

MILLARD EDUCATION ASSOCIATION
CONSTITUTION

Article I
Name

The name of this Association shall be the Millard Education Association.

Article II
Purposes

- Section 1. To work for the welfare of school children, the advancement of education, and the improvement of instructional opportunities for all.
- Section 2. To unify and strengthen the education profession by promoting an environment where educational employees are highly valued, professionally compensated, and guaranteed their human, economic and civil rights through the collective bargaining process.
- Section 3. To enable members to speak with a common voice on matters pertaining to the education profession and to present their individual and common professional interests before the board of education, other legal authorities, and the public.
- Section 4. To develop and promote the adoption of such ethical practices, personnel policies, and standards of preparation and participation as a profession.

Article III
Affiliation

This Association shall be affiliated with the Nebraska State Education Association and the National Education Association. Nothing in its constitution shall conflict with the constitution and bylaws of the Nebraska State Education Association or the National Education Association.

Article IV
Local Membership Categories

- Section 1. Any person employed by Millard Public Schools as a certified staff member or as an educational support professional shall be eligible for membership in the Millard Education Association. Any person joining the Association shall agree to its purposes and objectives and shall agree to abide by the provisions of this constitution.
- Section 2. Active Membership

Persons engaged as teachers, substitutes, and administrators and education support professionals and wishing to join the Association shall be active members. The release time president shall be considered an active member. Active members regularly employed less than the normal schedule for full-time, are eligible to join the Association at a reduced rate. All active members of this Association shall be members of the Nebraska State Education Association and the National Education Association.

Section 3. Reserve Membership

Persons who are on leave of absence for a period of at least six (6) months and who were active members at the time of leave was taken, shall be eligible for reserve membership. Local dues shall be one half the dues for active members.

Section 4. Substitute Membership

Substitute membership shall be open to any educational employee employed on a day-to-day basis not under contract to an educational employer. Substitute members shall not be entitled to vote or hold office.

Section 5. Continuous Membership

Membership in the Millard Education Association, the Nebraska State Education Association, and the National Education Association shall be continuous. Initial enrollment in the Association after the effective date of this provision shall constitute authorization for continuous membership. Membership in the Association constitutes a legal obligation of dues to the Association. A member may revoke such authorization to become effective September 1 by providing written notice to the association president between May 1 and June 1. A member has the right to appeal continuous membership, and the procedure for such appeal shall be set forth in MEA Policies and Procedures Manual.

In the event that a membership is terminated during an Association year, the employer will be notified to deduct the balance of the dues owed to the Association from the member's final paycheck. The deduction of final dues may be waived by the board of directors for extenuating or extreme circumstance.

Section 6. Members who retire, resign, or otherwise cease employment will automatically be removed from the membership list at the start of the next membership year and any continuing dues obligation will cease at that time.

Article V Rights of Members

Section 1. Active members shall have the right to vote. Active members may hold elective office or appointed positions.

Section 2. Reserve members and substitute members shall have only those rights afforded to that class of membership and shall, except as otherwise stated, be ineligible to vote, chair committees, and hold elective office.

- Section 3. Members shall be guaranteed the right of appeal in disputes regarding membership.
- Section 4. Only members of the Millard Education Association will be eligible to vote on district-negotiated agreements.

Article VI
Board of Directors

Section 1. The board of directors shall consist of the officers and directors. The officers of the Association shall be president, vice-president, recording secretary, and treasurer. The terms of officers and directors shall run from August 1 to July 31.

- A. The president of the Association shall be released from classroom duties, while serving a term of two (2) years with a maximum of four (4) consecutive terms. The president shall be elected in even numbered years. Election of the president automatically assures a seat for the president at the NSEA Delegate Assembly and the NEA Representative Assembly. The president shall preside over all general membership meetings, recommend chairpersons of standing committees, appoint ad hoc committees, be an exofficio member of all standing committees, and be the executive officer of the Association. The president shall represent the Association before the public, either personally or through a representative.
- B. The vice-president shall serve a term of two (2) years with a maximum of four (4) consecutive terms. The vice-president shall be elected in odd numbered years. Election of the vice-president automatically assures a seat for the vice-president at the NSEA Delegate Assembly and the NEA Representative Assembly. The vice-president shall perform the functions of the president in the absence of the president and shall be responsible for chairing all board of directors meetings. The vice-president will serve as the chair of the Membership Committee. The vice-president may be a member of all ad-hoc committees and standing committees.

The vice-president shall assume the office of president for the remainder of the Association year should the office become vacant. The vice-president may be released from classroom duties and may serve for the remainder of that term.

- C. The recording secretary shall serve a term of two (2) years with a maximum of three (3) consecutive terms. The recording secretary shall be elected in even numbered years. The recording secretary shall keep accurate minutes of all board of director and representative council meetings. The recording secretary will be responsible for sending these minutes to the president electronically for distribution.

The treasurer shall serve a term of two (2) years with a maximum of three (3) consecutive terms. The treasurer shall be elected in odd numbered years.

The treasurer shall oversee the funds of the Association and disburse them as authorized by the board of directors and Association policy. The treasurer is responsible for advising the board of directors and the representative council on the transmittal of dues on a timely basis, preparing the annual Association budget, and reporting to the board of directors on all financial matters.

- D. The directors shall serve a term of two (2) years with a maximum of three (3) consecutive terms. Director terms will be staggered, as begun with the April 2000 elections. The directors shall be responsible for communication with constituencies, serve as committee liaisons, may be appointed as a member of an ad hoc committees and perform management duties of the Association.
- E. One Director shall be elected for every one hundred and fifty (150) members and majority percent thereof at each level (elementary, middle school and high school).
- F. One at-large director shall be elected for every eight hundred (800) members or fraction thereof.

Section 2.

- A. Should a vacancy occur during the term of vice-president, recording secretary, treasurer, or director; the Association will advertise the vacancy and Association election procedures will be followed. In filling vacancies for incomplete terms, a director or officer who has served more than half a term in an office is considered to have served a full term. Upon completion of three consecutive terms the officers or directors must recuse themselves for the length of one term before being eligible to run for the identical position.
- B. Should the vice-president, recording secretary, treasurer, or director become unable to perform their duties due to conditions beyond their control, but with the possibility that they may return to finish their elected duties before the completion of their current term the Board of Directors, with the approval of the Building Representatives, will appoint an interim vice-president, recording secretary, treasurer, or director.
- C. Should there be a vacancy on the Board because the incumbent is barred from running as a result of term limits, and no candidates file to run for that position, the incumbent may run for an additional term.

Section 3. The duties of the board of directors shall be:

- A. To carry out all executive duties of the Association and those duties stated in the Association constitution and policies.
- B. To acquire, hold, dispose of, and convey by sale, mortgage, or gift all property, real or personal, which it may secure by purchase, donation, or otherwise, for the intent of carrying out the purposes of the Association.

- C. To administer and supervise the finances of the Association including payment of bills, investments, submission of a budget, and recommendation of dues to the representative council.
- D. To authorize the expenditure of moneys for budgeted items and to recommend changes in the budget for representative council approval or disapproval.
- E. To determine the eligibility of continued membership by a member of the Association using the procedure established in the policies and procedures manual.
- F. To carry out policies directed by the representative council.
- G. To submit items of Association legislative action to a referendum of the membership or to the representative council for approval.
- H. To conduct business necessary for the management of the Association during those periods in the calendar year when the representative council cannot convene.
- I. To evaluate annual goals and objectives of the Association and to make recommendations for the following Association year.
- J. To evaluate the job descriptions of all elected and appointed positions.
- K. To review the Association constitution annually and recommend changes as needed.
- L. To require reports from all committees and share them with the representative council.

Article VII Representative Council

Section 1. The representative council shall be composed of elected Association board of directors and elected building representatives. Ex-officio members of the Rep. Council shall include chairpersons of all committees and any MEA member serving on a state or district board of directors.

The term for building representatives shall be two (2) years and shall run from August 1 to July 31. A member may not serve more than two consecutive terms. In the event of a vacancy, the previous building representative may agree to serve another term. When this occurs, the position of building representative is on a term by term basis.

One representative shall be elected for every twenty (20) members or fraction thereof within the represented building.

If there is more than one member interested in running for representative council there will be an election within the building. The elected representative would have voting privileges at the representative council meeting. Other members can be non-voting representatives in attendance at these meetings. The elections guidelines will be followed.

Section 2. Should a vacancy occur during the term of any representative, the representative council shall fill the vacancy by approving the nomination from the building membership.

Section 3. The representative council is the legislative and policy-forming body of the Association. The representative council may overrule any action of the board of directors or any officer of the Association by a two-thirds vote.

The duties of the representative council shall be:

- A. To foster and promote new and existing membership,
- B. To establish clear lines of communication with all MEA members in your building. This could include, but not be limited to, emailing “unofficial” minutes, forwarding pertinent email messages, holding regular membership meetings, distributing MEA materials, bringing concerns from your building to monthly meetings.
- C. To approve all Association election results,
- D. To set policy on all matters that may be presented relative to the welfare of members,
- E. To approve items for referendum including those recommended by the board of directors,
- F. To overrule any action of the board of directors or any officer of the Association by a two-thirds vote of the representative council when deemed necessary,
- G. To adopt the official budget and to alter budget items during the fiscal year,
- H. To set the annual dues after the adoption of the budget,
- I. To endorse candidates for the Board of Education as recommended by the School Board Candidate Interview Team.

Article VIII Budget and Dues

Section 1. Goals and Objectives - The Association programs shall be defined in an annual statement of goals and objectives to be acted upon by the representative council at the March meeting. The goals and objectives must be approved prior to the approval of budget and dues.

Section 2. Budget - The president shall name a budget committee no later than February to prepare a budget for the following year. The proposed budget shall be presented no later than the at the April representative council meeting and acted on in May.

Section 3. Dues - Dues for the following year will be proposed no later than the April representative council meeting and acted on no later than May following adoption of the budget. The dues are to be based on the estimated cost of Association programs as outlined in the budget and goals and objectives.

Article IX Elections

Section 1. Election dates will be recommended by the board and approved by the representative council.

- Section 2. Members seeking office may have their names placed on the ballot by making written application to the chair of the elections committee.
- Section 3. All elections shall be conducted by secret ballot following procedures as stated in the policy manual.
- Section 4. In the event of a vacancy, there may be nominations from the floor at the representative council meeting prior to the validation and approval of the election results.
- Section 5. Any candidate running unopposed shall be declared elected by the representative council.

Article X Meetings and Association Year

- Section 1. The representative council and the board of directors shall each meet regularly during the Association year.
- Section 2. A special meeting of the representative council may be called by the president, the board of directors, or by petition of ten percent (10%) of the MEA membership.
- Section 3. The Association year shall begin on September 1 each year and end on August 31 of the next year.
- Section 4. A quorum for representative council and board of directors meetings will be a majority of the elected representatives.

Article XI Committees

- Section 1. Each year the president shall appoint, with approval from the board of directors and the representative council, standing and ad hoc committees. Ad hoc committees shall be discharged upon completion of their duties.
- Section 2. The standing committees shall be:
- A. Membership
 - B. Elections
 - C. Government Relations
 - D. Negotiations
 - E. Budget
 - F. Communications
 - G. Learning Community
- Section 3. The function of each committee shall be determined by the board of directors.

- Section 4. Each committee shall keep a continuing record of activities. The committee chair, or designee, shall report at the board/building representative meeting as needed.
- Section 5. Each committee shall meet regularly according to a calendar developed by the committee and may hold special meetings at the call of the committee chairperson.

Article XII
Authority

Robert's Rules of Order shall be the parliamentary authority of the Association on all questions not covered by the constitution and policies as the representative council may adopt. The MEA Policies and Procedures Manual directs the activities of the Association.

Article XIII
Amendment

- Section 1. The representative council may adopt amendments to this constitution by a two-thirds vote, providing notice has been given to the membership at the previous regular meeting. Any Association member may propose amendments to this constitution. Amendments must be submitted in writing to the representative council.
- Section 2. The representative council may adopt amendments to the MEA Policies and Procedures Manual by a two-thirds vote, providing notice has been given to the membership at the previous regular meeting. Any Association member may propose amendments to the MEA Policy and Procedures Manual. Amendments must be submitted in writing to the representative council.

Amended by the representative council 05/02/16.