

## MILFORD EDUCATION ASSOCIATION CONSTITUTION

### ARTICLE I - NAME

**Section 1** The name of this organization shall be the Milford Education Association.

**Section 2** This Association shall maintain affiliation with the Southwestern Ohio Education Association, the Ohio Education Association, and the National Education Association.

### ARTICLE II - PURPOSE

**Section 1** The purpose of the Association shall be to:

1. Help set and promote the educational objectives of the local school system, the state, and the nation;
2. Protect the welfare and advance the professional interests of its members;
3. Foster professional attitudes;
4. Establish and maintain helpful, friendly relationships within the membership and school community.

### ARTICLE III - MEMBERSHIP

**Section 1** All certificated personnel employed by the Milford Exempted Village Board of Education (except those classified as administration) shall be eligible for active membership.

**Section 2** Active members shall be members of the Milford Education Association, the Southwestern Ohio Education Association, the Ohio Education Association, and the National Education Association.

**Section 3** All members shall abide by the Code of Ethics of the Education Profession.

### ARTICLE IV - OFFICERS

**Section 1** The officers of this Association shall be President or Co-presidents, Vice-President or Co-Vice-presidents, Secretary, Treasurer, and Immediate Past President(s).

**Section 2** Any business or financial interest of the officers or representatives of the MEA, its agents, their spouses, minor children, parents, or other

arrangements that conflict with the fiduciary obligations of such persons to the organization are prohibited.

**Section 3** Whenever the office of President becomes vacant due to death, incapacity, termination, resignation, retirement or recall, the Vice President shall automatically assume the presidency for the remaining part of the term.

A vacancy in the office of Vice President, Secretary or Treasurer shall be filled for the remainder of the term by majority vote of the Board of Directors/Executive Committee.

#### ARTICLE V - EXECUTIVE COMMITTEE

**Section 1** The Executive Committee shall be composed of the officers of the Association and the association representatives.

**Section 2** The Executive Committee shall:

1. Act as advisors to the officers, assign duties, be responsible for all committees of the Association, and have such policy making authority as provided in this Constitution and Bylaws.
2. Act as the authoritative voice of the Association on positions affecting the Association during the interim period between regular meetings.
3. Prepare recommendations for consideration and action of the Association.
4. Carry out policies established at general membership meetings.
5. Report its transactions and those of the general membership to all members.
6. Direct an independent audit of the Association's financial records at regular intervals not to exceed two (2) years.

**Section 3** There shall be no more than one association representative in each building for every twenty-five (25) members or major fraction thereof.

**Section 4** It is the policy of the Association, and it shall take all legally permissible steps to achieve governance and delegate representation of ethnic minority at least proportionate to the ethnic minority membership in the Association.

## ARTICLE VI - ELECTIONS

- Section 1** The President(s) shall appoint an Elections Committee whose duty it shall be to present a slate of officers for each office. Candidates for office may also be submitted by a petition signed by at least fifteen (15) active members or by nomination from the floor.
- Section 2** No member shall be nominated for office without the knowledge and consent of the individual.
- Section 3** The President or Co-presidents shall appoint an election committee whose duty it shall be to conduct elections in accordance with the OEA Elections Manual and to resolve all challenges or protests to an election. No nominee for the office shall serve concurrently on the Election Committee.
- Section 4** Election of officers shall be by secret ballot in each building during one school day designated by the Elections Committee.
- Section 5** The Elections Committee shall report the results of the election to the total membership within five (5) calendar days following the election.
- Section 6** Newly elected officers shall be installed and assume their office on the first day of school for the following year.
- Section 7** All ballots, marked, unmarked, and voided, and all other records pertaining to the election of officers of this Association and OEA and NEA Delegates and alternates shall be preserved for one (1) year from the date the election was held. Such ballots and other records shall be made available to OEA officers upon request for inspection and examination.
- Section 8** Non-members of the Association shall not have the right to vote, hold office, or otherwise have privilege of Association membership.

## ARTICLE VII - IMPEACHMENT OF OFFICERS

- Section 1** Officers of this Association may be impeached for violation of the Code of Ethics of the Education Profession, for misfeasance, for malfeasance, and for nonfeasance in office.
- Section 2** Impeachment proceedings against an officer may be initiated by written petition submitted to the Executive Committee by at least twenty-five (25) percent of the active members.
- Section 3** If, after a due process hearing, a two-thirds (2/3) vote of the Executive Committee shall sustain the charge, the office shall become vacant.

**Section 4** The officer may appeal the decision to a special meeting of the general membership.

#### **ARTICLE VIII - COMMITTEES**

**Section 1** The Association shall have such standing committees as are necessary to carry out the responsibilities and program of the Association.

**Section 2** Ad hoc (temporary) committees may be formed as necessary to achieve the Association program.

**Section 3** All committees shall be appointed by the President(s) with the approval of the Executive Committee.

#### **ARTICLE IX - DUES**

**Section 1** The Milford Education Association shall have a dues structure adequate to fund an active program. The dues rate shall be established according to Bylaws Article V.

#### **ARTICLE X - AMENDMENTS**

**Section 1** Amendments to this Constitution may be made by a two-thirds (2/3) majority of those voting at any regular meeting provided that the amendments have been introduced at the preceding regular meeting and that copies of the proposed amendments have been distributed to all members for discussion.

## MILFORD EDUCATION ASSOCIATION BYLAWS

### ARTICLE I - MEETINGS

- Section 1** The Executive Committee shall meet monthly or at the call of the President(s).
- Section 2** The general membership meetings shall be held at least once each semester. Additional meetings may be called by the President(s), a majority vote of the Executive Committee, or a petition to the President(s) signed by at least ten percent (10%) of the active membership. Such petitions shall state the purpose of the desired meeting and the business of that meeting shall be limited to consideration of the stated purpose.

### ARTICLE II - QUORUM

- Section 1** The quorum for Executive Committee meetings shall be one more than fifty percent (50%).
- Section 2** The quorum for a general meeting shall be the membership present.

### ARTICLE III - DUTIES OF OFFICERS

- Section 1** President or Co-Presidents (1997)
1. Preside over all Association meetings and prepare their agendas.
  2. Represent the Association on all matters of Association policy.
  3. Serve as an ex officio member of all Association committees.
  4. Communicate to members to keep them informed of state, local, district, MEA, and member concerns.
- Section 2** Vice-President or Co-Vice- Presidents
1. Preside over Association meetings in the absence of the President(s).
  2. Perform such other duties as delegated by the President(s).
- Section 3** Immediate Past President(s)
1. Preside over Association meetings in the absence of the President(s) and Vice-President(s).
  2. Serve as a consultant to the Executive Committee.

**Section 4** Secretary

1. Keep accurate minutes of all official meetings of the Association and after approval distribute electronically to members.
2. Maintain the official files of the Association for three years.
3. Perform such other duties as delegated by the President(s).
4. Serve as parliamentarian.

**Section 5** Treasurer

1. Hold the funds of the Association and disburse them upon authorization by the Executive Committee.
2. Maintain records of receipts and disbursements.
3. Maintain membership rolls.
5. Prepare financial reports for meetings of the Executive Committee and the annual financial statement to be distributed to the membership, and such financial reports and accounts of income and expenses shall be available for inspection by any member upon request and appointment for them.
5. The treasurer and all others who are involved in the collection, accounting, or disbursement of Association funds shall be bonded.
6. Prepare a budget giving estimates of income and of necessary expenditures for the future fiscal year.

**Section 6** Association (Building) Representative

1. Report recommended policies and other actions of the Executive Committee to the members in his/her building.
2. Transmit proposals and recommendations from members in his/her building to the Executive Committee for their consideration.
3. Assist the Membership Committee in the collection of dues.
4. Assist the Elections Committee in the distribution and collection of ballots.

5. Attend all official meetings of the Association or provide an alternate in his/her absence.
6. Act as a consultant to the individual member who has a professional problem and, when necessary, seek needed assistance from the Association.

**Section 7** Terms and Succession

1. The officers, except the President or Co-Presidents, shall serve for one (1) year and may be reelected; the President or Co-Presidents shall serve for two (2) years and may be reelected.
2. Association representatives, standing committee members, and ad hoc committee members shall serve for one (1) year.
3. If requested by the current President or Co-Presidents, the Executive Committee may approve a vote by the general membership to extend the term of the President or Co-Presidents for one (1) year.

**ARTICLE IV - COMMITTEES**

**Section 1** The Milford Education Association shall have the following standing committees:

1. Elections - This committee shall be responsible for the MEA, OEA, and NEA elections that take place throughout the year.
2. Legislative - This committee shall be responsible for candidate screening and endorsements in various elections, levy/bond issue campaigning, and seeking membership involvement in relevant local, state, and national political affairs.
3. Budget Committee – With the treasurer this committee shall write and propose budgets annually.
4. Negotiations - This committee shall be responsible for representing the MEA membership in contract bargaining sessions and coordinating the dissemination of information for decisions on ratification.
5. Public Relations - This committee shall develop and implement programs that will increase positive public views of Milford Schools and keep the community informed of various school, student, and teacher issues. This would include writing news releases, publishing a community newsletter, maintaining MEA website, etc.

6. Scholarship - This committee shall be responsible for soliciting applicants and deciding recipients of MEA scholarships.

#### **ARTICLE V – BARGAINING AND CONTRACT RATIFICATION**

- Section 1** The Ohio Education Association represents the Association on all matters concerning the Association before the State Employment Relations Board (SERB).
- Section 2** Conduct all ratifications of collective bargaining agreements in accordance with the guidelines for ratification of collective bargaining agreements and fact finder reports as set forth in the OEA Elections Manual.

#### **ARTICLE V - DUES**

- Section 1** The dues rate for the succeeding year shall be determined at the April meeting of the Executive Committee.
- Section 2** Every member shall also pay the dues required by the Southwestern Ohio Education Association, the Ohio Education Association, the National Education Association, with which the Milford Education Association is affiliated.
- Section 3** The Milford Education Association shall annually enter into a Dues Transmittal Contract with the Ohio Education Association.

#### **ARTICLE VI - FISCAL YEAR AND MEMBERSHIP YEAR**

- Section 1** The fiscal and membership year of the Association shall be September 1 to August 31.

#### **ARTICLE VII - ASSOCIATION FUNDS**

- Section 1** Loans from Association funds will not be made to any individual.

#### **ARTICLE VIII - COMPENSATION**

- Section 1** Officers shall be compensated in the following amounts: President or Co-Presidents - Unified dues (for each Co-President) plus \$1,000.00 (divided equally between Co-Presidents); Vice-president, Treasurer, and Secretary - Unified dues; Co-vice –presidents – 50% of Unified dues.
- Section 2** The five member bargaining team, as selected by the negotiations committee, will be compensated as follows: \$150.00 to the chairperson and \$100.00 to each of the four team members.



## ARTICLE IX - DISCIPLINARY ACTION OF MEMBERS

**Section 1** Fair and equitable procedures shall be employed in any disciplinary action taken against any MEA member. Fair and equitable procedures shall include that:

1. No member is discriminated against on the basis of age, national origin, race, sex, religion, or political persuasion.
2. All members have a right to request and receive a fair hearing before the MEA Executive Board or a committee of the Executive Board, prior to such disciplinary action being taken.
3. Disciplinary action should only be taken for: ballot falsification; gross violation of the Code of Ethics of the Education Profession; misuse in the collection, accounting of, or disbursement of MEA/SWOEA/OEA /NEA funds; or for gross violations of this Constitution, its Bylaws, or procedures or actions ratified by a majority of the dues paying members of the MEA.

**Section 2** Disciplinary action may consist of:

1. A loss of the right to vote, hold office, or to enjoy other membership privileges in the MEA, and/or reparation for costs or damages incurred by the same organization as a result of such violation;
2. Other reasonable actions deemed necessary by the Executive Board and applied in a fair and equitable manner.

## ARTICLE X - AUTHORITY/PARLIAMENTARY PROCEDURE

**Section 1** Robert's Rules of Order, Newly Revised shall be the authority governing all matters of procedure not otherwise covered in this Constitution, Bylaws, or Standing Rules.

## ARTICLE XI - AMENDMENTS

**Section 1** Amendments, alterations, additions, or deletions to these Bylaws shall be made by a majority secret vote of the Executive Committee.

**Section 2** Due notice of a meeting at which action is to be taken on amendments shall be given to committee members ten (10) days before such a meeting. The notice must contain the amendments to be voted on.

## ARTICLE XII - DISSOLUTION OF ASSOCIATION

- Section 1** A petition for dissolution of the Association may be presented in writing to a meeting of the general membership by any member in good standing and must contain the signature of three-fourths (3/4) of the total membership of the Association.
- Section 2** Upon receipt of the petition for dissolution by the total membership, the Association shall act upon the petition at the next general membership meeting.
- Section 3** The Association shall be considered dissolved if three-fourths (3/4) of the total membership vote by secret ballot in favor of dissolution.
- Section 4** The effective date of dissolution shall be thirty (30) days from the date of the vote, thus allowing for disposal of assets and liabilities.
- Section 5** In the event of dissolution of this Association, all assets of this organization remaining after payment of all obligations shall be distributed to Miami Ministries (previously know as the Mary Miller Fund) provided that it is an entity recognized as tax exempt from Federal taxation. In the event that Miami Ministries is not then recognized as tax exempt, such assets shall then pass to Clermont Country Library provided that it is recognized as exempt from Federal taxation.

## ARTICLE XIII - ENABLING PROVISION

- Section 1** This Constitution and these Bylaws shall become effective September 1, 2005 following their adoption, and shall remain in effect until amended according to regulations herein provided.