

**BYLAWS FOR THE CHRISTINA SECRETARIES ASSOCIATION  
AFFILIATED WITH DSEA/NEA**

ARTICLE I - NAME AFFILIATION

Section 1: The name of this Association shall be the Christina Secretaries Association. The Association shall be affiliated with the Delaware State Education Association and the National Education Association.

ARTICLE II - PURPOSE

Section 1: The purpose of this Association shall be to promote the general welfare of its members, to protect and advance the interests of its members, to advance the standards and working conditions of its members, and to establish and maintain helpful, friendly relations within the community among all persons and groups connected with this organization and within the Christina School District.

ARTICLE III - MEMBERSHIP

Section 1: All full-time or part-time secretaries/clerks or any other support person employed in the Christina School District may become an active member.

Section 2: Membership shall be continuous until the member leaves the School District or resigns from the Association during the designated period.

All remaining dues owed shall be taken out of the employee's last paycheck.

Section 3: Members of the Association shall also be active support members of the Delaware State Education Association and the National Education Association.

Section 4: Any increase in the annual full-time dues of this local Association shall be voted upon by members at a general or specific membership meeting after reasonable notice has been given of intention to vote upon such question. Dues for part-time employees shall be determined by the Executive Board.

Section 5: The membership year shall be from September 1 through August 31.

## Section 6: Rights of Membership

- a. Every member shall have the equal rights and privileges within the organization to nominate candidates for office; to vote in elections or in referenda of the Association; to attend membership meetings; to participate in the deliberations and voting upon the business of such meetings except that in voting on contract ratification, only members in the appropriate unit of representation shall have the right to vote.
- b. Every member shall have the right to meet and assemble fully with other members; to express any views, arguments, or opinions; to express views at meetings upon candidates in any election of the Association or upon any business properly brought before the meeting.
- c. No member shall be fined, suspended, expelled or otherwise disciplined except for good cause and a due process hearing. The hearing will be conducted before the Executive Committee which will vote on the action. The charged member may appeal this decision to the DSEA Executive Board, which will make the final decision.

## ARTICLE IV - OFFICERS

Section 1: The officers of this Association shall consist of a President, a Vice-President, a Secretary and a Treasurer.

Section 2: The officers shall be elected at the May general membership meeting. The term of office for each shall be two (2) years, beginning July 15 following their election.

Section 3: All candidates for the office of President, Vice-President, Secretary and Treasurer shall be active members of the Association.

Section 4: Officers of the Association shall serve their terms so long as they satisfactorily perform the duties of their office. Where an officer is guilty of misconduct, such officer may be removed for cause (shown after notice and a hearing) and a majority vote of the members of the Association.

- a. Recommendation for recall can be made by a submission of a petition containing the signatures of twenty-five percent (25%) of the membership to the Executive Committee.
- b. The Executive Committee shall notify in writing any officer who has been recommended for recall.
- c. Any officer may appeal in writing to the Executive Committee.
- d. The Executive Committee shall schedule hearings, whenever necessary, to review the recommendation of recall of an officer.

- e. The report of those hearings shall be made available to the membership.
- f. A general membership meeting shall be called two (2) weeks after the issuance of the report.
- g. Such recall shall be determined by a majority vote of the membership in attendance at said meeting.

Section 5: The duties of the Officers of the Association shall be as follows:

- a. President - The President shall preside over meetings of the Executive Committee and the General Membership. The President shall appoint, with approval of the Executive Committee, the chairperson and members of all committees and shall be the executive officer of the Association. The President shall represent the Association before the public either personally or through delegates and shall perform all other functions usually attributed to this office. In addition, the President shall serve as chairperson of the local delegation at both the NEA Representative Assembly and the DSEA Representative Assembly.
- b. Vice-President - The Vice-President shall assume all duties of the President in the President's absence or incapacitation and shall perform all other functions usually attributed to this office. The Vice-President shall work closely with one or more standing committees as the President may suggest.
- c. Secretary - The Secretary shall keep accurate minutes of all meetings of the Executive Committee and General Membership meetings; shall prepare such minutes for reproduction and distribution; shall maintain official files; shall assist the President with Association correspondence; shall notify members of meetings; shall keep an accurate record of all members; and shall perform any other duties relative to the position of Secretary.
- d. Treasurer - The Treasurer shall hold the funds of the Association and disburse them accordingly upon submission of vouchers approved by the President; shall sign all checks along with the President; shall report at each meeting of the Executive Committee and General Membership; shall prepare an annual financial statement which will be distributed to all members; shall file the appropriate Federal and State forms; shall keep the President and the Executive Committee informed of the financial condition of the Association; shall serve on the Budget Committee; and shall perform any other duties relative to the position of Treasurer.

Section 6: A vacancy in the office of President shall be filled for the unexpired term by the Vice-President. A vacancy in the office of Vice-President, Secretary or Treasurer shall be filled for the unexpired term by appointment of the Executive Committee.

## ARTICLE V - EXECUTIVE COMMITTEE

Section 1: The Executive Committee shall consist of the officers and at least one (1) member elected for every twenty (20) members and/or major fractions thereof.

Section 2: The chairperson of each standing committee shall serve as a non-voting member of the Executive Committee.

Section 3: All elected members of the Executive Committee shall serve for a term of two (2) years beginning July 15 following their election.

Section 4: All candidates for the Executive Committee must be active members of the Association.

Section 5: The Executive Committee shall elect additional Executive Committee members as appropriate to insure ethnic minority representation equal to the identified ethnic minority membership of the Association. Should ethnic minority members not be nominated through the prescribed procedures for nomination, nomination for ethnic minority representatives shall be conducted from the floor.

Section 6: A vacancy in any of the elected positions on the Executive Committee shall be filled for the unexpired term by the Executive Committee.

Section 7: Recommendations for recall for any elected position on the Executive Committee shall follow Article IV - Section 4 of these Bylaws.

Section 8: The Executive Committee shall:

- a. be responsible for the management of the Association.
- b. authorize expenditures within the limits of the budget.
- c. suggest policies for consideration of the membership.
- d. establish such committees as may be necessary.
- e. act on reports of committees.
- f. adopt rules for governing the conduct of meetings as are consistent with the Constitution and Bylaws.
- g. have the power to determine policy of the Association dealing with the administration of the Association not defined in these Constitution and Bylaws as belonging to the general membership.

- h. shall recommend to the general membership for a secret ballot vote any change in the amount of Association dues.

Section 9: Any member of the Association who is not a member of the Executive Committee may attend its meetings and may receive permission to speak under new business or with the consent of the majority of those Executive Committee members present.

## ARTICLE VI - COMMITTEES

Section 1: The President shall appoint, with the approval of the Executive Committee, the chairperson and members of standing committees and, in doing, shall give due regard to the geographic representation, specific interests, and work assignment. Such appointees shall serve at the pleasure of the President and Executive Committee.

Section 2: Each standing committee shall meet according to a calendar developed by the chairperson and submitted to the President.

Section 3: Each committee shall select a secretary who shall keep a continuing record of activities. Chairpersons shall report as necessary to the Executive Committee and the General Membership and shall prepare an annual written report which shall become a part of the continuing committee record in the Association files.

Section 4: Standing committee title and duties shall be as follows:

- a. The Negotiations Committee shall survey the members and prepare a proposed package to be negotiated with the employer by the Association's negotiating team.
- b. The Grievance Committee shall explore and prepare programs for securing satisfactory policies and procedures for the redress of grievances. It shall process all grievances filed in accordance with the Agreement and policies adopted by the Association. It shall advise the Executive Committee in situations involving the defense of individual rights.
- c. The Membership Committee shall organize and conduct membership enrollment. Its members shall attempt to get cash members and former non-members enrolled for the current school year. It shall communicate with members on Automatic Payroll Deduction to return by direct mail any corrections in their status or address after receiving their annual membership cards in the mail.
- d. The Communications Committee shall be responsible to keep the general membership informed of Association action through fliers and newsletters. It shall develop a telephone call system for the membership in case of a crisis situation. At least one (1) of its members shall keep in close contact with the negotiating team. All communications shall be reviewed by the Association President.

- e. The Legislative Committee shall have broad concern for state and national legislation affecting the interests of the Association. It shall inform members about newly proposed and enacted legislation related to their welfare; promote DSEA/NEA legislative goals, programs, and activities leading to the passage of desirable legislation; encourage members to exercise their responsibility for voting and their right to participate in political activity.
  
- f. The Budget Committee shall propose to the Executive Committee for action a budget for the Association each year. Members of the Budget Committee shall have full and complete access to all financial and other records of the Association pertinent to the preparation of the annual budget.

Section 5: Special Committees - Each year the President shall appoint an Audit Committee and other special committees as may be necessary and shall disband them upon completion of their duties. These committees shall operate according to rules approved by the Executive Committee. No officer shall serve on the Audit Committee. A copy of the audit shall become part of the Association's permanent record. A copy shall be sent to DSEA.

## ARTICLE VII - ELECTIONS

Section 1: The President shall appoint, subject to approval by the Executive Committee, at its April meeting an Elections Committee. No officer of the Association or member of the Executive Committee shall serve on the Elections Committee. The Elections Committee shall be responsible for establishing the rules governing the electoral process as governed by the Bylaws of the Association. Candidates for positions shall be confirmed by the Elections Committee before being placed on the ballot. A list of names of candidates shall be prepared by the Committee and presented to the Executive Committee and General Membership at least fifteen (15) days before the election. Candidates may be nominated from the floor at the general elections meeting.

### Section 2: Balloting

- a. At the General Membership meeting in May, members shall vote for officers by secret ballot.
  
- b. Members of the Elections Committee shall distribute, collect, and tabulate the votes and present their written report to the chairperson who will announce the results. The candidates receiving the most votes cast shall be declared the winners.

ARTICLE VIII - DELEGATES TO THE DSEA AND NEA  
REPRESENTATIVE ASSEMBLIES

Section 1: Election of Delegates

- a. Election to the office of President of the Association shall constitute election as local delegate to both the DSEA Representative Assembly and the NEA Representative Assembly. The current President shall be the chairperson of the local delegation at the DSEA Representative Assembly and the NEA Representative Assembly.
- b. Local delegates to the DSEA and the NEA Representative Assemblies shall be nominated by submitting a written request to be placed on the ballot to the Vice-President during the year in which the election is to take place. Nominations shall be open to any active member of the Association. Delegates shall be elected by receiving the most votes cast from a secret ballot made available to all active members of the Association.
- c. Delegate alternates to the DSEA and NEA Representative Assemblies shall be those candidates not receiving a sufficient number of votes to be regular delegates. Alternate delegates shall be designated in descending order according to the number of votes received. A number of alternates equal to the number of local delegates shall be so designated.
- d. Delegates to the DSEA and NEA Representative Assemblies shall serve a term of one (1) year.
- e. A number of local delegate positions in direct proportion to the percentage of ethnic minority membership of the Association shall be reserved for ethnic minorities.

ARTICLE IX - MEETINGS

Section 1: The Executive Committee shall meet at least four (4) times a year at the call of the President or at the request of a majority of the members of the Executive Committee.

Section 2: General membership meetings shall be held at least two (2) times a year or at the call of at least ten percent (10%) of the members.

Section 3: A special meeting of those members of the Association who are members of the bargaining unit shall be called by the President for the purpose of approving any negotiated contract. A majority vote of those members present shall be required to ratify any contract.

ARTICLE X - QUORUM

Section 1: A majority of the elected Executive Committee members shall constitute a quorum for the Executive Committee.

Section 2: The members present shall constitute a quorum of the General Membership meetings.

#### ARTICLE XI - FISCAL YEAR

The fiscal year of the Association shall begin September 1 and end August 31.

#### ARTICLE XII - AUTHORITY

Robert's Rules of Order Revised Edition shall be the parliamentary authority for the Association on all questions not covered by the Bylaws and such standing rules as the Executive Committee may adopt.

#### ARTICLE XIII - AMENDMENTS

The Bylaws of this Association may be modified by a two-thirds (2/3) vote of the members present at any general membership meeting, provided that a proposed amendment shall have been presented in writing to the President of the Association at least thirty (30) days prior to the announced date of the meeting and shall be distributed by the President to the general membership at least fourteen (14) calendar days prior to the meeting to discuss the amendment. Amendments to the Bylaws shall become effective prospectively at the close of the membership meeting at which passed, unless a delayed effective date is otherwise specified.

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