

# **Constitution of Duneland Teachers' Association**

**Adopted 1980**

**Revised 1990, 1995, and 2002**

## **Article I**

The name of our professional organization shall be the Duneland Teachers' Association and shall be referred to in the Constitution and Bylaws as the Association.

## **Article II**

### **Purposes**

- Section 1. To promote within the teaching group the highest type of professional practices, to encourage active teacher participation in the solution of all school matters, and to develop a genuine spirit of professional ethics.
- Section 2. To cooperate with community projects that will result in mutual understanding and contributions on the part of all children in the Duneland School Corporation.
- Section 3. To aid in securing and maintaining adequate terms and conditions of employment which will improve the professional growth, morale, and security of teachers in the Duneland School Corporation.
- Section 4. To encourage teachers to exercise their rights and privileges and to willingly work for or accept positions of leadership in civic affairs.

## **Article III**

### **Membership**

- Section 1. Any person who holds a valid teaching certificate and who is employed by the Duneland School Corporation may become a member of the Association. To become a member, a qualified person must pay the current annual dues of the United Teaching Profession (Duneland Teachers' Association, Indiana State Teachers Association, and the National Education Association) and agree to abide by the Code of Ethics of the Education Profession. Half-time teachers shall be allowed active membership in the Association for payment of half dues. The Association shall pay the full dues of the President, Vice-President, Secretary, Treasurer and Negotiations Chairperson.
- Section 2. Active membership in the Duneland Teachers' Association shall be open to any licensed educator employed in Duneland School Corporation except the superintendent(s), business manager, principals, assistant principals, supervisors, and other personnel who evaluate teachers for the purpose of advancement or for conditions of employment on a district level. Active members shall have voting privileges and are eligible to hold office.

- Section 3. Associate membership in the Association shall be available to all licensed educators who are not eligible to hold active membership. Associate members may not vote or hold office.
- Section 4. Honorary membership shall be extended, without dues, to retired members.
- Section 5. Active membership shall be continuous until the member leaves the school system or the member notifies the Association in writing that he/she wishes to revoke his/her membership. Any written revocation of membership must be filed between August 1 and August 31 of the year in which the membership is to be cancelled.
- Section 6. A member may be censured, suspended, or have his/her membership revoked by following the procedure outlined in the Bylaws.
- Section 7. The membership year shall be September 1 to August 31.

#### **Article IV Duties and Terms of Office**

- Section 1. The total eligible membership shall have the opportunity to vote for officers by open nomination and secret ballot with a provision for write-in candidates.
- Section 2. The officers of the Association shall be a President (or Co-Presidents), a Vice-President, a Secretary, a Treasurer, and an Immediate Past-President. The officers shall hold office for one (1) year or until their successors take office. All officers, members of the Representative Assembly, and committee members shall be drawn and selected from the active paid membership. Membership in good standing shall be required by all holding official responsibilities in the Association.
- Section 3. (a) The President shall be the executive head of the organization; shall preside at all business meetings; shall represent the Association either personally or through delegates; shall have the Treasurer's book audited by June 30 of each year; shall have delegates to ISTA and NEA assemblies elected at least one month prior to set assemblies; shall serve as Discussion Chair or appoint a Discussion Chair; shall appoint all ad-hoc committees and their chairs; shall perform all other duties usually attributed to this office; and shall carry out the instructions of the Executive Council and the provisions of the Articles and Bylaws. He/She shall report annually to the membership concerning the affairs of the Association. The President shall attend District Council meetings as a representative of the Association and be an ex-officio member

of all committees. A \$1000.00 stipend shall be paid to the President or to each Co-President.

- (b) The Vice-President of the Association shall assume duties of the Presidency in the absence of the President; shall serve as a member of the Negotiations Committee; shall perform all other duties usually attributed to this office; shall obtain membership; and shall serve as an ex-officio member of all committees.
- (c) The Immediate Past-President shall serve as a member of the Executive Council; shall serve on the Negotiations Committee; and shall assist the President at the latter's request as advisor.
- (d) The Secretary shall keep accurate minutes of all meetings of the Executive Council, general meetings, and discussion meetings held under P.L. 217; shall be responsible for reading or providing minutes at the next meeting; shall be responsible for distributing copies of these minutes; shall maintain official files; shall assist the President of the Association with correspondence; and shall perform all other duties normally attributed to this office.
- (e) The Treasurer shall hold the funds of the Association and shall disburse them by order of the Executive Council. Non-budgeted items or transfer of funds must be approved by the Executive Council of the general membership. The Treasurer shall be responsible for the collection of annual membership dues, through the membership committee; shall maintain a roll of members; shall keep an accurate account of receipts and disbursements; shall be responsible for a monthly financial statement to be presented to the Executive Council or to the general membership; shall assist the Budget Committee in the initial drafting of the annual budget; and shall perform all other duties normally attributed to this office.

Section 4. The term of office for all officers and members of the Executive Council shall begin on July 1 and terminate on June 30.

Section 5. In the event the office of President becomes vacant between elections, the Vice-President shall assume the office of President, serving the remainder of the President's term. In the event of the offices of Vice-President, Secretary, or Treasurer becoming vacant between elections, the remaining members of the Executive Council shall choose one of their members to serve in the capacity until a general election can be held to fill the vacancy.

**Article V**  
**Executive Council**

- Section 1. The officers of the Association shall consist of a President (or Co-Presidents), an immediate Past-President, a Vice-President, a Secretary, and a Treasurer.
- Section 2. The Executive Council shall consist of the Officers, the Building Representatives, the Chairperson of the Negotiations Committee, and the Chairperson of the Discussion Committee. The Representative Assembly shall serve as the Discussion Team.
- Section 3. The Executive Council will meet monthly.
- Section 4. All Executive Council members will succeed themselves providing such succession as is within the framework of the Articles and Bylaws. A vacancy in the building representation to the Executive Council shall be filled by an election by members of that building. The person so elected shall serve until the following annual election.
- Section 5. The Executive Council shall have the authority to take such actions as are necessary for the conduct of the Association's affairs in accordance with the Articles and Bylaws and the expressed interest of the membership. Unless otherwise specified in the Articles and Bylaws, each Executive Council member may be assigned by the President to serve on one of the Association's committees as an ex-officio member.
- Section 6. The Executive Council, by a majority vote, shall approve expenditures of non-budgeted items and transfer of funds before payment is made.
- Section 7. The Executive Council may advise committees and may act for membership. The Executive Council's decisions may be revoked by a two-thirds majority of the membership at any general meeting.

**Article VI**  
**Building Representatives**

- Section 1. Any active member in good standing may be elected at a meeting arranged by the retiring Association Representative to represent the faculty of his/her building. There must be one (1) representative for each fifteen (15) teachers or a major fraction thereof (8/15). There must be at least one (1) representative for each school. A current representative or, in the event of his/her absence, a temporary substitute appointed by the President, shall be responsible for conducting the election. Association Representatives shall be elected by secret ballot with a provision for write-

in candidates each year before the last Spring Representative Assembly meeting by Association members of their school.

Section 2. Alternate Association Representatives shall be determined as per Section 1.

Section 3. The Association Representatives shall serve as members of the Executive Council and the Discussion Team; shall provide two-way communication between his/her building and the Executive Council; shall notify members of meetings; shall give general reports of the business transacted at the Executive Council meetings; shall call building meetings of the Association in his/her building to discuss Association business and/or make written reports of the Association business; shall appoint such building faculty committees as the Association may require; shall organize and oversee the subsequent elections of an Association Representative; shall oversee the enrollment of members; shall act as a faculty leader and facilitate communications between teachers and building principals as necessary. After three unreported absences of a representative at Executive Council meetings, the President shall declare the seat unfilled and designate a member in good standing to fill the vacancy until the building election can be held.

Section 4. If the elected Association Representative does not return to the building in the fall of the school year, it shall be the duty of the Association members of that school to conduct the election and to immediately notify the President as to the name of the representative elected. If, by the majority decision of the membership of a building, a representative does not carry out his/her duties, he/she may be replaced. The election of a new Association Representative shall be held within one (1) week by secret ballot with a provision for write-in candidates.

## **Article VII Due Process**

The Association believes that any member who may be subject to censure, suspension, or expulsion shall be guaranteed due process with the right to appeal. Such procedures shall be adopted by the Representative Assembly. Such decision may be appealed to the Judicial Review Board of the Indiana State Teachers' Association.

## **Article VIII Affiliation**

The Association shall affiliate with the Indiana State Teachers Association and the National Education Association. Affiliation with any other professional organization shall be adopted only with the combined approval of the Representative Assembly and active membership.

**Article IX**  
**Dissolution**

In the event of the dissolution of the Association, any assets remaining after payment of all debts of the Association shall be transferred by the Association to either another association approved by the Internal Revenue Service as a not-for-profit association, or a school, association, or corporation that is a not-for-profit organization under Internal Revenue Code Sec. 501(c) 3, 501(c) 5, or 501(c) 6.

**Article X**  
**Amendments**

- Section 1. An amendment to this constitution may be proposed by submitting the proposed amendment to the Executive Council at least fourteen (14) days prior to a regular general meeting. The Executive Council shall provide for the distribution of the proposed amendment to the membership at least ten (10) days prior to said meeting. The proposed amendment must be discussed and adopted by two-thirds majority vote of the membership present at said meeting.
- Section 2. An amendment may be proposed at any general meeting of the Association and be acted upon at the next general meeting. Adoption of said amendment shall require two-thirds majority vote of the members present.