shall oversee broad concern for local, state, and national legislation affecting the interests of the Association and for exercise of civic responsibilities by members. The committee shall be diligent to inform members about newly enacted legislation. The committee shall seek to coordinate its activities with those of appropriate PACE activities. It shall organize and monitor the following activities:

- (1) State Legislation - to study pending legislation and to promote activities leading to the passage of desirable state legislation for teachers.
- (2) Federal Legislation - to study legislation before the Congress and to develop and/or promote activities leading to the passage of desirable federal legislation for education.
- (3) Local Legislation - to seek to influence local legislation to the advantage of education; to keep aware of all aspects of the local county and/or city budgets, bonding programs, and referenda; and to establish and maintain liaison status with local magistrates and/or city council persons.
- (4) Citizenship - to educate members and the public to the civic

all teachers,
of those rights

responsibilities of teachers; to promote voter registration of
and to develop programs that will encourage wide exercise
and responsibilities.

- d. The Committee on Public Relations shall seek to develop public understanding of the purposes and programs of the Association, the values and importance of education, and, in cooperation with the administration, the educational philosophy and programs of the schools. It shall develop procedures by which the Association can work cooperatively with parents and the public in civic, fraternal, and social organizations, and through all available channels of communications. It shall seek to provide for effective internal and external communications programs, including negotiations activities. The Committee on Public Relations shall organize and oversee the following areas of work:

- (1) News Media
- (2) Newsletter
- (3) American Education Week
- (4) School Bell Awards
- (5) Liaison with other community groups
- (6) Speakers' Bureau
- (7) Yearbook
- (8) Others

- e. The Committee on Instruction and Professional Development (IPD) shall explore and develop action programs to raise and maintain standards for certification, employment, and assignment; to improve opportunities for pre-service, continuing, and in-service professional education; and to create and maintain rapport between the Association and neighboring or closely related institutions of higher education. It shall exercise professional concern in programs involving student teachers or relating to the concept of professional autonomy. It shall plan and coordinate programs for the general membership meetings of the Association. It shall work closely with the local negotiating committee in formulating and promoting activities relating to improved instruction and professional development.

- f. The Committee (or) Subcommittee of IPD or Human Relations shall develop

positive programs and activities and utilize the talents and abilities of the membership to promote an atmosphere of cooperative understanding of the dignity and worth of each individual and to improve human relationships for all.

g. The Committee on Research shall review and disseminate pertinent research information to the membership and other committees concerning salary and budget.

(1) Salary - to develop salary proposals for presentation to the membership and/or negotiations committee, develop supportive data and research statistics, develop knowledge and understanding of school finance, property taxation, and other financial resources available from local, state, and federal funds; to make recommendations which will aid in bringing about adequate financial support for public education and recommended policies and procedures which will gain community support and community involvement in the campaign for better educational programs.

(2) Budget - shall review the Department of Education budget and suggest proposals to the Executive Board and/or Negotiating Committee. Information from the local Association shall be sent to the State and national Associations as needed for budget analysis. Committee members shall attend local budget hearing meetings and gather information for the purpose of budget proposals.

ARTICLE VIII - SPECIAL AD HOC COMMITTEES

1. Each year the president shall appoint an Elections Committee, a Social Committee, and such other special ad hoc committees as may be necessary, and shall discharge

them upon completion of their duties. These committees shall operate according to rules approved by the Representative Assembly.

2. The president, with the guidance and approval of the Executive Board, shall appoint a negotiating team. The team shall consist of five members. The roles of team spokesperson, observer, and recorder shall be assigned. Other roles shall be assigned as necessary. The spokesperson shall be the chief negotiator and shall be in full charge of the negotiating team. Other team members shall become specialists in particular areas up for review and speak at the will of the chief negotiator. The recorder and one team member shall take comprehensive notes and record points of agreement and disagreement for resolving future disputes as to the parities; intentions and the meaning of contract clauses. The observer and one team member shall observe the reactions of members of the board of education on issues for oral review at subsequent strategy-planning sessions to alert the team to sensitive areas.

The negotiating team shall have the primary responsibility for negotiating, and shall be given full authority to bargain in good faith, including the right to modify proposals and make concessions on behalf of the Association, subject only to the ratification of the entire contract by the Active members of the Association.

3. The Negotiating Committee shall be made up of the entire negotiating teams, plus the chairpersons of the following committees: Research, Professional Rights and Responsibilities, and Instructional and Professional Development. Others may participate in committee functions according to the needs of the negotiating committee. The chairperson of the negotiating team shall be selected by the president with the guidance and approval of the Executive Board. The main purpose of the committee shall be to prepare the initial contract proposals and to provide the necessary backup materials for the negotiating team throughout the negotiating process.

ARTICLE IX - ELECTIONS

1. **Nominations**

- a. The Active members in each faculty or the central office during the month of February may nominate candidates for president, president-elect, secretary, treasurer, and Executive Board. All candidates for these offices shall have been Active members of the Association for at least one year immediately preceding their election.
- b. The Committee on Elections shall report all nominations to the Representative Assembly at the March meeting. Members of the Assembly may nominate other candidates from the floor.
- c. The Committee on Elections is responsible for the preparation, publishing, and distribution of the ballots.

2. **Balloting**

Active members shall vote for officers by secret ballot during the month of March. The Committee on Elections shall report the results to the Representative Assembly at the April meeting.

ARTICLE X - DUES

- 1. The dues for Active members of the Association shall be determined by the Executive Board and a majority vote by the Representative Assembly.
- 2. Active members shall also pay annual dues to the Tennessee Education Association and the National Education Association.
- 3. Dues of Educational Support members shall be equal to one-half the amount of Active members.
- 4. Retired members shall pay no annual dues.
- 5. Any Active or Educational Support member, showing cause, shall be granted an official leave of absence for official duties and may retain membership status by paying membership dues to this Association.

6. The membership year shall extend from September 1 of one year through August 31 of the following year . Persons who were members the previous year are considered non-delinquent and in continuous membership until October 1.
7. Teachers who are elected to posts after January 1 of the school year shall be invited and encouraged to become Active members for the local, and appropriate TEA and NEA dues.

ARTICLE XI - DELEGATES TO TEA AND NEA

1. **TEA Representative Assembly**
Delegates and alternates to the annual TEA Representative Assembly shall be elected according to procedures outlined in the TEA constitution and bylaws.
2. **NEA Representative Assembly**
Election of a delegate and successor delegate to the NEA Representative Assembly shall be by secret ballot of the entire membership.

ARTICLE XII - AUTHORITY

Robert's Rules of Order shall be the parliamentary authority for the Association.

ARTICLE XIII - AMENDMENTS

These bylaws may be amended or repealed only by majority vote at any regular meeting of the Representative Assembly provided that any amendments have been studied by the Executive Board and that copies have been sent to Association Representatives two or more weeks previous. Amendments to these bylaws may be proposed at any regular meeting of the Representative Assembly by any member of the Representative Assembly, or by petition signed by at least 10 per cent of the Association membership. All amendments shall take effect immediately unless a different date has been specified.

Adopted: May 1984

Amended: October 2006