

Revised May 2019



CONSTITUTION AND BYLAWS

ARTICLE I - NAME

The name of this organization shall be the **New Canaan Education Association**.

ARTICLE II - AFFILIATION

The New Canaan Education Association shall meet the minimum standards for affiliation as set forth in the Connecticut Education Association and National Education Association official documents.

ARTICLE III - OBJECTIVES

- A. To promote the best interests of education.
- B. To encourage professional improvement of educators.
- C. To encourage members to become leaders in the profession and in the community at large
- D. To encourage the interests and endeavors of outstanding students toward the field of education.
- E. To promote and maintain understanding and support of public education in the community of New Canaan.
- F. To protect the rights of teachers.
- G. To support the CEA and NEA.
- H. To present the membership with local, state and national association information

ARTICLE IV - MEMBERSHIP

- A. There shall be two classes of membership: Active and Honorary
 1. Active

Any professionally certified person for whom the NCEA negotiates and who is

engaged in educational service in the public schools of New Canaan shall be eligible for active membership.

2. Honorary

All former members who have retired from service in the New Canaan Public Schools shall, upon request, become honorary members and shall be exempt from the payment of dues. They shall have the privileges of active members except those of voting and holding office. The NCEA shall pay the CEA dues for a period not to exceed one year for any honorary member.

ARTICLE V - DUES

- A. The Executive Board in executive session will recommend the amount of dues for the next school year.
- B. Membership dues in this organization will be voted on at the Annual Spring Meeting.

ARTICLE VI - OFFICERS AND CHAIRS

- A. The officers shall be:
 - 1. President
 - 2. Vice-president
 - 3. Secretary
 - 4. Treasurer
- B. The chairs shall be:
 - 1. Membership Chair
 - 2. Scholarship Chair
 - 3. Political Chair
 - 4. Social Chair
- C. No more than 4 officers and chairs can come from the same level (high school, middle school, elementary school).
- D. If the position of an elected officer becomes vacant, the President, with advice and consent of the Executive Board, shall appoint an interim replacement within 10 school days of the vacancy.
- E. Executive officers of the Association may be impeached for violation of the Code of

Ethics of the Education Profession for misfeasance, for malfeasance, or for nonfeasance in office.

1. Impeachment proceedings against an officer may be initiated by written petition submitted to the Executive Board by at least 1/3 of the Executive Board members.
2. If after a due process hearing, a 2/3 vote of the Executive Board membership shall sustain the charge, the office shall become vacant.
3. The president shall be the chief executive officer of the Association and its policy leader.

F. The **President** shall:

1. Represent the Association as spokesperson on matters of policy or assign, at the president's discretion, responsibility for such representation.
2. Prepare the agenda for and preside over meetings of the Executive Board and of the general membership.
3. Appoint, except as provided in these Bylaws, all chairpersons of committees; such chairpersons to serve at the pleasure of the president, except where a term is fixed by these Bylaws.
4. Serve as an ex-officio member of all committees with voting rights only in the case of a tie vote except as provided in these Bylaws.
5. Authorize orders and sign checks drawn upon the Association's treasury.
6. Present a written, annual report, which includes, but is not limited to, the work completed by the NCEA over the course of the school year. This report will be presented to the membership at the Annual Spring Meeting.
7. Appoint a parliamentarian who should be present at all general membership meetings.
8. Be a delegate to the CEA and NEA Representative Assemblies. If the president is unable to attend either of these assemblies, the first alternate delegate shall attend.
9. When present, preside over the local delegation to the Representative Assemblies of the CEA and the NEA.
10. Perform such other duties as are customarily assumed by the chief executive officer of an association.

G. The **Vice-President** shall:

1. Perform the duties of the president during a presidential absence.

2. Conduct annual elections for delegates to the NEA and CEA Representative Assemblies.
3. Assume the responsibilities of the Political, Social and Scholarship committees in case of a vacancy.
4. Perform such other duties as are stipulated by the Constitution, by these Bylaws, and by the President.
5. Whenever possible, attend the CEA County Forum.

H. **The Secretary shall:**

1. Keep formal records of all meetings and procedures of the Association and of the Executive Board.
2. Be custodian of the Constitution, Bylaws, minutes, and official correspondence.
3. Maintain a record of attendance at Executive Board Meetings.

I. **The Treasurer shall:**

1. Act as receiver and custodian of all funds of the Association make all transfers and payments from those funds as duly authorized; keep an itemized record of receipts and expenditures.
2. Make a written report for (1) the Annual Spring Meeting and (2) the regular meetings of the Executive Board.
3. Prepare, with the assistance of the Executive Board, the annual budget for presentation to the membership at the Annual Spring Meeting.

J. **The Membership chair shall:**

1. Keep a record of membership in the NCEA, CEA and NEA.
2. Update the membership periodically.
3. Make a report at the regular meetings of the Executive Board.

K. **The Scholarship Chair shall:**

1. Organize and chair a committee that will fundraise throughout the year for scholarship purposes.
2. Make recommendations to the Executive Board each year regarding scholarship awards.
3. Chair a committee, if necessary, to determine scholarship award winner(s).

L. The Political Chair shall:

1. Attend all Board of Education, Board of Finance and Town Council meetings relating to working conditions of teachers (ie: Budget).
2. Attend the President's Forum and County Forum meetings.
3. Coordinate with other locals.
4. Attend the CEA-RA and NEA-RA.
5. Attend educational and political rallies.
6. Collect and report to the Executive Board on political news regarding education at the state and national level
7. Maintain a blog or other presence on the NCEA website.
8. When needed, send out emails to general membership regarding education advocacy.

M. The Social Chair shall:

1. Plan and organize social events to recognize achievements and celebrate milestones for the NCEA staff.
2. Plan and organize meetings and gatherings for CEA business hosted by the NCEA.

ARTICLE VII - BUILDING REPRESENTATIVE

A. Each building shall have at least two building representatives. If a school has more than ninety members, the president or his/her designee may choose an additional building representative. Staff members assigned to more than one school shall be counted where membership dues have been paid.

B. The Building Representative shall:

1. Be an active dues-paying member of the NCEA, CEA, and NEA.
2. Attend monthly meetings of the Executive Board and serve as a voting member.
3. Distribute NCEA materials.
4. Serve as a conduit for information between the building you represent and the NCEA.
5. Be knowledgeable of the contract.
6. Serve as an Association advocate for members at the building level. Be an Association witness or link to our UniServe representative.

ARTICLE VIII - EXECUTIVE BOARD

- A. The voting members of the executive Board shall consist of:
 - 1. All four officers
 - 2. The authorized number of building representatives from each building.
 - 3. All Chairpersons (Membership, Scholarship, Political and Social)
 - 4. The immediate past president
 - 5. The chairperson of the Negotiating Team
- B. Executive Board meetings are open to all members of the NCEA. There shall be at least one Executive Board meeting per school month.
- C. The Executive Board, as a representative body, shall:
 - 1. Assume full responsibility for the functioning of the Association, as stipulated by the Constitution and Bylaws, and other duties as are customarily performed by the Executive Board of an association.
 - 2. Assist the treasurer in the preparation of the annual budget.
 - 3. Have the power to remove its own members for cause by a vote of 2/3 of the total Executive Board membership.

ARTICLE IX - NOMINATIONS AND ELECTIONS

- A. A designee appointed by the president shall chair an Officers Election Committee composed of a building representatives from each school.
- B. The Officers Election Committee shall conduct all elections for the Association.
- C. To be eligible for elective office one must be a tenured faculty member and have been a member of the NCEA Executive board the year prior to election.
- D. The Officers Election Committee shall produce a ballot consisting of all members interested in running for each position. The Officers Election Committee will distribute the ballot via the building representatives, to all NCEA members in good standing no later than March 15th. The ballot is to be designed by the Nominations and Elections committee, approved by the Executive Board, distributed to the general membership for a vote and returned to the building representatives to be tallied by the Election Committee for the election of officers.
- E. Election of officers shall be certified at the Annual Spring Meeting.

- F. Officers-elect shall assume full responsibility of office from their predecessors on July 1. Tenure of office shall be from July 1 to June 30 for a two-year term.
- G. The nominee elected to position of president shall also be elected to the position of delegate to the CEA and NEA Representative Assemblies. If the president is unable to attend either of these assemblies, the first alternate delegate shall attend.
- H. The secretary may be instructed to cast one ballot for Candidates to the CEA and NEA Representative Assemblies if following a period of open nominations, the number of candidates are equal to or less than the number of delegate's positions to be filled.

ARTICLE X - AMENDMENTS

An amendment may be initiated by the Executive Board or by a petition signed by not less than

25 members. The Constitution may be amended at the Annual Spring Meeting of the Association by a two-thirds affirmative vote, provided that written notice of the nature of the proposed changes shall have been given to the members at least 7 calendar days in advance and recorded by the secretary of the Association. An amendment action shall be taken by a written ballot or show of hands of all members.

ARTICLE XI - BYLAWS

This Association shall adopt Bylaws necessary for its operation as incorporated in the Constitution. The Bylaws may be amended or revoked by two-thirds vote of the members present at a general meeting.

ARTICLE XII - RATIFICATION

Upon ratification by two-thirds of the membership, this Constitution shall take immediate effect.

BYLAWS

1. One member - one vote principle shall apply for representation on governing bodies.
2. The members of the Association who attend the General Membership Meeting shall conduct business.
3. There shall be at least one General Membership meeting a year, one of which shall be the Annual Spring Meeting. The Annual Spring Meeting shall be held no later than May

- 30.
4. Special or emergency meetings shall be called at the request of the president or 20 percent of the membership.
5. All reasonable expenses of officers and delegates representing the Association at official gatherings shall be paid by the Association on presentation to the treasurer of all receipts.
6. The presiding officer shall honor a request for a secret ballot on any motion made by any five members.
7. The Association shall guarantee open nominations.
8. No votes shall be cast in absentia at a General Membership Meeting.
9. The NCEA accepts the Code of Ethics of the NEA and CEA.
10. Following written notice to the membership requesting nominations, the Executive Board shall elect delegates to the CEA and NEA Assemblies.
11. The standing committees of this Association shall be Scholarship, Political and Social. Other committees may be created at the discretion of the Executive Board.
12. Membership on a committee is open to any interested member. If there is no representation by June 1, building representatives may be appointed by the incoming president.
13. The term of office for building representatives and standing committee members, including chairpersons, shall be from July 1 to June 30. If there is no interest by the membership in serving as a Building Rep. or Committee Chair, Building Rep and Committee Chairs may be appointed by the President.
14. The President, together with the Executive Board, shall determine the need for and sanction the selection of any ad hoc committees.
15. Annual dues shall be set as a part of the annual budget and approved by 2/3 of members present at Annual Spring Meeting. Dues may be paid in two ways: through payroll deduction, and directly by October 15th.
16. The Executive Board may recommend special assessments. The monies shall be collected if approved by a 2/3 majority of the ballots cast by active members.
17. The Association shall enter into a contract with the CEA governing the transmittal of Association dues.
18. The fiscal year shall be July 1 through June 30.
19. Any parliamentary question not covered in the constitution shall be referred to Robert's Rules of Order for final determination.
20. A copy of this constitution shall be available to all members of the Association.

21. Negotiations Procedure.

A. Selection of Negotiators

- i. All members of the negotiating team must be tenured and also a member of the NCEA.
- ii. Two members of the negotiating team should have served as negotiators for the prior contract.
- iii. The negotiating team should include: men and women, at least one new team member and membership from all three levels, preferably one from each school.
- iv. The Executive Board of the NCEA shall recommend a slate of negotiators to the general membership during the year prior to the commencement of negotiations.
- v. The recommended slate of negotiators is voted on by the NCEA membership during the Annual Spring meeting prior to the commencement of negotiations.
- vi. Negotiators shall serve for the length of the contract. Compensation is 3% of the base salary in contract negotiation years. During non-negotiating years, members of the negotiating team will be compensated at a rate of \$20 per hour for their services, if needed.
- vii. The negotiating team, in consultation with the president, shall designate one of their members as chairperson.
- viii. Representatives from the negotiating team, along with the president, shall negotiate issues, which require bargaining during the life of the contract.
- ix. In the event of a vacancy on the negotiating team, the Executive Board may elect a replacement.

B: Proposals for Negotiation

- i. Negotiations will commence in accordance with state statute.
- ii. The negotiating team shall solicit feedback from the membership for the proposal package.
- iii. The negotiating team shall present negotiation updates to the membership via informational meetings in the buildings.
- iv. The final negotiated agreement, unless determined by binding arbitration, shall be submitted to the Executive Board and then to the membership to be voted upon at a general meeting.

C: Professional Negotiator

- i. A paid negotiator may be employed by the NCEA upon recommendation of the Executive Board and approval of the membership.
- ii. The Negotiating Team Chairperson and the officers of the NCEA would serve as an interviewing team for the screening of applicants.
- iii. The elected negotiators would construct a proposal package and provide research data to the paid negotiator.
- iv. The paid negotiator would receive direction from and report to the elected Negotiating Team on a regular basis and to the Executive Board and general membership on request.
- v. Compensation for the paid negotiator may necessitate a supplemental assessment.

24. The officers of the Executive Board will be paid as follows:

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| 1. President | 20% of base salary |
| 2. Vice President | 13% of base salary |
| 3. Treasurer | 9% of base salary |
| 4. Secretary | 3% of base salary |

25. Other stipend positions include:

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| 1. Building Reps | 2.5% of base salary |
| 2. Webmaster | 2% of base salary |
| 3. Membership Chair | 3% of base salary |
| 4. Scholarship Chair | 1.5% of base salary |
| 5. Political Chair | 2% of base salary |
| 6. Social Chair | 3% of base salary |
| 7. Negotiators | 3% of base salary (during negotiating year) |

