

BYLAWS OF THE ASSOCIATION

Revised May, 2007

The following Bylaws implement certain sections of the CTA Constitution.

I. MEMBERSHIP YEAR RE: PAYMENT OF FEES

The membership year shall be from September 1 through August 31. The terminal dates for other than full-year membership shall be the same as for full-year members. All membership fees shall be paid on or after September 1. Continuing membership in the Association shall be terminated at the written request of the member submitted to the Association.

II. ACTIVE MEMBERSHIP

A. CONDITIONS OF MEMBERSHIP –A member must be actively employed by the Palm Beach County School District, and maintaining payment of dues, or meet the special conditions as listed below.

B. EXCLUSIONS - *Persons* holding an administrative or supervisory position, regardless of the amount of time devoted to classroom teaching, shall be denied membership in the Association.

C. NON-DISCRIMINATION - Membership shall be open to all eligible persons regardless of race, creed, color, sex, age or marital status.

D. AFFILIATION – The Palm Beach County Classroom Teachers Association shall be affiliated with the Florida Education Association (FEA), The National Education Association (NEA), The American Federation of Teachers (AFT), and the Florida AFL-CIO. (As in Article 9 of the Constitution.)

E. SPECIAL CONDITIONS FOR MEMBERSHIP -

1. Members in good standing who enter DROP.
2. Members who were retired for 60 calendar days, and have returned to full-time teaching.
3. Members who are involved in litigation, but have maintained payment of dues.

F. DUES - Membership dues and special fees of the Association shall be determined by the Representative Assembly, and governed by the policy handbook.

III. RETIRED

A. QUALIFICATIONS - Retired membership shall be open to any retired member who has held active membership in CTA (local) immediately prior to retirement. Members of the Florida Retired Teachers Association at the time of the original adoption of this document shall be eligible for membership in CTA Retired, also.

B. DUES - Retired members: \$2.00 per year.

C. RIGHTS AND LIMITATIONS -

1. The right to vote and to hold elective or appointive positions shall be limited to active members except as otherwise provided in the by-laws.
2. All members shall be eligible to receive special services, to obtain assistance in the protection of professional and civil rights, and to receive appropriate CTA reports and publications.

IV. REPRESENTATIVE ASSEMBLY

A. ELECTION OF DELEGATES - Each worksite within the district as determined by the Board of Directors and the Constitution shall elect to the Representative Assembly by April 30 one Association Representative for each ten members or fraction thereof. Worksites with less than ten members shall be entitled to one Association Representative. An alternate delegate shall be elected at the same time.

B. ELIGIBILITY - A candidate for the position of Association Representative must be a current member in good standing and must be assigned to the school or unit to be represented.

C. TERM OF OFFICE - Association Representatives shall serve a term of two years, beginning with the May meeting of the Representative Assembly.

D. VACANCIES - When a vacancy occurs in the position of Association Representative, the alternate shall become the Association Representative. Any subsequent vacancies will be filled by conducting a special election at that school site within 60 days.

E. DUTIES - Each Association Representative shall be responsible for organizing a CTA unit in the school, report the business and activities of the Association, and shall otherwise represent the best interests of the member in the school. The Association Representative shall have primary responsibility for interpreting, coordinating and implementing the FEA programs, goals and objectives as determined by the Representative/Delegate Assembly of the affiliated organizations.

F. ETHNIC MINORITY GUARANTEE - The percentage of ethnic minority Association Representatives shall be at least equal to the percentage of ethnic minority members in the Association. If the guaranteed minority representation is not accomplished, the ethnic minority caucus shall recommend delegates to the Representative Assembly and the Assembly shall elect from the recommended delegates the necessary additional minority person(s).

V. DUTIES OF OFFICERS

A. PRESIDENT. The duties of the President :

1. Shall be chief executive officer.
2. Shall be responsible for policy interpretation and direction between meetings of the Board of Directors subject to review by the Board.
3. Shall be the official representative of the Association and the chief spokesperson on policy matter.
4. Shall propose policy and program changes to the Board and Representative Assembly.
5. Shall prepare agenda for the Board of Directors and Representative Assembly.
6. Shall report periodically to the Membership and the Representative Assembly and report other times as are necessary.
7. Shall preside at the Representative Assembly, Board of Directors, FEA Delegate Assembly, the NEA Representative Assembly, and the AFT Convention.
8. Shall maintain a close working relationship with the Executive Director.
9. Shall meet at least once per month with other officers of the Association and the Executive Director.
10. Shall appoint committee chairpersons with the approval of the Board of Directors.
11. Shall appoint and/or remove Special Committee members, and notice shall be given to the Board of Directors.
12. Shall appoint and/or remove Board of Directors' Sub-Committee Members (the Budget Committee and By-Laws Committee), with the approval of the Board of Directors.
13. Shall appoint and/or remove members of the negotiating team, with the approval of the Board of Directors.
14. Shall serve as ex-officio without the right to vote on all committees.
15. Shall be responsible for preparation of the Association budget in cooperation with the Executive Director and Treasurer subject to guidelines adopted by the Representative Assembly and Board of Directors.
16. Shall remain an active member of the affiliate organizations. .
17. Shall visit every school/worksite within the 3-year term of office and shall carry out such visits to familiarize himself/herself with locations, conditions, CTA representatives and members' concerns. In subsequent years of holding the office of President, the President shall visit all new work sites and other school/work sites when the head CTA Representative or members request. A letter will be sent to the head CTA Representative of each school following the first Board of Directors meeting of the membership year, requesting a response if they would like the President to visit. It is recommended the President visit schools with low CTA membership every year.

B. VICE-PRESIDENT. The duties of the Vice-President:

1. Shall serve as the President in the absence of the President.
2. Shall represent the Association at the discretion of the President on official matters.

3. Shall serve as ex-officio without the right to vote on all committees.
4. Shall chair official meetings of the Association at the direction of the President.
5. Shall assist the President in the preparation of the budget.
6. Shall be a candidate for NEA Representative Assembly delegate and if elected, shall assist the President or delegation chairperson in presiding over the delegation meetings.

C. TREASURER. The duties of the Treasurer:

1. Shall make financial reports to the Representative Assembly and shall make special reports to the Board of Directors as required.
2. Shall assist the President in preparation of the budget.
3. Shall be a member of all official budget-related committees.
4. Shall represent the CTA at FEA Budget hearings at the direction of the President.
5. Shall be responsible for recommending to the Board of Directors an independent auditing firm.
6. Shall furnish each member appropriate evidence of membership.

D. SECRETARY. The duties of the Secretary:

1. Shall keep all minutes of the Association's meetings.
2. Shall be responsible for taking and properly preparing all minutes of the Representative Assembly and the Board of Directors meetings.
3. Shall keep all minutes of local caucus meetings.
4. Shall perform other specific duties requested by the President.

VI. REVIEW BOARD

Any and all complaints or charges made by a member against a member of the Association shall be made in writing and shall conform to the requirements of the FEA Review Board Policies and Procedures. The charging person shall deliver the original charge to the Executive Director of the Association, and a copy to the President of the Association, at least 10 days prior to the deadline for filing a charge as prescribed by the FEA Review Board Policies and Procedures. Within 10 days after his or her receipt of the charge, the Executive Director shall, under the authority of the Association established by this Article, deliver to the FEA Review Board the original charge together with such form(s) as the FEA Review Board requires from the referring affiliate to perfect the filing of the charge, and notify the Association's Board of Directors that the charge was received and duly referred. The FEA Review Board under its Policies and Procedures shall conduct any and all further matters relating to the charge.

VII. BOARD OF DIRECTORS

A. APPOINTMENT. Area directors of the Board of Directors shall be elected by the active members within the area as created by the Board. Area directors shall serve for **three** years beginning on July 1 and ending on June 30. Directors shall serve staggered terms as provided in the Bylaws. One director shall be elected from each area. The Board, through administrative policy, shall create the areas making them as equal in membership as is possible and shall submit this plan to the Representative Assembly for approval.

B. ROLL CALL VOTES. A record roll call vote shall be conducted upon the request of two members of the Board. A roll call shall also be conducted for appropriations of monies.

VIII. FINANCE

A. FISCAL YEAR. The fiscal year of the Association shall begin on September 1 and end on August 30.

B. DEPOSITORY. All funds received by the Association shall be deposited at once in the general fund depository designated by the Board of Directors. The Executive Director is authorized to deposit surplus funds of the Association in interest-bearing savings accounts or certificates of deposit in the same depository.

C. GENERAL FUND. A general fund shall be deposited as designated by the Board of Directors. The Executive Director is authorized to pay current Association bills from the general fund. *Two signatures are required on each check, one each from the President or President's designee, and /or the Executive Director.*

D. BONDS. The Executive Director shall purchase a fidelity bond covering all officers, agents, representatives and employees of the Association, the premium of which shall be paid by the Association.

E. AUDITING AND PAYMENT OF BILLS. The Executive Director and/or Treasurer shall allow no bills unless they are fully itemized. The Executive Director shall furnish each person with the proper voucher together with full instructions for making out the same. All bills involving travel expenses shall state the means of travel, place of lodging, the date and price of room per day, a full explanation of all expenses, the purpose of each trip and the nature of the business transacted. The Executive Director may pay the authorized expenses of the Association. No other expenditures shall be made unless duly authorized by the Board of Directors or by the Representative Assembly. A resolution or motion involving the appropriation of money by the Representative Assembly shall be presented to the members of the Representative Assembly at least one day before being acted upon. The Treasurer shall maintain detailed accounts and shall make a written report on financial condition at each meeting of the Board of Directors.

F. INVESTMENTS AND BORROWING. The Executive Director, with the advice and counsel of a financial advisor who has been approved by the Board of Directors, may invest surplus funds and borrow money in the name of the Association when so authorized and directed by the Board of Directors. The Board of Directors may authorize the Executive officers of the Association to borrow money and issue the promissory notes or bonds of the Association or the repayment thereof with interest, and upon the authority and direction of the Board of Directors the real estate of the Association may be mortgaged as security for the debts or other lawful engagements of the Association.

G. ANNUAL AUDIT. The Board of Directors of the Association shall require an audit, at least annually, by a certified public accountant, which shall submit a written report to the Board of Directors.

IX. VACANCIES

A. In case of vacancy in the office of President, the Vice-President shall become the President. The Representative Assembly shall, within sixty (60) days, elect a Vice-President to serve for the balance of the term.

B. If the office of President and Vice-President become simultaneously vacant, the Board of Directors or FEA Governance Board shall elect one (1) of its members to serve as President pro tempore.

C. In case of vacancy in the office of the Vice President, Secretary or Treasurer, and if more than half of the term remains, a special Association election shall be conducted in accordance with the elections procedures and policies approved by the Representative Assembly. If less than half of the term remains to be served, the Representative Assembly, by secret ballot, shall fill the vacancy for the balance of the term. Such elections shall be held within sixty (60) days.

D. In case of a vacancy of a seat on the Board of Directors, the President will appoint, with the approval of the Board, a member from the area who will serve until the next regularly scheduled election.

E. Should a vacancy an open seat occur after a duly held election, the person elected to that position should immediately assume office.

X. RECALLS

A. ELECTED OFFICERS

1. The power of recall of the President, Vice-President, Secretary, Treasurer and FEA Directors shall be vested in the membership at large.

2. Petitions for recall shall be filed with the Executive Director of the CTA. Signatures of at least 15% of the active members of the CTA shall be required to initiate the recall procedures. The Executive Director shall be responsible for validating the signatures contained on the petitions.

3. Within fifteen (15) days of receipt of the number of signatures specified in Section 2 above, the Executive Director shall notify the Board of Directors that such petitions have been received.

4. Not more than forty-five (45) days after receipt of the number of signatures specified in Section 2 above, the Executive Director shall cause ballots to be prepared and mailed to the active members of the Association.

5. The Executive Director shall make arrangements for a certified public accountant to receive the mailed ballots and such arrangements shall include the ballots being returned to the CPA within fifteen (15) days following their distribution.

6. If a majority of the active members voting in the recall election vote to recall the officer, that office shall be declared vacant upon certification by the CPA of the election results to the CTA Executive Director.

7. In the event the President is recalled, the Vice-President shall succeed to the presidency immediately, serving in this capacity for the unexpired portion of the term. If the Vice-President, Secretary, or Treasurer or an FEA Governance Board member is recalled, the vacancy will be filled according to Bylaws Item IX, C and E.

B. MEMBERS OF BOARD OF DIRECTORS. A member of the Board of Directors (Area Director) may be recalled by the constituency of the Director by petition of fifteen percent of the active members in said district provided no more than one-half of the fifteen percent petitioners are from the same school. Upon receipt of the petition for recall by the Executive Director, the Board of Directors shall conduct a recall election. A majority vote cast by members in the district shall recall a Director.

C. ASSOCIATION REPRESENTATIVE. An Association Representative or alternate may be recalled by a two-thirds vote of the active members in the school being represented. The Board of Directors shall conduct the election, which shall be initiated by a petition of at least fifteen percent of the members in the school being represented.

XI. RULES

A. QUORUM. Elected Representatives of 60 work sites shall constitute the quorum for the transaction of business of the Representative Assembly in all cases except for meetings of the Board of Directors where a quorum shall consist of two-thirds of the members elected to the body; provided that in any Board of Directors meeting where the quorum requirement is not met by Members in attendance, those Members present may, by majority vote, declare that the business before the Board requires immediate formal action which cannot be delayed, and direct the Chair to obtain the appearance in the meeting by telephone conference of one or more absent Members as necessary to establish a quorum, who, after proper identification, shall be permitted to participate and vote as if they were present only as to items for which such immediate action is required.

B. MAJORITY VOTE. No motion shall be passed by the Board of Directors without concurrence of a majority vote of all members elected to the body. No motion shall be passed by the Representative Assembly without concurrence of a majority vote of those members present and voting.

B. RULES OF ORDER. Robert's Rules of Order, Latest Edition, shall be the authority in transaction of business unless such provisions conflict with the Constitution of Bylaws of the Association.

