**Haddam-Killingworth Education Association**

CONSTITUTION

and

BYLAWS

**Effective: June 2019**

**CONSTITUTION**

**HADDAM-KILLINGWORTH EDUCATION ASSOCIATION**

**ARTICLE 1 – NAME**

 The name of this association shall be the HADDAM-KILLINGWORTH EDUCATION ASSOCIATION, HKEA. (Regional District No. 17 Education Association)

**ARTICLE II – OBJECTIVES**

 The objectives of this organization shall be to promote the best interests of education, to improve the professional status of its members, and to cooperate with the Connecticut Education Association (CEA) and the National Education Association (NEA) for the purpose of mutual professional advancement.

**ARTICLE III – MEMBERSHIP**

 SECTION 1. All certified professional employees below the rank of assistant principal of the Board of Education in Regional District No. 17 shall be eligible for active membership, providing they are also enrolled as active members of the CEA and NEA.

 SECTION 2. There shall be two classes of membership in the HKEA as defined in the Bylaws: active, and retired.

 SECTION 3. Adherence to the Code of Ethics of the Education Profession adopted by the Association shall be a condition of continuance of membership.

 SECTION 4. The Association shall not deny membership to individuals on the basis of race, creed, national origin, or gender, nor shall any organization which so denies membership be affiliated with the Association.

 SECTION 5. All right, title, and interest, both legal and equitable, of a member in and to the property of the Association shall end upon termination of such membership.

**ARTICLE IV – EXPULSION AND REINSTATEMENT OF MEMBERS**

 Expulsion and reinstatement of members shall be governed by the procedures outlined in the Constitution of the CEA.

**ARTICLE V – DUE PROCESS**

 Due process shall be provided in accordance with the CEA Board Policy on Appeals Procedure.

**ARTICLE VI – OFFICERS**

RATIONALE: It is the purpose of this article to have experienced people serving as President. A minimum one-year term on the Executive Board offers this opportunity.

 SECTION 1. The officers of this organization shall consist of a President, Vice-President, Secretary, and Treasurer.

 SECTION 2. The terms of the officers shall be four years

 SECTION 3. Should the President choose not to continue in office for whatever reason, the duly elected Vice-President shall assume the position of president for the remainder of the current school year pending a general membership election, and shall retain the option of continuing his/her regularly elected term.

 SECTION 4. The offices of President, Vice-President, Secretary, and/or Treasurer shall not remain vacant. When such vacancy occurs, an election shall be held under the specified rules as stated in the Bylaws, and at the earliest possible time, to fill such a vacancy.

**ARTICLE VII– EXECUTIVE BOARD**

 In addition to the officers specified in ARTICLE VI, the Executive Board shall consist of the Immediate Past President, the chairpersons of all standing committees, and the representatives from each school elected in accordance with the procedures as defined in the Bylaws.

**ARTICLE VIII – MEETINGS**

 SECTION 1. The Executive Board shall meet monthly during the school year. Special meetings of the Executive Board shall be at the call of the President or upon the request of five other members of the Executive Board.

 SECTION 2. There shall be at least one meeting of the general membership per school year. Members are invited to attend all monthly HKEA Board meetings. Special meetings may be called at the discretion of the President, the Executive Board, or upon petition of ten percent of the members of the Association.

 SECTION 3. The most recent edition of *Robert's Rules of Order*, newly revised, shall be the authority governing all matter of procedure not otherwise provided in the Constitution and Bylaws.

**ARTICLE IX – QUORUM**

 A quorum for all meetings of the Association shall consist of those members present, and a quorum for meetings of the Executive Board shall consist of 50% of the current Board members in attendance.

**ARTICLE X – AFFILIATION**

 This organization, as an affiliate of the CEA and NEA, shall comply with the standards and procedures set forth in the Bylaws of the CEA and NEA.

**ARTICLE XI – REMUNERATION**

 SECTION 1. The President's stipend shall be included in the Annual Budget and be paid in accordance with the Bylaws.

 SECTION 2. The Vice-President, Secretary, and Treasurer's stipend shall be paid by the HKEA in accordance with the Bylaws.

 SECTION 3. Committee Chair positions shall receive a stipend to be included in the Annual Budget and paid in accordance with the Bylaws and Addendum.

SECTION 4. The Negotiation Committee and Chair/s shall receive a stipend to be included in the Annual Budget and paid in accordance with the Bylaws and Addendum during negotiation years.

**ARTICLE XII – WAIVERS**

 Any provision of this Constitution found to be in contradiction to CEA or NEA requirements which could result in disaffiliation by the CEA or NEA may be waived, and operating procedures established to bring the Association into compliance by two-thirds majority vote of the Executive Board. Such waiver and operating procedure shall remain in effect until this Constitution has been duly changed.

ARTICLE XIII – DISSOLUTION

 Upon any dissolution or liquidation of the HKEA, all of its assets remaining after payment of its liabilities, shall be paid over to the CEA. Each member of the HKEA shall be deemed to have waived and relinquished all rights conferred by statute or otherwise upon members of corporations without capital stock to share in such assets upon any dissolution or liquidation.

**ARTICLE XIV – AMENDMENTS**

 This Constitution may be amended by a majority of the ballots cast by the active members, providing either (a) the amendment has been proposed by the Executive Board or (b) the amendment has been proposed to and approved by the general membership with a two-thirds majority vote of those present and voting. Proposed amendments shall be distributed to the general membership at least two weeks prior to their vote. Amendments shall become effective upon ratification unless otherwise specified.

**ARTICLE XV – RATIFICTION**

 This Constitution shall become effective upon ratification by a majority of the ballots cast by the active members in attendance at the General Meeting.

**BYLAWS**

**HADDAM-KILLINGWORTH EDUCATION ASSOCIATION**

**ARTICLE I – OBJECTIVES**

 SECTION 1. To advance professional rights and to enhance professional responsibilities in order to further the consistent development and improvement of the profession and its practitioners.

 SECTION 2. To create in the community-at-large a deeper sense of the dignity and importance of the teaching profession.

 SECTION 3. To initiate and encourage programs which have as their purpose the improvement of the educational opportunities offered to the youth of the Regional District No. 17 Public School System.

 SECTION 4. To represent and defend the professional rights of all certified professional employees of the Haddam-Killingworth Board of Education.

 SECTION 5. To cooperate with the CEA and the NEA for the purpose of mutual professional advancement.

**ARTICLE II – MEMBERSHIP**

 SECTION 1. "Certified professional employees" shall mean a person who holds a baccalaureate or higher degree and the teaching certificate required by his/her employment.

 SECTION 2. There shall be two classes of membership in the Association: active, and retired.

A. Active membership shall be open to any certified professional employee who is engaged in, or who is on a limited leave from, professional educational work. Active membership is limited to persons who support the principles and goals of the Association and maintain membership in the local, state, and national affiliates where eligible.

B. Retired membership shall be open to any retired member who has held active membership in the Association for a total of fifteen years, or for at least ten years immediately prior to retirement and maintain membership in the local, state, and national affiliates where eligible. Retired members shall be eligible to be voting HKEA delegates at the CEA Representative Assembly.

 SECTION 3. Rights and Limitations

A. The right to vote and hold elective office or appointed position shall be limited to active members except as otherwise provided.

B. Active members shall be eligible to receive special services, to obtain assistance in the protection of professional and civil rights, and to receive reports and publications of the Association.

C. An individual who is a member of a negotiating team representing a school Board of Education shall be ineligible for membership on the HKEA negotiating team.

 SECTION 4. Membership and Dues

A. The membership year shall be from July 1 through June 30.

B. Membership shall be continuous unless terminated for a cause as defined in the Constitution.

C. Dues shall be set as a part of the annual budget, and shall include the cost of active membership in the HKEA, CEA, and NEA.

D. Dues shall be paid through payroll deduction.

E. Special assessments may be recommended by the Executive Board. They shall be collected, if approved by a two-thirds majority of ballots cast by the active members of the Association.

F. The Association shall enter into a contract with the CEA governing transmission of CEA and NEA dues.

**ARTICLE III – BALLOTING**

 SECTION 1. Balloting, except in the case of building representatives, shall be conducted by the building representative, his/her alternate, or a designee of the Executive Board. No person whose name appears on the ballot shall handle the ballots at any stage of the election process.

 SECTION 2. The Membership Chairperson shall provide each building representative with a current list of eligible voters in the building.

 SECTION 3. The Vice-President shall provide each building representative with ballots and an appropriate container.

 SECTION 4. Each building representative or designee shall hand a paper or electronic ballot to each eligible voter, (in person, not via email). Questions of eligibility for voting shall be decided by the Membership Chairperson in conjunction with the Vice-President. The voter shall mark the ballot immediately and submit it or place it in the ballot box. The building representative or designee shall then indicate on the voter's list that the voter has cast a ballot. All balloting shall take place on the day designated for the return of ballots. No votes shall be cast in absentia.

 SECTION 5. When all voters who are eligible and present have been given the opportunity to vote, the voters' list shall be placed in the ballot envelope, which shall then be sealed, signed, and dated.

 SECTION 6. All ballot envelopes shall be delivered to a place, and at a time, designated by the Membership Chairperson and or the Vice-President.

 SECTION 7. Ballots shall be counted by the Membership Chairperson and/or other Association members designated by the Vice-President. Any Association member may be present during the ballot count.

 SECTION 8. The official tally shall be reported by the Membership Chairperson and or the Vice-President to the President as soon as feasible. The President shall inform the membership of the official results.

 SECTION 9. At the next regular Executive Board meeting, the Membership Chairperson shall move for the acceptance of the balloting results, and, these being accepted, shall move for the destruction of the ballots.

**ARTICLE IV – OFFICERS: POWERS AND DUTIES**

 SECTION 1. The President shall:

A. Be the chief executive officer of the Association and its policy leader.

B. Represent the Association on matters of policy or assign, at his/her discretion, responsibility for such representation.

C. Prepare the agenda for, and preside over, the meetings of the Executive Board and of the general membership.

D. Appoint, except as provided for in these Bylaws, all chairpersons of committees with the approval of the Executive Board.

E. Serve as an ex-officio member of all standing and special committees, with voting rights only in the case of a tie vote, except as provided in these Bylaws.

F. Whenever possible run for a delegate position, and preside over, the local delegation to the CEA/RA, and to the NEA/RA.

G. Coordinate attendance of Executive Board members of the HKEA at meetings of the Board of Education.

H. Appoint, with the approval of the Executive Board, special committees, chairpersons, and members of all committees not otherwise provided for in the Constitution or Bylaws. The President shall have the power to fill any vacancies and replace inactive members on such committees.

1. Whenever possible attend the meetings of the CEA Middlesex County Council and,
 when necessary, it’s Advisory Board.
2. Familiarize the Vice-President with the duties and obligation of the Presidency.

K. Co-sign and or approve, with the Treasurer, checks or debit charges of 100 dollars or more; unless approval is proposed and voted upon to grant permission by the HKEA Executive Board.

L. Maintain a file of all Memorandum of Agreements and other records and notes pertinent to the contract for future negotiations.

M. Perform the duties as stipulated in the Constitution and in these Bylaws, and such other duties as are customarily assumed by the chief officer of an Association.

 SECTION 2. The Vice-President shall:

A. Act for the President when the President is unable to perform the duties of the office.

B. Serve without vote as an ex-officio member of all committees except as specified in these Bylaws.

C. Whenever possible run for a delegate position, and preside over, the local delegation to the CEA/RA, and to the NEA/RA.

D. Whenever possible attend the meetings of the CEA Middlesex County Council and, when necessary, it’s Advisory Board.

E. Become familiar with the duties and obligations of the Presidency.

F. Coordinate, with the Membership Chairperson, all duties related to nominations and elections for HKEA, CEA-RA, and NEA-RA.

G. Attend a CEA Summer Leadership Training Academy, and other leadership training programs at his/her discretion and with approval of the Executive Board.

H. Perform the duties as stipulated in the Constitution and in these Bylaws, and other duties assigned by the President.

 SECTION 3. The Secretary shall:

A. Keep a record of the proceedings of all general meetings and those of the Executive Board.

B. At the discretion of the President, carry on the correspondence of the Association.

C. Coordinate with the Communication Chairperson the posting of all agendas, minutes, calendar events, and other reports of the Association for the HKEA web site.

D. Maintain a record of attendance at Executive Board meetings.

E. Perform such other duties as are stipulated by the Constitution, by these Bylaws, and by the President.

 SECTION 4. The Treasurer shall:

A. Act as a receiver and custodian of all funds of the Association, make all transfers and payments from those funds as duly authorized, and keep an itemized record of receipts and expenditures.

B. Make a monthly written line-item report of income and expenses for the regular monthly meetings of the Executive Board.

C. Sign all checks of the Association, except those co-signed by the President as stipulated in Article IV, Section 1K of the Bylaws.

D. Co-sign, with the President, checks of 100 dollars or more, or obtain approval from the HKEA Executive Board.

E. Oversee and/or prepare all the necessary forms for an income tax report and make arrangements for its filing with the CEA or other appropriate agency.

F. Prepare the annual budget for presentation to the Executive Board by its May meeting for a vote.

G. Perform such other duties as are stipulated by the Constitution, by these Bylaws, and by the President.

**ARTICLE V – EXECUTIVE BOARD: POWERS AND DUTIES**

 SECTION 1. The Executive Board shall:

A. Have authority to speak and act for the Association between meetings of the general membership, formulate policies, carry on the programs of the Association, and approve the filling of any vacancies in office which may occur between elections.

B. Waive the requirements of office-holding in emergency situations.

C. Serve as the legislative body of the Association and determine its general policies.

D. Transact any and all business of the Association, except that excluded by these Bylaws and the Constitution.

E. Take action on the annual budget as presented by the Treasurer and authorize any expenditure not included in the budget.

F. Authorize approval to the Treasurer for checks of 100 dollars or more as necessary.

G. At the April Executive Board meeting, evaluate the performance of the current Officers, Chairpersons, and other stipend positions in accordance with these Bylaws, approve the full or partial payment stipends for these persons' prior year of service to the Association.

H. In a negotiating year, approve stipends for payment for Negotiating Team members at the first meeting after negotiations are completed.

I. Perform such other functions as stipulated by the Constitution and these Bylaws, and such other duties as are customarily assumed by the Executive Board of an Association.

 SECTION 2. Limitations

A. No Executive Board member shall vote on this Board in more than one capacity.

B. Only one person from each standing committee shall serve on the Executive Board as a voting member.

C. The action of the Executive Board shall be subject to review and repeal by the general membership at a meeting called for this purpose. A majority vote of these present and voting shall be final.

**ARTICLE VI – BUILDING REPRESENTATIVES: ELECTION, POWERS AND DUTIES**

 SECTION 1.Elections of building representatives and alternates shall take place in June if there is more than one person running for the office. Any Association member desiring to run for this office is eligible to do so. Voting shall be by any method deemed acceptable to the members of the building. Election results shall be reported to the Secretary within 24 hours of the building vote. Representatives shall assume their duties on July 1 or immediately in the case of a mid-year vacancy.

 SECTION 2. Each school shall have one representative, plus an additional one for any major portion of fifteen HKEA members over the initial thirty members.

 SECTION 3. Vacancies shall be filled by alternates. It is recommended that there be at least one alternate for every building. If there is no alternate available to fill a vacancy, the President will make every effort to recruit one.

 SECTION 4. The building representative shall:

A. Represent the building at, and be a member of, Executive Board meetings.

B. Notify the alternate when unable to attend.

C. Keep the building membership informed of Association business.

D. Distribute or post Association materials and information.

E. Conduct all balloting in the building within the confines of the Constitution and these Bylaws.

F. Serve as the liason for your building to the Membership Chairperson.

G. Call meetings of the building as needed or upon the request of at least 25 percent of the building membership.

**ARTICLE VII – STANDING COMMITTEES**

 SECTION 1. The following committees shall be the standing committees of the HKEA: Political Action, Membership, Negotiations, Grievance, Communications, and Social. In the absence of such committees, the President, with approval of the Executive Board, will appoint members to serve as needed.

 SECTION 2. Other committees shall be created as required by the President, with the approval of the Executive Board.

 SECTION 3. Chairpersons:

A. Chairpersons of standing and other committees shall be appointed annually by the President, with the approval of the Executive Board. Co-chairpersons may also be appointed.

B. Each committee chairperson shall report, upon request, at regular meetings of the Executive Board.

C. Each standing committee shall present, at the last regular meeting of the Executive Board, an annual report. Chairpersons of the other committees shall present a final report at said meeting or upon the termination of that committee.

D. Each chairperson of a committee shall submit a list of proposed expenditures for approval by the Executive Board.

 SECTION 4. Membership and Responsibilities

A. Communication Committee

1. The Communication Committee may consist of the Secretary, association representatives and alternates as appointed annually by the President with the approval of the Executive Board.

2. This committee shall provide information of the association to the membership.

C. Political Action Committee

1. This committee shall work for the Association in representing the Association's viewpoints to officials of government, encouraging knowledgeable participation in political affairs by educators and disseminating information pertinent to educational local initiatives among the membership.

D. Membership Committee

1. This committee shall consist of an appointed chairperson and the building representatives in each school.

2. This committee shall enroll members in the Association and maintain accurate membership records.

E. Negotiations Committee

1. This committee shall be made up of, but not limited to, 2 high school members, 2 middle school members, and 1 member from each of the elementary schools, 1 from the intermediate school. In the absence of a representative from a school, a liaison will be appointed by the President to represent that school. This liaison must be employed at the same level as the school being represented (i.e., elementary liaison must be employed at the elementary level, etc.). A recorder shall be appointed by the executive board to sit on this committee. Members other than the basic 8 aforementioned shall not be eligible for remuneration without prior Executive Board Approval.

2. This committee shall represent the Association before the Administration and the Board of Education in studies and negotiations concerning salaries and other conditions of employment of professional personnel.

3. Members of the committee are expected to attend at least 75% of both formal and informal negotiation meetings to receive remuneration.

4. Remuneration amounts will be listed in the annual budget and paid in accordance with the Bylaws and Addendum.

F. Grievance Committee

 This committee shall process individual and/or class action professional problems in the area of grievance.

J. Social Committee

 The function of the Social Committee shall be to suggest and implement recreational activities for the Association membership, pending the approval of the Executive Board.

**ARTICLE VIII – CONTRACTUAL AGREEMENT: NEGOTIATIONS**

 While the Association recognizes that, by the very nature of its function, the Negotiations Committee must often act as a semi-autonomous body, it suggests that, insofar as possible and practical, the following procedures be followed.

 SECTION 1. Proposal:

1. The Negotiations Committee shall elicit suggestions from Association members as to the contents of the proposed agreement.

B. Upon the completion of this process, the committee shall draw up a proposal.

C. The proposal shall be presented to the full negotiations committee for approval at a meeting called for that express purpose. Approval shall be by a majority vote of those members present and voting.

D. Upon approval of the proposal by the Negotiations Committee negotiations with the Board of Education shall commence.

E. Should the Negotiations Committee not approve the proposal, members may prepare a revised proposal for presentation, and the process outlined in Section 1C shall again be followed.

 SECTION 2. Acceptance

A. The Negotiations Committee shall present to the Executive Board the tentatively accepted contractual agreement conditions. The Executive Board may approve or disapprove the contractual agreement by a majority vote of those present and voting. The vote shall be considered a recommendation to the general membership.

B. The general membership shall vote to accept or reject the proposed contractual agreement by a majority vote of ballots cast.

 SECTION 3. Binding Arbitration

In the event of binding arbitration, Section 10-153 of the State Statues shall be followed.

**ARTICLE 1X – ELECTIONS (add)**

 SECTION 1: Except those determined by the official duties as listed in these Bylaws, delegates to the CEA and NEA Representative Assemblies shall be chosen for a one-year term by open nomination and confirmed by secret ballot.

SECTION 2: The Membership Committee

1. The secretary shall serve as chair. Except in the year of their election and then the President shall appoint a chair in March of any election year.

2. The Membership Chair shall:

a. Solicit from the general membership candidates for all elected positions, and inform the Executive Board of the nominations for elected offices by the middle of May.

b. Add to the list of nominees those names submitted by written petition. Such petition shall be signed by no less than twenty-five active members and submitted to the committee before the third Monday in May.

c. Distribute the list of nominees for the slate of officers to the general membership by the end of May.

d. Present the slate of officers to the membership at least one week prior to the election.

e. Hold the election no later than the second Friday in June.

f. Inform the Executive Board of the nominations for the delegates and alternates to the CEA and NEA Representative Assemblies by the end of February.

g. Present the slate of nominees for delegates to the CEA and NEA Representative Assemblies to the general membership at least one week prior to the elections, if an election is needed.

h. Hold the CEA-NEA delegate elections no later than the second week in March, if an election is needed.

3. This chair shall be charged with conducting all other voting and balloting by the general membership.

**ARTICLE X – REMOVAL OF OFFICERS**

 SECTION 1. Executive officers of the Association may be impeached for violation of the Code of Ethics of the Education Profession, for misfeasance, malfeasance, or for nonfeasance in office.

 SECTION 2. Impeachment proceedings against an officer may be initiated by written petition submitted to the Executive Board and signed by at least fifteen percent of the general membership.

 SECTION 3. If, after a due process hearing, a two-thirds vote of the Executive Board shall sustain the charge, the office shall become vacant.

**ARTICLE XI – BONDING**

 All officers of the Association are bonded under the auspices of NEA.

**ARTICLE XII – FINANCES**

 SECTION 1. The fiscal year of the Association shall run from July 1 through June 30.

 SECTION 2. The Executive Board shall approve an annual budget at the Board's last meeting. Approval shall be by a two-thirds majority vote of those Board members present and voting. The Executive Board shall present the budget for approval at the next meeting of the general membership.

 SECTION 3. In the event of non-approval of the budget, a new budget shall be submitted to the Executive Board no later than September 15 for approval, and to the general membership two weeks thereafter. Subsequent budget proposals shall be presented for approval by a majority vote of the general membership two weeks thereafter.

**ARTICLE X1II – AUDIT**

 The Executive Board may, at its discretion, call for an audit of the accounts of the Association, and request a written report be submitted to the Executive Board.

**ARTICLE X1V – STANDARDS**

 The Association shall:

A. Apply the one-person-one-vote principle for the representation of its governing bodies.

B. Conduct all elections with open nominations and secret ballots.

C. Hold all Executive Board meetings open to members of the Association.

D. Permit guests at Executive Board and general membership meetings at the discretion of the President.

E. Endeavor to secure equal representation from all segments of the membership on all committees.

**ARTICLE XV – WAIVERS**

 Any provisions made by these Bylaws found to be in contradiction to CEA and/or NEA requirements which could result in disaffiliation by the CEA or NEA may be waived, and operating procedures established to bring the Association into compliance by a two-thirds vote of the Executive Board. Such waiver and operating procedure shall remain in effect until the Bylaws have been duly changed.

**ARTICLE XVI – AMENDMENTS**

 SECTION 1. Amendments may be proposed by any active HKEA member.

 SECTION 2. Recommendations for changes in these Bylaws shall be presented to the Executive Board.

 SECTION 3. Amendments shall be proposed at one regular meeting and voted on at the next regular meeting.

 SECTION 4. All members of the Association shall receive, in writing, a copy of proposed amendments at least ten days prior to the meeting at which action on the proposed amendments will be taken.

 SECTION 5. These Bylaws may be amended by the general membership with a two-thirds majority vote of those present and voting.

 SECTION 6. Amendments shall become effective upon ratification unless otherwise specified.

**ARTICLE XVII – RATIFICATION**

 Upon ratification by a majority of the ballots cast by the active members of the Association, the Bylaws shall be implemented.