

SPECIAL DISTRICT NEA BYLAWS

2013

Preamble

We, the members of Special District NEA, in order to promote and advance the Special and Technical education of students in St. Louis County, develop and promote cohesiveness as members with a common voice, and secure the rights and benefits of educational employees as designated by procedures and policies of MNEA, do hereby establish the following bylaws:

Article 1

Name

The name of this organization shall be the Special District National Education Association (SDNEA).

Article II

Affiliation

This Association shall maintain affiliation with the Missouri National Education Association (MNEA) and the National Education Association (NEA).

Article III

Goals and Objectives

The goals of the Association shall be as stated in the preamble. The objectives of this Association shall be to work for the welfare of the professional staff and students of the Special School District of St. Louis County; to develop ethical and professional practices; to unify and strengthen the teaching profession, to enable members to speak with a common voice; to represent the interests of members before appropriate authorities and groups; and to carry out appropriate programs and policies of the Missouri National Education Association.

Article IV

Provisions

Provisions of the Bylaws shall be consistent with the provisions of the Bylaws of affiliated Associations. The Association shall have all power necessary and proper to take action for attainment of the goals and objectives; all within the meaning of Section A501 C5 of the Internal Revenue Code. Nothing in these Bylaws shall be construed to prevent the Association from pursuing objectives which are consistent with the stated goals of the Association.

Article V

Membership and Fiscal Year

The membership and fiscal year shall coincide with the membership year of Missouri NEA/NEA; September 1 through August 31.

Article VI

Membership

- Section 1: Active membership in the Association shall be open to all professional personnel employed in the Special School District of St. Louis County engaged in education, diagnosis, rehabilitation, administration or supervision upon payment of dues as provided in Section 3. Members must 1) hold a minimum of bachelor's degree or the equivalent thereof and/or hold a regular vocational or technical certificate and 2) where required hold or be eligible to hold a regular legal certificate of any kind except an emergency substandard certificate or permit.
- Section 2: A member of the Association in good standing may vote upon all business brought before the Association.
- Section 3: The annual membership dues of members shall be payable by electronic funds transfer from the member's bank account (EZ-Pay) in 20 monthly installments. The first installment shall be due in September. Dues may also be paid by check or credit card for the full year amount by September 30th. Dues may be payable in 18 semi-monthly installments by payroll deduction, if applicable.
- a) Dues shall be payable to SDNEA for distribution to the various affiliated Associations.
 - b) The amount of the local dues shall be left to the discretion of the membership. This decision may be made at any meeting of the organization as provided in Article XV, Sections 1 and 2, of the Bylaws by a majority vote of those in attendance, a quorum being present.
 - c) Any member joining the SDNEA for the first time after September 1 as an active member shall be enrolled in full standing for the remainder of the membership year by paying, via payroll deduction, the amount of annual dues which is commensurate with the remaining portion of the membership year. Dues payment for subsequent membership years shall be by payroll deduction.
- Section 4: No member may be censured, suspended, or expelled, without a due process hearing, which shall include an appropriate appellate procedure. (Appellate procedure outlined by MNEA Bylaws.)
- Section 5: Active membership is limited to persons who support the principles and goals of the Association and who maintain membership in the Missouri National Education Association and National Education Association where eligible.
- Section 6: Authorizations for dues deductions shall continue in effect from year to year unless revoked prior to the receipt of the first paycheck in writing to the Association for the upcoming school year. The Association will send notification to the District of those individuals who have discontinued dues deductions.

Article VII

Administrative Year

The administrative year of the Association shall be July 1 through June 30.

Article VIII

Officers

Section 1: Officers of this Association shall be President, Vice-President(s) (1st and 2nd), Recording Secretary, Corresponding Secretary, and Treasurer.

Section 2: Officers shall be elected at a General Membership meeting during the second semester of the school year. Officers shall be elected from a slate for each office as presented by the Nominating Committee. Open nominations from the floor shall be accepted. Voting shall be by secret ballot except when only one name is submitted for office. In the latter case, voting will be by acclamation. All elections shall be in accordance with the one-person, one-vote principle.

Section 3: The President, Vice-President(s), Recording Secretary, Corresponding Secretary, and Treasurer will serve for a period of three administrative years. The office of President shall be limited to three terms. There shall be no limitations in number of terms for other officers.

Section 4: The Duties of the Officers (All elected officers are bonded by NEA):

The President shall:

1. Be the chief executive officer of the Association.
2. Preside at all Executive Board-Representative Assembly meetings and the General Membership meeting(s).
3. Be responsible for all appointments.
4. Call special meetings of the Association or any of its committees.
5. Keep the Executive Board-Representative Assembly informed of all pertinent Association business.
6. Serve as ex-officio member of all committees, except the Nomination Committee.
7. Establish means of communications with Executive Board-Representative Assembly and the membership.
8. Secure a meeting place for the Executive Board-Representative Assembly.
9. Make travel arrangements for NEA Representative-Assembly members.

The President with the approval and oversight of the Executive Board-Representative Assembly shall:

1. Make appointments to fill unexpired terms of officers and directors.
2. Define the duties of the other officers, committees and delegates wherever those duties are not stated in the BYLAWS.
3. Maintain a credit card for business use of the Association.

The Vice-President(s) shall:

1. Assume all duties of the President (in the order of succession) in case of the absence or resignation of the President.
2. Serve as ex-officio member of all committees (as designated) except the Nomination Committee.

The Treasurer shall:

1. Keep all financial records of the Association.
2. Collect and/or receive all monies due the Association.
3. Be custodian of all funds of the Association.
4. Disburse funds as ordered by the Association.
5. Prepare and present a financial report to the Executive Board-Representative Assembly and Association members at meetings of these groups and/or special meetings as requested by the President or Executive Board-Representative Assembly.
6. Collect and distribute dues for membership in affiliated Associations.
7. Prepare and present an annual financial report to the general membership meeting during the second semester of the year.
8. Present financial records for review to the Executive Board/Representative Assembly at the close of each administrative year, and presented at the first meeting in the new administrative year.
9. Prepare and recommend an annual budget to the Executive Board-Representative Assembly prior to the election of officers for the succeeding year.
10. Serve as ex-officio member of the Budget Committee.

The Recording Secretary shall:

1. Keep accurate minutes of all Association meetings and Executive Board-Representative Assembly meetings.

The Corresponding Secretary shall:

1. Be responsible for correspondence necessary to meet requirements of the Association.
2. Make room reservations and meal arrangements as necessary for spring and fall State Representative Assembly meetings, Annual NEA Representative Assembly and other conferences.

Article IX

Building Representatives

Section 1: In the fall of each year, officers and the members of Executive Board/Representative shall solicit volunteers. These volunteers shall be presented to the Executive Board/Representative Assembly for confirmation.

- Section 2: The Representatives shall assume their responsibilities immediately upon confirmation.
- Section 3: The Representatives shall a) Represent the membership at Executive Board-Representative Assembly meetings as voting members. b) Provide for communication between the Association members and the Executive Board-Representative Assembly c) Appoint an alternate representative if he/she cannot attend.

Article X

Recall of Executive Board Members

- Section 1: When an elected member of the Executive Board-Representative Assembly does not perform the duties of his/her office, a recall of the member may be made by a two-thirds vote of the remaining members of the Executive Board-Representative Assembly during a closed session.
- Section 2: Elected members of the Executive Board-Representative Assembly may also be subject to a recall election initiated by the general membership.
- a) A recall election shall be held upon a petition of not less than 10% of the current membership.
 - b) The election shall be held at a General Membership meeting scheduled not less than thirty (30) nor more than sixty (60) days after receipt of the petition.

Article XI

Executive Board-Representative Assembly

- Section 1: This body shall consist of the elected officers, the immediate past-president, the Executive Board, the chairpersons of standing committees, and the building/district representatives.
- Section 2: This body shall be the executive authority of the Association and shall be vested by the members to transact all business of the Association, to enact legislation relative to the Association and to make general legislation governing the work of the Association.
- Section 3: This body shall meet monthly and may hold special meetings at the call of the President.
- Section 4: Any member of the Association who is not a member of this body may attend its meetings and may receive permission to speak but not to vote.
- Section 5: Duties of the Executive Board-Representative Assembly shall be as follows: a) to conduct all appropriate executive business of the Association; b) to formulate policies and programs for the Association; c) to authorize disbursements of funds; d) to act for the welfare of the Association, providing that at the next regular business meeting, such acts and commitments may be retroactively revocable by a two-thirds vote of the members present, a quorum being present and voting; e) to recommend an annual budget; f) to approve, reject, or alter recommendations of the Executive Board.

Article XII

Executive Board

Section 1: The Executive Board shall consist of the six (6) elected officers, and fifteen (15) elected board of directors representing the following constituencies: two from each Special Education teacher level staff in the separate school position; Speech/Language; Related Services: Vocational Tech, and At Large; four each from: Special Education teacher level staff in the component district position: and one Minority Affairs Representative. The Composition of the Executive Board may be changed by a majority vote of the Executive Board/Representative Assembly with approval at the general assembly meeting. Voting shall be by member only by way of a secret ballot. The nominee receiving a PLURALITY of votes for position shall represent that position. Changing constituency groups in job assignment does not provide cause for removal from the Executive each Board.

Section 2: Executive Board members shall be elected every three administrative years using the following cycle (2002 is year 1):

Year 1 Positions 3 Year Terms

- 1 Speech/Language
- 1 Special Ed. Division
- 1 Special Ed. in component district
- 1 Tech. Ed. Division teacher position
- 1 President
- 1 Treasurer
- 1 Corresponding Secretary
- 1 Recording Secretary

Year II Positions 3 Year Terms

- 1 Related Services
- 1 Special Ed. in Component District
- 1 Tech. Ed. division teacher position
- 2 Vice-Presidents (1st & 2nd terms)
- 1 Speech /Language
- 1 Separate Schools

Year III Positions 3 Year Terms

- 1 Special Ed. division at-large
- 1 Separate School
- 2 Special Ed. in component district
- 1 Related Services
- 1 Minority

Section 3: The election will be conducted at the General Membership meeting in the second semester of the school year, as prescribed in Article VIII, Section 2.

Section 4: When necessary the Executive Board shall recommend legislation to the Association.

Section 5: The President will be able to appoint unfilled positions.

Section 6: When deemed necessary the Executive Board may meet in closed session.

Article XIII

Committees

- Section 1: The President with the approval of the Executive Board shall appoint Chairpersons of committees, subcommittees and/or special committees. Chairpersons shall appoint committee members with the approval of the Executive Board.
1. Any member of the Association, excluding the President, may be appointed to chair a committee.
 2. No member of the Association may chair two committees concurrently.
- Section 2: Standing committees shall be as follow: Budget; Bylaws; Government Relations; Membership; Minority Affairs; Nomination/Election; and Public Relations.
- Section 3: Chairpersons shall bring all matters requiring policy decisions to the Executive Board-Representative Assembly for approval.
- Section 4: Chairpersons shall prepare an annual written report summarizing objectives, action programs, and recommendations for the past and upcoming year. These reports are due to the President by the General Membership Meeting held in the second semester. These annual committee reports shall be reviewed and filed by the Executive Board to become part of the continuing committee records in the Association files.
- Section 5: Chairpersons and members of these committees shall serve for the administrative year they are chosen.
- Section 6: Members who serve on committees of the affiliated Association shall be ex-officio members of related SDNEA committees.
- Section 7: Duties of committees in addition to making an annual report to the Association shall be as follows:
- A. Budget Committee shall:
 1. Study financial needs of the Association.
 2. Prepare an annual budget for the Association.
 3. Present a budget to the members for approval at a General Membership meeting, said budget having been reviewed and recommended by the Executive Board.
 4. Present financial records for internal audit to a Budget Committee (three members) appointed by the President and approved by the Executive Board Representative Assembly at the close of each administrative year, and presented at the first meeting in the new administrative year.
 - B. Bylaws Committee shall:
 1. Study the Bylaws of the Association.
 2. Recommend changes in the Bylaws required to facilitate functioning of the Association as approved by the Executive Board-Representative Assembly.

3. Inform members of proposed changes in the Bylaws at least two weeks prior to the time such proposals shall be presented for approval at a General Membership meeting.
- C. Government Relations Committee shall:
1. Continuously study legislation (proposed and enacted) that is pertinent to services offered by Special School District of St. Louis County, Missouri.
 2. Make recommendations to the Executive Board-Representative Assembly concerning legislation that the Association might support or oppose.
 3. Campaign for endorsed candidates at the local, state and national levels.
 4. Solicit contributions for endorsed candidates and lobbying activities.
 5. Lobby in support of educational issues.
- D. Membership Committee shall:
1. Seek membership growth in the SNEA, the Missouri National Education Association, and the National Education Association.
 2. Develop and conduct year long programs for recruitment and orientation of professional staff to the community, the school system, and the Association.
- E. Minority Affairs Committee shall:
1. Provide awareness, and participation to ensure that the SDNEA policies, programs, and practices are sensitive to address the needs of its minority members.
 2. Provide minority input for its programs and policies.
 3. Make specific recommendations to the Executive Board-Representative Assembly for means and strategies to continue such input.
 4. Make reports to the Executive Board-Representative Assembly. Distribute materials for Martin Luther King, Jr. contest; collect, evaluate and award prizes for contest winners.
- F. Nomination/Election Committee shall:
1. Prepare a slate of nominees for officers, Executive Board members, and delegates to the state and national Representative Assemblies as specified by the Bylaws. All nominations must be submitted in writing to the Nominations/Elections Chairperson and received three weeks prior to the election date in order to be included on the printed ballot.
 2. Present a slate of nominees, prepared in accordance with above, to the members at the election meeting. Nominations will be accepted from the floor.
- G. Public Relations Committee shall:
1. Seek out fundraiser activities to promote Association awareness and further philanthropic enterprises.

2. Coordinate and award scholarship and/or grants.
3. Arrange for rewards to celebrate American Education Week and Teacher Appreciation Day.

Article XIV

Delegates of the Association

- Section 1: Number and selection of delegates shall be consistent with provisions of the Constitutions of the affiliated Association.
- Section 2: Delegates will represent the SDNEA membership of the affiliated Associations, and provide for formal communication to the membership.

Article XV

General Membership Meetings

- Section 1: The fundamental decision-making power of the Association is vested in the individual members. The members shall elect and/or recall the officers, set policy, create and/or amend the Bylaws, approve the Association budget, elect delegates to affiliated Association Representative Assemblies, and ratify any contractual agreements between the Association and the District.
- Section 2: There shall be at least one General Membership meeting annually. The election of Executive Board members shall be accomplished at a meeting held during the second semester of the school year.

Article XVI

Quorum

- Section 1: In a General Membership meeting, the quorum shall be the number of members present.
- Section 2: In an Executive Board/Representative Assembly meeting, the quorum shall be a majority of the number who have registered as attending.
- Section 3: All members will be notified of said meetings at least twenty-four hours before the meeting is to take place.

Article XVII

Minority Representation

The Association shall take such steps as are legally permissible to assure that elective and appointive bodies shall have minority representation at least proportionate to the state minority population.

Article XVIII

Parliamentary Authority

Section 1: The President shall appoint a Parliamentarian at the beginning of each administrative year. The latest edition of Robert's Rules of Order shall be the Association's authority on all questions of procedure and parliamentary law not covered by the Bylaws.

Article XIX

Amendment Process

Section 1: The Bylaws of this Association may be amended at a General Membership meeting or by secret ballot. A simple majority vote of those members voting is required for passage or adoption. The membership shall receive a minimum of two weeks notice of proposed Bylaws changes. This notice shall be in writing.

Amended

March 25, 1993

March 15, 1994

October 1994

March 1998

November 1998

March 2000

March 2002

May 2004

November 2004

December 2004

October 2006

May 2008

May 2011

October 2011

May 9, 2013

September 13, 2013