

## **BYLAWS OF EDUCATION MINNESOTA - LEWISTON-ALTURA**

### **ARTICLE I: GENERAL MEMBERSHIP MEETINGS**

- Section 1      There shall be one or more General Membership meetings held annually to be called at the direction of the President.
- Section 2      The function or purpose of a General Membership meeting shall be at least one of the following: discussion of the Master Contract prior to ratification, training members in organizational functions and programs, or imparting information to and from the membership in regard to union concerns. Business conducted by the Executive Committee may be reviewed at General Membership meetings.
- Section 3      General Membership meetings shall be chaired by the President and announced at least one week in advance except in cases of emergency as declared by the Executive Committee. Upon approval by the Executive Committee, other specified employees of Independent School District #857 may be in attendance without voting privileges.
- Section 4      A quorum of the General Membership shall be a majority of the members attending.

### **ARTICLE II: POWERS OF GENERAL MEMBERSHIP (DUES AND BUDGET)**

- Section 1      State, national, and intermediate organization dues will be assessed in accordance with the dues categories and policies of HVTU, Education Minnesota, AFT, and NEA.
- Section 2      Local membership dues shall be determined by Education Minnesota – Lewiston-Altura in the following manner: The Executive Committee shall prepare a dues figure prior to the FIRST General Membership Meeting. The dues figure will include financial requirements to meet the goals and objectives of the local programs and the dues set by Intermediate Organization, State and National affiliates to be presented to the General Assembly. The dues will be voted on and set and the FIRST general membership meeting of the school year with provisions for readjustment at any time.
- Section 3      No net earnings shall inure to the benefit of any member.
- Section 4      Payment of annual dues as described by union policy shall constitute membership. Members whose dues payments are delinquent shall be terminated from the membership in accordance with the Education Minnesota/NEA Bylaws.
- Section 5      Resignation shall be in written form. There shall be no refund of local, state, national or intermediate organization dues. Resignation shall be automatic should the member leave the employ of Independent School District #857.

Section 6 No member may be removed from office, censured, suspended, or expelled from membership without the right of a due process hearing which shall also include the right of appeal as described in Education Minnesota/NEA Bylaws.

Section 7 The audit committee will conduct an audit of the union's financial records once a year. A copy of the audit report must be filed with Education Minnesota within six months of the close of the fiscal year.

### **ARTICLE III: DUTIES/POWERS OF OFFICERS**

Section 1 President: The President shall preside at meetings of the union and are entitled to sit, ex-officio, with any Committee of the union, and perform the duties prescribed in this Constitution. The President shall serve as a member of the Negotiation Committee, and shall be the chief executive officer with the power to sign documents on the union's behalf.

The duties of the President shall include:

- 1) Disseminate information to committee chairs and general membership;
- 2) Act as a liaison between the members and the administration;
- 3) Set the meeting dates and agendas as well as distribute agendas prior to meetings;
- 4) Communicate with HVTU and Education Minnesota;
- 5) Recruit new officers and negotiators;
- 6) Communicate regularly with committee chairs;
- 7) Assist in processing grievances;
- 8) Support negotiators;
- 9) Chair the Executive Committee;
- 10) Encourage the involvement of all members in union work; and
- 11) Act as the spokesperson for the local.

Section 2 Lieutenant President: The Lieutenant President shall perform the duties of and have the powers of the President during any absences or inability of the President to act. In the event of a vacancy in the office of the President, the Lieutenant President shall perform the duties of the President until a special election can be held to fill the vacancy. The duties of the Lieutenant President shall include:

- 1) Assist the President in any way needed;
- 2) Be a member of the executive committee and attend meetings regularly;
- 3) Assist in setting agendas and meeting dates;
- 4) Recruit new officers and negotiators;
- 5) Assist with the Senior Breakfast;

- 6) Support Negotiators;
- 7) Conduct all elections: Local, State, and National;
- 8) Encourage the involvement of all members in union and committee work; and
- 9) Chair and organize the Meet and Confer Committee.

Section 3 Vice President:

The duties of the Vice President shall include:

- 1) Be a member of the executive committee and attend meetings regularly;
  - 2) Assist in setting agendas and meeting dates;
  - 3) Recruit new officers and negotiators;
  - 4) Assist with the Spring Senior Breakfast;
  - 5) Support negotiators;
  - 6) Serve as chair of the Senior Scholarship Committee; and
- 8) Encourage the involvement of all members in union and committee work.

Section 4 Secretary:

The duties of the Secretary include:

- 1) Serve on the Executive Committee;
- 2) Keep all records, including the minutes of all general membership and executive committee meetings;
- 3) The Secretary shall distribute copies of the minutes;
- 4) The Secretary shall conduct correspondence as directed by the President and the Executive Committee of the general membership;
- 5) Organize and post committee sign ups;
- 6) File this Constitution, annual mailing lists, and names of Delegates with Education Minnesota and the NEA in accordance with the Bylaws of those parent affiliates;
- 7) Support negotiators; and
- 9) Updates the local website.

Section 5 Treasurer:

The duties of the Treasurer include:

- 1) Serve on the Executive Committee;
- 2) Receive and disburse the funds;
- 3) Keep an accurate record of all transactions;
- 4) Submit the financial records to the audit committee every year for an audit to be completed within six months of the close of the fiscal year;
- 5) Report expenditures in the treasurer's report at each quarterly meeting;
- 6) Work with the executive committee to create a budget and propose the yearly dues;
- 7) Abide by guidelines of the Education Minnesota Local Treasurer's Handbook; and

8) Attend Affiliate Standards Training.

Section 6 Member Rights Chair  
 1) Serve on the Executive Committee; and  
 2) Must be a trained and certified Education Minnesota Rights Advocate.

Sections 7 Building Representatives:  
 1) The building representatives shall serve on Members Rights committee;  
 2) Assist the Lieutenant President with Meet and Confer as well as attend Meet and Confer meetings;  
 3) Assist membership contact with roster updates;  
 4) Assist communications chair with Teacher Recognition activities;  
 5) Distribute and collect materials; and  
 6) Conduct elections with the exception of officer elections.

Section 8 The compensation of the officers shall be determined at the first meeting of the general membership. Compensation shall be paid at the final meeting of the general membership for the year served.

#### **ARTICLE IV: POWERS/DUTIES OF EXECUTIVE COMMITTEE**

Section 1 The Executive Committee shall be responsible for the management of the union.

Section 2 The duties of the Executive Committee shall include:  
 1) Manage and oversee business/actions of the union.  
 2) Review all expenditures and set local dues.  
 3) Carry out policies established by the general membership.  
 4) Report its actions to the members.  
 5) Set agendas for meetings of the General Membership.  
 6) Communicate with all committees.  
 7) Establish and follow union Operating Procedures.  
 8) Approve all committee chairperson appointments.  
 9) Establish special committees as needed.  
 10) Appoint officers in the event of vacancy.  
 11) One member will attend each HVTU sponsored event.

Section 3 A quorum of the Executive Committee shall be a majority of members attending.

#### **ARTICLE V: NEGOTIATIONS COMMITTEE**

Section 1 The Negotiations Committee shall bargain a Master Agreement subject to Article II, Section 1 of the Constitution. The general membership shall elect no fewer than two (2) and no more than four (4) members to the negotiations committee.

- Section 2 The term of a negotiator shall begin at the end of the school year in even-numbered years and continue until the end of the school year the following even-numbered year.
- Section 3 The Negotiations Committee shall elect a chair of the committee, known as the Chief Negotiator.
- Section 4 The President shall serve as an ex-officio member of the Negotiations Committee. The President may not vote at a Negotiations Committee meeting, except to cast a tie-breaking vote of the Negotiations Committee.
- Section 5 The Chief Negotiator shall present the tentative agreement for ratification in accordance with Article VIII of the Constitution and established policy.
- Section 6 The Negotiations Committee shall elect a negotiator to serve on Meet and Confer.
- Section 7 The Negotiators shall be compensated annually at the end of the school year or upon ratification of the contract, whichever occurs first. Compensation shall be voted on by the general membership at the first meeting of the school year.
- Section 8 Negotiations Committee vacancies which occur during a term of office shall be filled by appointment of the Executive Committee. A Negotiator filling a vacancy shall complete the term of his/her predecessor.

#### **ARTICLE VI: DUTIES OF STANDING COMMITTEES**

- Section 1 Each committee shall meet no less than one time each year.
- Section 2 A chairperson shall be chosen by members of the committee and is subject to approval by the Executive Committee. The chairperson is responsible for setting and communicating meetings times. He/She must also report business conducted by the committee to the general membership.
- Section 3 Committee members for the following committees will be volunteers appointed by the President and approved by the Executive Committee.
- Section 4 The committee secretary is responsible for keeping accurate minutes for the committee and filing a copy with the secretary of the union.
- Section 5 The following committees and their duties have been established as follows:
- A. MEMBERSHIP CONTACT: This committee member shall receive membership rosters from Education Minnesota, review rosters for accuracy, and

distribute rosters to building reps for appropriate updates, collect rosters from building reps and send on to Education Minnesota and sign up new members.

B. GOVERNMENT RELATIONS COMMITTEE: This Committee shall have the responsibility for operating a program in political action and legislation. The committee chair shall also receive and provide communication from Education Minnesota regarding political issues.

C. STAFF DEVELOPMENT COMMITTEE: This committee shall have the responsibility to operate a program involved with teacher education, professional standards, and human relations. It shall be composed of at least one team member from each building.

D. MEMBER RIGHTS COMMITTEE: This Committee will be comprised of Education Minnesota Certified Member Rights Advocate trained members (preferably at least one in each building).

E. MEET AND CONFER COMMITTEE: The Meet and Confer Committee shall have the duties as outlined in M.S. 179.61 - 179.76 as amended. The committee shall be composed of an Executive Officer, a Negotiator, a Member Rights Representative and other members as needed.

F. POLICY REVIEW COMMITTEE: The committee members will attend monthly Policy Review meetings and report to the union. The committee shall be composed of at least one member from each building.

G. CONTINUING EDUCATION COMMITTEE: This committee is responsible for informing teachers of the licensure renewal process; reviewing and evaluating continuing education units submitted by teachers and awarding clock hours; keeping current files of teacher licensure and informing teachers of when they need to renew their licenses. The committee shall be composed of at least one member from each building.

H. SICK LEAVE BANK COMMITTEE: This committee is responsible for informing new members of the program; distributing and collecting sign-up forms; and keeping records.

I. SCHOLARSHIP COMMITTEE: The members of this committee review candidates and select scholarship recipients. The members of the committee shall include the Vice-President as chair, one teacher from the elementary/intermediate school, and one teacher from the high school.

J. SOCIAL COMMITTEE: The social committee is responsible for organizing social events.

K. TEACHER OF THE YEAR COMMITTEE: The members of this committee are responsible for collecting nominations and conducting the vote for Teachers of the Year. One teacher from the elementary/intermediate and one teacher from the high school will be chosen each year. The committee shall be composed of at least one member from each building. To be nominated a teacher must be a current member of the local union.

L. AUDIT COMMITTEE: This committee shall conduct annual audit of the Treasurer's records; compile, report, and present results to the local and forward to Education Minnesota. It shall consist of at least four members.

## **ARTICLE VII: AMENDING PROCEDURES**

- Section 1      These Bylaws may be amended at any General Membership meeting at which there is a quorum by a majority vote of the members present and voting.
- Section 2      The Executive Committee shall bring to the General Membership meeting any proposed amendment to these Bylaws submitted in writing by any union member in good standing.
- Section 3      These Bylaws shall be reviewed every three years or as needed.

## **ARTICLE VIII: PARLIAMENTARY AUTHORITY**

- Section 1      Meetings of the General Membership will be conducted according to Robert's Rules of Order.

## **ARTICLE IX: ELECTION OF DELEGATES—STATE AND NATIONAL**

- Section 1      Election of National Education Association, American Federation of Teachers, and Education Minnesota Delegates and Alternates shall be consistent with National Education Association, American Federation of Teachers, and Education Minnesota Guidelines.