

Bylaws

Article I Rules of Order

Roberts Rules of Order, Newly Revised shall be the authority on all questions of procedure not specifically stated in the Constitution or Bylaws.

Article II Standing Committees

- Section 1. Committee Chairpersons are subject to the approval of the Executive Council. The Discussion Chair (if the President elects not to serve) and the Professional Rights and Responsibilities Chair shall be appointed by the President. The chairs of the following committees may be appointed by the Vice-President: Public Relations, Social, American Education Week, Scholarship, Christmas for Kids. The names of the members of each committee shall be given to the members of the Association.
- Section 2. The Legislative Liaison shall keep the Association informed on legislation pending in the State Legislature concerning education; shall work toward the passage of favorable legislation; and shall similarly cooperate with other educational organizations.
- Section 3. The Membership Committee will consist of the Association Representatives and shall contact all qualified individuals who are not members to explain the purposes and objectives of the Association, to explain the advantages of membership, and to solicit membership.
- Section 4. The Public Relations Committee shall work toward furthering the understanding and respect that exists among educators, schools, and the community. The committee shall send area newspapers and radio stations articles concerning education that would help to promote good public relations for the schools and the Association. The committee shall publish an Association newsletter.
- Section 5. The Negotiations Committee shall consist of one elected member from each school with one additional member for each school having an Association membership over forty (40) or a major fraction thereof (21/40) and one member elected at-large. The Chairperson of the committee shall be elected by the Negotiations Committee with the approval of the Executive Council to a one-year term. A \$500.00 stipend will be paid to the Negotiations Chairperson. Appointments and terms on the Negotiations Committee shall be for one year. This committee only shall be empowered to act as bargaining agent for the teachers in any negotiation action with the School Board of Duneland School Corporation.

- Section 6. The Professional Rights and Responsibilities Committee shall serve upon request, in an advisory capacity, in reviewing teacher leave in general and shall have authority in granting Enrichment Leave in particular. This committee shall also serve as a hearing board and shall be responsible for bringing to the Representative Assembly its recommendations for action. Membership shall consist of a chairperson, appointed by the President, two persons from the elementary schools, one person from the Westchester Intermediate School or Liberty Intermediate School, one person from Chesterton Middle School, and two persons from Chesterton High School.
- Section 7. The Budget Committee each year shall write a budget for the following year. It shall be approved by the Executive Council at the last meeting of the school year prior to its effective date.
- Section 8. The Social Committee shall arrange social activities for the Association.
- Section 9. The Nominating Committee shall consist of the Executive Council. The Nominating Committee shall present to the Spring meeting of the Association a slate of candidates for offices (President-Elect, Vice-President, Secretary, Treasurer, Negotiations Team members, and a third delegate to the District Council) to be voted upon no later than the last day of the last full month of school. The Nominating Committee shall recommend at least one (1) candidate for each office with open nominations from the floor being accepted and a provision for write-in candidates. All elections shall be by secret ballot. The Nominating Committee shall determine the eligibility of all nominees and shall ascertain that the nominees are willing to stand for office prior to its recommendation. Eligibility for office shall consist of paid active membership in the Association. The Committee shall publish for the general members brief information about each of the candidates.

Article III Ad-Hoc Committees

Ad-Hoc Committees may be formed as deemed necessary by the President and the Executive Council. These committees must have a stated purpose, with the chairperson being appointed by the President and approved by the Executive Council.

Article IV Delegates

- Section 1. Delegates to the Representative Assembly of the Indiana State Teachers Association and the National Education Association convention shall be elected by the membership. The election shall be conducted with open

nominations and secret ballot, and a provision for write-in candidates. The election of NEA delegates is to be completed and reported according to the ISTA plan.

- Section 2. Ethnic minority representation in such delegations shall be at least proportionate to the ethnic minority membership of the local Association whenever possible.
- Section 3. Preparations shall be made for run-off elections in the event of a tie.
- Section 4. Delegates to NEA will be elected for a two (2) year term. If the Association is eligible for more than one delegate, each delegate is to be elected in alternate years.
- Section 5. ISTA delegates are elected for a one (1) year term. Delegates who attend the ISTA Fall Representative Assembly shall also be delegates for the ISTA Spring Representative Assembly.

Article V Membership Dues

- Section 1. In addition to the dues payable to Indiana State Teachers Association and National Education Association, the annual membership dues in this Association shall be set up by a majority vote of the general membership present at a general meeting of the Association.
- Section 2. All expenses not met by such dues shall be paid by a per capita assessment, such assessment being levied by a two-thirds majority vote of all members present at a general meeting.

Article VI Meetings

- Section 1. The Executive Council shall arrange general meetings as needed by providing at least one (1) week's notice of said meeting. A general meeting is here defined as a meeting held for the membership in one location or separate meetings for membership held in each building.
- Section 2. Special meetings may be called by the President, by the Executive Council, or upon receiving a petition of twenty percent (20%) of the membership requesting such a meeting be held (providing notice is given to all members).

**Article VII
Quorum**

A quorum for all meetings shall be those present and voting.

**Article VIII
Elections**

- Section 1. All voting members of the governing bodies shall be elected by the eligible membership by open nominations and a secret ballot, with a provision for write-in candidates.
- Section 2. Provision shall be made for run-off elections, if necessary.
- Section 3. Ethnic minority representations shall, whenever appropriate, be at least proportionate to the ethnic minority membership of the Association.
- Section 4. Representation shall be provided for each type of membership as outlined in Article III of the Constitution in all elections.

**Article IX
Voting**

- Section 1. Voting on matters pertaining to Association business is limited to members present or absentee ballots as required.
- Section 2. Elections shall be decided by a majority vote. All other issues shall be decided by a two-thirds majority vote.
- Section 3. Members shall be allowed to vote in absentia. Members must submit their ballot to their Association Representative who will in turn submit said ballot to the President prior to the general meeting.

**Article X
Amendments**

Bylaws may be amended by a majority vote of members of the Executive Council provided a written proposal has been filed with the Secretary and the membership notified by the Association Representatives, and that the proposed amendment was presented at a previous meeting for consideration and discussion.