

**BYLAWS OF THE CLAY
COUNTY EDUCATION
ASSOCIATION
Clay County, Florida (Last
update May 16, 2018)**

Article I: Membership

Section 1: Membership shall comply with the FEA, NEA, AFT, and AFL-CIO requirements in all classes.

Article II: Officer Qualifications

Section 1: A candidate must be a member of the CCEA, FEA, NEA, AFT, and AFL-CIO before he/she may be nominated for an office.

Article III: Officer Duties

Section 1: Vacancies: With the exception of the Presidency, all vacancies among Officers or Directors of the Association shall be appointments of the Executive Committee with majority approval of the Representative Assembly. Individuals shall serve for the unexpired portion of the term of vacant office. When a vacancy in the office of President occurs, the Vice President shall immediately fill the vacancy. The Executive Committee shall appoint an individual to fill the office of Vice President with the approval of the Representative Assembly.

If the Vice President is unable or unwilling to accept the Presidency, then the Executive Committee will select a President and present the candidate to the Representative Assembly for majority approval to serve the balance of the term.

If the offices of President and Vice President are simultaneously vacated, the Representative Assembly shall elect an individual to the term of President for the balance of the term.

Section 2: Powers and Duties:

A. The President shall:

1. Preside at all meetings of the General Assembly and the Representative Assembly.
2. With the advice and final approval of the Executive Committee, create, appoint, dismiss and oversee Standing Committees as listed in Article VII and to create such other special or temporary committees as from time to time seem necessary .
3. To serve as an ex-officio member of all committees except the Election Committee.
4. Personally represent the Association or to appoint representatives, in dealing with the community, the School Board, any affiliates of the Association, and in any other instance where an Association spokesperson is needed.
5. Appoint a parliamentarian as needed, with the approval of the Executive Committee.
6. Send out an agenda of the upcoming meetings to all members of the Representative Assembly within seven (7), but not later than two (2) days of a scheduled meeting.
7. Exercise general supervision over the budget. Funds predicted to exceed the budgeted amount will need prior approval of the representative assembly.
8. Maintain liaison with the state and national organizations.
9. Send two (2) copies of all current master agreements and contracts

annually (upon completion of negotiations) to the state affiliate.

10. Shall assist the incoming President in the responsibilities of the office from June 1 through August 1.

11. To act as a delegate to any state or national or convention or delegate assembly of FEA, NEA, AFT or AFL-CIO and to serve as ranking/state delegate in each.

B. The Vice President shall:

1. Assume the office of the President in his/her absence.
2. With the advice and final approval of the Executive Committee, to appoint, dismiss and oversee Standing Committees listed in Article VII section 2 as under the control and supervision of the Executive Committee and serve as an ex-officio member of all standing and special committees except the Election Committee. For purposed of this section ex officio shall mean full notice, participation and voting status.
3. Monitor committees created pursuant to Article IV, Section 3, paragraph 3.
4. Make up a yearly calendar including all known CCEA, FEA, NEA, AFT and AFL-CIO events including Constitutional and Bylaw deadlines and keep other officers apprised of upcoming deadlines.
5. To act as a delegate to any state or national convention or delegate assembly of FEA, NEA, AFT or AFL-CIO and in the absence or disability of the President to serve as ranking/state delegate.
6. In the event of the absence or disability of the President and the Vice President, those delegates in attendance shall elect the ranking/state delegate from among their number.

D. The Secretary shall:

1. Keep and present all minutes and reports of all Association functions.
2. Maintain a certified copy of the latest Constitution and Bylaws. This certification shall be accomplished by the President.
3. Keep with the Constitution and Bylaws an updated listing of policies adopted by the Board of Directors and Representative Assembly.
4. Handle all assigned correspondence.
5. For purposes of Article IV, Section 2, paragraph 4 of the Constitution of the Clay County Education Association the words “published” and “notice” shall be defined as written or electronic notice to the members of the Representative Assembly by anyone of the following methods:
 - a) Written notice mailed to the most recent address provided by the representative to the Secretary and postmarked within the time required by that section.
 - b) Electronic notice by e-mail to the most recent private e-mail address provided by the representative to the Secretary where such e-mail is dated and transmitted within the time required by that section.
 - c) Electronic notice by posting said proposed action on the CCEA website in that part accessible by members only where such posting is dated and actually available to the membership within the time required by that section.
6. It shall be the duty of the Secretary to provide publication and notice as described in the foregoing paragraph 5 and for each such proposed action to prepare a Certificate of Compliance to be submitted into the

record and minutes of any meeting where such proposal is brought to the floor for a vote. The language of a Certificate of Compliance shall be substantially as follows:

I, _____, hereby certify that on the _____ day of _____, 20____ notice of the intent to bring the attached motion or proposed action to floor of the Representative Assembly for debate and vote was published as follow: (check as least one)

- Written notice mailed to the most recent address provided by the representative to the Secretary and postmarked within the time required.
- Electronic notice by e-mail to the most recent private e-mail address provided by the representative to the Secretary where such e-mail is dated and transmitted within the time required.
- Electronic notice by posting said proposed action on the CCEA website in that part accessible by members only where such posting is dated and actually available to the membership within the time required.

So certified this _____ day of _____, 20____, _____/date
Secretary, Clay County Education Association

Said Certificate of Compliance is presumptive evidence of compliance with Article IV, Section 2, paragraph 4 of the Constitution of the Clay County Education Association and paragraph 5 of this section.

E. The Treasurer shall:

1. Keep and maintain accurate records of receipts, deposits, and disbursements.
2. Draw and co-sign with the President or in his/her absence, the First Vice President all checks or drafts upon accounts and any necessary official documents of the Association. Only in emergencies will checks or drafts be drawn without the Treasurer’s signature.
3. To present an itemized budget report to the Board of Directors and Representative Assembly at least once a month.
4. To disburse funds in keeping with the approved budget. Funds predicted to exceed the budgeted amount will need prior approval of the representative assembly.
5. To provide the Association with an annual accounting of financial activities, and be responsible for preparing and providing financial information for PERC reports.
6. Execute the necessary agreements with FEA for transmittal of dues.
7. Shall assist the incoming treasurer in the responsibilities of the office from June 1 through August 31.

Article IV:-Executive Committee: Powers and Duties

The Executive Committee shall:

1. Meet monthly when school is in session.
2. Recommend action to the General Assembly, to the Representative Assembly, to committees, or to other constituent bodies of the Association.
3. Call special meetings of the General Assembly, Representative Assembly, or

other constituent bodies of the Association.

4. Request regular reports from committees to the Executive Committee and Representative Assembly.

5. According to procedures established by Robert's Rules of Order, Chapter 20, suspend from membership or expel from membership any member who shall have violated the ethics of the education profession and may reinstate an individual who has previously been suspended or expelled from membership.

6. Rule on membership eligibility questions.

7. Recommend coalitions with other organizations.

8. When deemed necessary, the executive committee may designate a paid "intern trainee" as noted in the Master Contract, Article IV, L, 1.a.

Article V - Representative Assembly

Section 1: Meetings:

A. The Representative Assembly shall meet monthly when school is in session except for the month of December.

3. LIMITATIONS ON DEBATE: All meetings of the Representative Assembly shall be conducted in accordance with Roberts Rules of Order, in strict accord with the Agenda duly published by the President and in strict accordance with the limitations on debate and presentations as set forth below.

Said agenda shall include all recommendations or proposed actions adopted by the Executive Committee for inclusion on the agenda for the next meeting of the Representative Assembly or any other meeting as designated by the Executive Committee and shall

include any other motions or proposals submitted by the officers or membership in accordance with the Constitution and By-laws.

DEBATE Said proposed agenda shall include with each item a limitation of either the time for debate or the number of speakers to be heard as in the judgment of the President shall seem reasonable and expeditious.

EXTENSION OR FURTHER LIMITATIONS The limitations placed on debate by the President may be extended or further limited by amendment to the agenda by majority vote of the Representatives present at the time the agenda is proposed for adoption.

Said limitations may also be extended for a specific period of minutes by motion and majority vote of the representatives present at the time the President calls an end to the time set for debate or reaches the number of speakers allowed.

4. PERIODS FOR QUESTIONS AND ANSWER Immediately following reports delivered by any officers, Executive Committee Members, Committee Chairs, or any other presentations made in the course of the agenda the floor shall be opened for questions from the representatives present for a period not to exceed 10 minutes. Said period may be extended for a specific period of minutes by motion and majority vote of the representatives present at the time the original period or any subsequently approved period has expired.

B. Special meetings of the Representative Assembly may be called

by the President, Executive Committee or by petition of twenty (20) percent of the members of the Representative Assembly.

Section 2: Duties and Powers:

The Representative Assembly shall:

1. Hear and act upon reports from the Officers, Executive Committee, and committees of the Association.
2. Receive and act upon petitions.
3. Adopt a biennial budget for the Association at the regular February meeting in each year that officers and executive committee members are to be elected.
4. Adopt policies and procedures for the management of the Association.
5. Set the annual dues for membership in the Association and determine the rights and responsibilities of members.
6. Have all other powers and duties necessary to the achievement of the purposes of this Association which are not specifically delegated to other official bodies by or prohibited by the Constitution and Bylaws.
7. Refer action to the General Assembly.

Section 3:

It shall be the duty of the members of the Representative Assembly to provide to the Secretary a current mailing address and a current e-mail address for the purposes of receiving publication and notice of actions to be brought to the floor of the Representative Assembly for action. Notice to the most recent address or addresses provide to the Secretary shall be sufficient for purposes of with Article IV, Section 2, paragraph 4 of the Constitution of the Clay County Education Association and paragraph 5 of Article II section D of the By Laws of said association.

Article VI - Faculty Representatives

Section 1: Qualifications:

- A. A candidate shall be a member of the Association before he/she may be nominated as a Faculty Representative.
- B. A Faculty Representative shall be elected in the school or employment base in which he/she is employed.

Section 2:

- A. In each school faculty or other employment base, faculty members who are members of this Association shall elect for a term of one (1) year one (1) Faculty Representative for each ten (10) members as stated in Article VI, Section 1 of the Constitution. Such election shall be held during the month of May at each work site except High Schools. High Schools shall elect Faculty Representatives during the month of August next following elections in May. The Faculty Representatives so chosen shall assume office at the first regular meeting of the Representative Assembly of the school year for which they were elected.
- B. The Faculty Representative may succeed himself in that position.
- C. Each school faculty and other employment base shall elect one Alternate Faculty Representative for each Faculty Representative with the same qualifications and term of office as a Faculty Representative of the same constituency. In the absence of the representative for whom they were elected as alternate the Alternate Faculty Representative shall have the right to vote in the Representative Assembly meetings and assume the powers and duties of the Faculty Representative.

D. Whenever a Faculty Representative position becomes vacant, the constituent faculty members shall elect an eligible member to fill the unexpired portion of that term.

E. A member employed in more than one school shall be represented in only one place of employment. The member may designate this site.

Section 3: Powers and Duties:

A. The Faculty Representative shall:

1. Attend all regular and special meetings of the Representative Assembly and notify the Alternate Faculty Representative when he/she cannot attend.
2. Assist in enrolling members in the Association.
3. Provide information about the Association to members.
4. Communicate suggestions and recommendations from his/her constituents to the respective Association constituent body.
5. Promptly distribute all materials from the Association.
6. Orient new faculty members to Association services and activities.
7. Provide a channel through which Association services may be obtained by members.
8. Be familiar with all aspects of the master agreement.
9. Handle grievances in his/her constituency in accordance with the provisions of the master agreement.
10. Conduct himself/herself as a teacher advocate according to the best interests of the Association and represent the Association in his/her constituency.
11. Call meetings of members in his/her school when necessary.
12. Assume such other powers and duties as may be determined by the Representative Assembly and Executive Committee.

Article VII - Committees

Section 1:

Standing committees may be established and discontinued by the Executive Committee

Section 2:

The Executive Committee shall create, appoint, and oversee Standing Committees and such other special or temporary committees as the need arises, including the appointment of Committee Chairpersons except as specifically designated in the Powers of the President.

Section 3:

Standing Committees to be administered by the Executive committee shall be:

- Legislative
- Budget committee- to review and set the next budget
- Elections committee- to run CCEA internal elections
- Read Across America- to facilitate Read Across America in Clay County
- Constitution and Bylaws
- Minority and Civil Rights Concerns
- Emergent Issues
- Recognition Banquet
- Education Research and Dissemination (or Professional Development)

Standing committees to be administered by the President shall be:

- Grievance
- Bargaining
- Sick Leave Bank
- CAS (Clay Assessment System)- Teacher Evaluation system
- Professional Development Advisory Council
- Calendar
- Insurance
- Contract Monitoring
- Compensation
- School Improvement Plan
- Student Code of Conduct
- Clay Advocacy Fund- CCEA's CCE
- Paperwork Reduction Committee
- Membership and Member Recognition

Section 4:

The Executive Committee shall, in a written charge to the committee, set forth the responsibilities of each Standing or other Committee, team or operating group.

Section 5:

The Executive Committee may appoint special committees, teams or operating groups whenever necessary to accomplish the goals of the Association if there is no Standing Committee available to meet said goals.

Article VIII – Elections

Section 1:

All elections shall be held in accord and in strict compliance with all applicable state and federal statutory and case law.

Section 2:

The election committee shall be responsible for developing and adopting election procedures to be included in the Policies and Procedures Manual.

Article IX - Dues

Section 1:

Clay County Education Association membership dues shall be established annually based on proposed objectives and budget. The amount of dues to be paid shall be set by the majority vote of the Representative Assembly at its meeting. In addition to the dues for active members set by the Representative Assembly, five dollars shall be collected for *Clay Advocacy Fund (CAF)* and shall be transferred by CCEA to *CAF* and administered pursuant to *CAF* guidelines approved by the CCEA Board of Directors and Representative Assembly.

Section 2:

Completed, FEA, and appropriate national enrollment blanks, necessary supporting dues and per capita tax and any report requested by the FEA Board shall be submitted as mutually agreed by FEA and CCEA.

Section 3:

Membership dues payable to the FEA from the Clay County Education Association shall be (1) that amount set by the annual FEA Representative Assembly based upon the budget adopted and (2) the amount of the designated national dues per member adjusted for any national Life Membership contracts in effect for members of the CCEA.

Section 4:

Waiver of Dues – For any person who agrees to serve as an officer or Director and is duly elected or appoint, his/her dues shall be waived for such period of service. At intervals to be determined by the Executive Committee the amount reimbursed shall, using a holistic approach based upon the responsibilities of each outlined in the Constitution and By-laws,

- a) be set for the officers by majority vote of the directors and
- b) set for the directors by majority vote of the officers.

Section 4:

Policies and Procedures should be developed and written in such a way that the policies of CCEA are clearly stated and that any administrative or practical steps required are clearly set forth in plain unequivocal language.

Article X – Policy and Procedure Manual

Section 1:

The Executive Committee, the Officers and Committee Chairpersons are charged with developing policies and procedures to be incorporated into a Policy and Procedure Manual.

Section 2:

It shall be the duty of the Vice President pursuant to section four of this article to compile, maintain and update the policy and procedure manual and to make such policies and procedures readily accessible and available to the membership.

Section 3:

Policies and Procedures should be developed to address recurring actions, needs or potential conflicts.