

Elko County Classroom Teachers' Association
BYLAWS
Updated November 2020

Article I- Meetings

Section 1 Executive Board

The Executive Board shall meet each school month at the time, date and place as set by the Board at each Executive Board Meeting.

Section 2 Executive Officer

The officers shall meet at the discretion of the President.

Section 3 Special Meetings

Special meetings of the Executive Board may be held at the call of the President or upon written request of the Executive Board from five (5) Building Representatives. Business to come before special meetings must be stated in the call which shall be sent in writing to each Board Member.

Section 4 General Membership Meetings

The Executive Board shall arrange at least two meetings of the members each year for the discussion of professional issues. Due to an emergency, we may only have one meeting a year held virtually.

Section 5 Contract Ratification

A general membership meeting shall be held two weeks prior to ratification voting to discuss all tentative changes to the Master Contract as presented by the Negotiations Team. At this meeting, proposed changes to the Master Contract (or other working agreement) will be distributed to ECCTA members present or their building representatives. Voting on all proposed changes shall take place at each school site. Voting shall be by secret ballot in accordance with procedures developed by the Committee on Election and approved by the Executive Board. The Committee on Elections shall report the results to the President who shall cause them to be published.

Section 6 Association Representative Meetings

Association Representatives (ARs or building reps) shall hold informal meetings at their sites within one weeks of the Executive Board meetings in order to communicate, distribute, and collect information among members.

Article II- Power of Officers

Section 1 President

The president shall preside over meetings of the Executive Board, appoint the Chair and members of committees, be an ex-officio member of all committees, and be the executive officer of the Association. The President shall represent the Association before the

public, at the Nevada State Education Association (N.S.E.A.) Delegate Assembly, and the National Education Association (N.E. A.) Representative Assembly either personally or through delegation of authority, and shall perform all other functions usually attributed to this office.

Section 2 Vice-President

The Vice-President shall perform all functions usually attributed to this office. The Vice President shall chair the Nominations, Elections, and Membership committees and work closely with other committees as the President may suggest. The Vice President shall become President upon death, incapacitation or resignation of the President except as provided in Article V, Section 5 of the Constitution.

Section 3 Immediate Past President

The immediate Past President shall advise the Executive Board and assist the President at the latter's request.

Section 4 Secretary

The Secretary shall keep accurate minutes of all meetings of the Executive Board, which will include the name of the maker of motions, who seconds the motion and record of the vote, shall maintain official files, and assist the President with the Association correspondence.

Section 5 Corresponding Secretary

The President may appoint an assistant Corresponding Secretary to assist the President with the Association correspondence, but not as a member of the Executive Board.

Section 6 Treasurer

The Treasurer shall hold funds of the Association and disburse them upon authorization of the Executive Board. The Treasurer shall keep accurate accounts of receipts and disbursements, report at each meeting of the Executive Board, and prepare an annual financial statement for publication to members as directed by the Executive Board. The Treasurer shall keep the President and Executive Board informed on the financial condition of the Association. The Treasurer shall assist in the initial drafting of the annual budget.

Section 7 Terms and Succession

The officers shall serve for two years and may be re-elected without an intervening term. These provisions shall be effective in January 1975. Terms shall begin June 1.

Section 8 Officer Dues

The Association will reimburse 100% of the executive officer dues beginning with the 2005-2006 school years. The Association will reimburse 100% of the Membership Chairperson's dues beginning with the 2013-2014 school year. Dues reimbursements shall be paid in

September or October of each school year, unless directed differently by the Executive Board.

The Association will pay a monthly stipend to the elected executive officers in the amount of \$1175. The allocation of the monthly stipend will be \$500 for the President, \$300 for the Vice President, \$100 for the Secretary, \$200 for the Treasurer, and \$75 for the Membership Chairperson. In most cases, payment will be monthly; however officers that receive \$75 stipends may be paid quarterly or more. The stipend payment plan for each year shall be voted on by the Executive Board in September of each school year.

Article III- Executive Board

Section 1 The Executive Board

The Executive Board shall be responsible for the management of the Association, approve all expenditures, carry out policies established by the Executive Board, and report its transactions to the members.

Section 2

The Executive Board shall develop workshops and training conferences for all representatives as it deems necessary.

Section 3

The Executive Board shall approve the budget, set the dues for the Association, act on reports of committees, approve resolutions and other policy statements, and shall adopt procedures for implementing the Code of Ethics of the education Profession and those followed censuring, suspending and expelling members for cause or for reinstating members. It may adopt such rules governing the employment of staff, the conduct of the Association and conduct of meetings as are consistent with its Constitution and Bylaws. It shall be the final judge of the qualifications and election of Officers and Building Representatives.

Section 4- Internal control of financial accounts

- A. Adequate documentation (reimbursement form, receipt, etc.) shall be supplied for each disbursement and deposit. All disbursements and deposit records, along with all documentation shall be kept for our financial records.
- B. Two signatures shall be mandatory for each check and no signatory shall sign a blank check.
- C. Each year, prior to filing federal tax requirements, the president shall appoint a committee of three, independent of the bank reconciliation process, to review all bank statements including check images. A report shall be given by the independent audit committee at the next executive board meeting.
- D. Monthly summaries shall be prepared for, and reviewed by, the executive board at each meeting. These summaries shall be

supplied to the independent audit committee to review along with the bank statements.

Article IV- Building Representatives

Section 1

In each public school in Elko County faculty members who are in good standing of the Association shall elect for a term of two years, one (1) Building Representative as stated in Article V, Section 1 and 5 of the Constitution. Election shall be held in April and new representative shall be inducted at the beginning of the Executive Board meeting in May.

Section 2

Building Representatives shall attend the regular meetings of the Executive Board unless they receive prior excuses from the President. After two unexcused absences of a Representative and his alternate, the President may declare the seat vacant and call for a faculty election of a member to finish the term. The President may designate a member in good standing to organize this special election.

Section 3

The Building Representative shall call faculty meetings of the Association membership to discuss association communication within the building.

Section 4

Building Representatives and their alternate shall have been members of the Elko County Classroom Association for at least one school year prior to their installation and shall maintain their membership in good standing during their term.

Section 5

The Building Representative shall also serve as the Grievance Representative unless otherwise decided by the faculty of the building.

Article V- Committees

The president shall appoint an Election and an Audit Committee each year, and other such committees as may be necessary, and shall discharge them upon completion of their duties. These committees shall operate according to the rules approved by the Executive Board. No officer of the Association shall serve on the Election or Audit Committee. All members of the negotiation team, appointed by the President, shall split a stipend of \$2500 at the discretion of the team chair. The team shall consist of 4 to 6 members and have the option of consulting former or non-members.

Article VI- Representatives to Meetings of Other Organizations

Section 1

The President of the Association is an NSEA Delegate, and shall be chairman of the Delegation of this Association. The President-Elect is

automatically a delegate.

Section 2

Representatives to the NEA Representative Assembly shall be elected by the membership-at-large during the election in March. They shall serve a term of two (2) years. Approximately one-half of the elected Delegates should be elected each year.

Section 3

Representatives to the Delegate Assembly of NSEA shall be elected by the membership-at-large during the election in March. They shall serve a term of two (2) years. Approximately one-half of the elected Delegates should be elected each year.

Section 4

Those candidates polling the largest number of votes shall be declared delegates. The next ranking candidates, to the number of at least fifty percent of the official delegates, shall be declared alternates.

Section 5

If those delegates and alternates initially elected are unable to act in their designated capacity, then the vacancies shall be filled by the Executive Board. If notice of inability to serve is not given in sufficient time to permit action by the Executive Board at their stated meetings, then the vacancy, or vacancies, shall be filled by the President of the Association.

Section 6

Representatives to Regional and/or National Professional meeting shall be elected by and from the members of the Executive Board.

Section 7

Official delegates and representatives are responsible for the distribution of information gained in their attendance to any and all groups as assigned by the Delegation Chairman.

Article VII- Elections

Section 1 Nominations

- a. The active members of the Association in each building during the month of January may nominate a candidate for President, Vice-President, Secretary, Treasurer, and Delegates for NSEA Assembly and Representatives for NEA Assembly. The Building Representative shall deliver all nominations in writing to the Committee on Election.
- b. The Committee on Election shall report all nominations in writing to the Executive Board at the February meeting. Members of the Board may nominate other candidates from the floor. All nominations shall be open.

- c. Each candidate shall submit their philosophy or platform to the Committee on Election, which shall distribute this information to the membership.
- d. Nomination of Building Representatives- See Article IV, Section 1

Section 2

The ballot for Election of the President shall show that the President will be a NSEA Delegate.

Section 3

On the first Monday in March, members shall vote for Officers by secret ballot, in accordance with the procedures developed by the committee on Election, and approved by the Executive Board. The Committee Election shall report results to the President who shall cause them to be published. New officers shall be installed at the beginning of the Executive Board meeting in May.

ARTICLE VIII- Authority

The latest edition of Roberts Rules of Order shall be the Parliamentary Authority for the Association in all questions not covered in the Constitution, Bylaws and such standing rules as the Executive Board may adopt.

ARTICLE IX- Quorum

Section 1

A majority of their members shall be a quorum for all Executive Board meetings.

Section 2

Ten percent of the General Membership as of December 31 shall constitute a quorum for all General Membership and Contract Ratification meetings.

ARTICLE X. Amendments

These Bylaws may be amended by a majority vote at the regular meeting of the Executive Board, providing that copies of the proposed amendments have been given to the members of the Executive Board with explanations and rationale at the preceding regular meeting of the Executive Board for faculty discussion.