

TIGARD-TUALATIN EDUCATION ASSOCIATION

BYLAWS

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ARTICLE 1: NAME AND AFFILIATION

The name of this organization shall be the Tigard-Tualatin Education Association, here after referred to as TTEA. The TTEA will be affiliated with the assigned-UniServ Council, the Oregon Education Association, the National Education Association and the NEA Retired Oregon.

ARTICLE 2: PURPOSES

Section 1: To work for the welfare of children, promote the interests of public education, advance the standards of the teaching profession, secure the conditions necessary for the greatest efficiency of teachers and schools, and to represent its' members in their employment relations with Tigard-Tualatin School District 23 J.

Section 2: To authorize TTEA as the exclusive bargaining representative of School District 23 J employees in compliance with Oregon Law, and shall develop and promote a continuing program to improve salaries, benefits, working conditions, teachers' rights, and other areas of concern.

Section 3: To enable members to speak with a common voice on matters pertaining to the teaching profession and to present their individual and common interests before the School Board, other legal authorities and the public.

Section 4: To coordinate, oversee, and promote the activities of and services provided by OEA and NEA.

ARTICLE 3: MEMBERSHIP

Section 1: Members of TTEA shall be the licensed employees of School District 23 J as recognized by the Collective Bargaining Agreement between the employees and School District 23 J and those licensed employees who were part of the bargaining unit and have retired from District 23 J and are currently collecting benefits from District 23 J.

Section 2: Membership in TTEA requires membership in the Oregon Education Association and the National Education Association or the National Education Association-Retired and the National Education Association-Retired-Oregon.

Section 3: Members of the bargaining unit who do not wish to be members of the Association may opt for fair share contribution. Fair share contributors will pay the same amount of dues as other members and will have the same rights and privileges as members except for the right to vote, hold offices, or represent the Association.

ARTICLE 4: DUES

Section 1: Members will pay dues.

Section 2: Dues breakdown: 0-49% employment does not constitute membership = no dues; 50% employment = one half dues; 51-100% employment = full dues. Members who work a portion of the year may have dues prorated. Dues for retired members shall be 10% of local dues.

Section 3: Establishment of dues shall be by a vote of the general membership. Special assessments may be authorized by the general membership and levied by two-thirds vote of the Representative Council.

Section 4: Collection of dues and fair share contributions shall be by payroll deduction in accordance with provisions in the existing collective bargaining agreement between TTEA and School District 23 J.

ARTICLE 5: OFFICERS, REPRESENTATIVES, AND DELEGATES

Section 1: Officers

- A.** The officers of this organization will be the President, Vice President, Secretary, and Treasurer. The immediate Past President will serve as an ex-officio officer.
- B.** The officers shall be elected to serve a single two year term that begins July 1 and ends June 30.
- C.** The officers shall be eligible to run for re-election.
- D.** The immediate past president is expected to serve as an ex-officio officer in the role of immediate Past President.

Section 2: Executive Committee

- A.** The Executive Committee shall be composed of the officers and three elected Executive Committee members.
- B.** Each of the elected Executive Committee members will be elected by and represent one of the teaching levels: elementary, middle, or secondary.
- C.** Each of the elected Executive Committee members shall serve a one year term.

Section 3: Building Representatives

- A.** There shall be at least one Representative from each building with an additional representative for every 25 members or major fraction thereof. There shall be at least one Representative for every 25 retired members.
- B.** Building Representatives will serve a one year term which begins July 1 and ends June 30.
- C.** Building Representatives will be eligible to run for re-election.

Section 4: Delegates

- A.** The Association will send delegates to the annual Representative Assembly meetings of the OEA and NEA.
- B.** The number of delegates to represent TTEA will be determined by the host organization.
- C.** Delegates will be elected for each Representative Assembly.
- D.** Delegates will be eligible to run for re-election.

ARTICLE 6: DUTIES AND RESPONSIBILITIES OF OFFICERS, REPRESENTATIVES, AND DELEGATES

Section 1: All officers, representatives, and delegates shall uphold and support the Bylaws and Policies of the Association.

Section 2 - The President shall:

- A.** Act as a spokesperson for the Association.
- B.** Preside at Executive Committee, Representative Council, general membership, and special meetings.
- C.** Prepare an agenda for Executive Committee meetings, and work with the Executive Committee to prepare an agenda for Representative Council and general membership meetings. Follow the agenda once it has been adopted by the members at the meeting.
- D.** Appoint all chairs and members of committees unless otherwise designated. Appointments must receive approval of the Representative Council.
- E.** Serve on the Executive Committee, the Negotiations Committee, and be an ex-officio member of all committees.
- F.** Work within the adopted budget.
- G.** Ensure a professional audit of the TTEA accounts at the end of each academic/fiscal year.
- H.** Publish regular newsletters to the membership, which includes current issues, and contract maintenance compliance.
- I.** Maintain a file of communications, Executive Committee and Representative Council records, and any committee reports.
- J.** Attend or see that a designated member attends scheduled meetings of School District 23 J to represent the Association.
- K.** Ensure TTEA is represented at UniServ, State, and National Education Association meetings and officers and members are informed of state and national Association business and activities.

Section 3 - The Vice President Shall:

- A.** Assist the President when requested.
- B.** Assume the duties of the President in the absence of the President.
- C.** Succeed to the office of the President should the President be unable to continue in office.
- D.** Become an authority on and see that the Collective Bargaining Agreement, the TTEA Bylaws, and the approved parliamentary procedure are followed. The Vice President shall have a copy of each of these documents at Executive Committee and Representative Council meetings.

- E. Act as chairperson of the Bylaws and Policies Committee and Scholarship Committee.
- F. Serve as a member of the Executive Committee and the Teacher of the Year Committee.

Section 4 - The Secretary shall:

- A. Take and maintain minutes of all general membership, Executive Council, and Representative Council meetings.
- B. Provide members notice of meeting places and times.
- C. Have a roster of committee personnel, a copy of the TTEA Bylaws and a current Collective Bargaining Agreement at all meetings.
- D. Assume the office of President if both the President and the Vice-President are absent.
- E. Serve as a member of the Executive Committee and Social Committee.

Section 5 - The Treasurer shall:

- A. Manage the Association membership lists and the collection of dues. Special attention shall be given to insure that members of the bargaining unit who are hired after school begins are appropriately enrolled in the association.
- B. Be bonded through the National Education Association for \$50,000.
- C. Manage and safeguard the Association's assets.
- D. Monitor the Association's budget and maintain current the financial records of the Association.
- E. Hold the funds of the Association and effect all disbursements in accordance with guidelines established in policy. Items specified in the approved budget need not be approved a second time.
- F. Prepare and present timely financial reports to the Executive Committee and Representative Council.
- G. Ensure compliance with Federal, State, and Local government reporting requirements and be responsible for filing the appropriate forms and reports.
- H. Arrange for the smooth transferring of accounts to the successor Treasurer and cooperate with the annual academic/fiscal year-end audit.
- I. Chair the Membership Committee.
- J. Serve on the Executive Committee and Social Committee.
- K. Serve on the Scholarship Committee.

Section 6 – The Building Representatives shall:

- A. Attend the fall in-service training meeting for Building Representatives.
- B. Attend Representative Council meetings and represent attitudes, opinions, and concerns of constituents.
- C. When unable to attend a Representative Council meeting, appoint a substitute who shall attend the meeting without the right to vote.
- D. Share information of Representative Council meetings with constituents in regular reports following Representative Council.
- E. Be familiar with and conduct business in accordance with the TTEA Bylaws and Policies.
- F. Conduct all TTEA elections according to adopted policies.
- G. Coordinate the membership updating monthly with the treasurer and be responsible for membership applications within the building.
- H. Be familiar with the Collective Bargaining Agreement and address or direct the needs of building members as necessary.
- I. Serve as TTEA contract maintenance consultant to constituents unless another appointment is made.
- J. Establish an informal conference committee with two other members to meet with the principal quarterly about building concerns.
- K. Establish a building TTEA committee composed of all building representatives, other members active in TTEA, and interested members. The purpose of this building committee will be to coordinated TTEA activities at the building level and to share the duties of the Representative within the building.

Section 7 - The Delegates to OEA and NEA Representative Assemblies shall:

- A. Study OEA and NEA bylaws, proposed changes, budget, dues structure, and any other issues which are likely to come before the Assemblies;
- B. Report proposed changes to Representative Council in advance of the Assembly and obtain direction on how best to represent TTEA members;
- C. Be encouraged to attend any appropriate pre-convention workshops;
- D. Attend and participate in all sessions of the Assemblies and represent the members of TTEA.
- E. After the Assembly report the action taken by the Assembly to Representative Council.

ARTICLE 7: ELECTIONS AND REMOVAL

Section 1: Election of officers and Executive Committee Members

- A. Schedule

1. Officers shall be elected prior to the TTEA Spring Social.
2. Special elections to fill vacancies shall be held at the request of the Representative Council within thirty (30) days and shall follow the procedures for the office as if it were a regular election.

B. Eligibility

1. All members of the Association shall be eligible to run for office.
2. Members who hold the office of President, Vice President, Secretary, and Treasurer are limited to hold just one office at a time, and may not also serve as a Building Representative.
3. Members who hold the office of President, Vice President, Secretary, Treasurer, Executive Committee and Building Representative may also serve as a Delegate to OEA and NEA Representative Assembly.
4. Notification of the election and the expected vacancies shall be sent electronically to all members at least 10 days prior to elections to allow all members the opportunity to run for office.
5. TTEA members may run and/or hold one office at a time.

C. Nominations

1. Members must place their own name in nomination or approve having their name placed in nomination for office. Nominations must be sent to the Elections Committee.
2. The names of candidates for office must be published to the membership 10 days prior to the election.

D. Ballots

The Elections Committee will prepare the ballots with the names of all candidates placed in nomination, listed alphabetically, and designate room for write ins. The Elections Committee shall distribute the ballots to the Election Committee Representative in each building.

E. Election Procedures

1. The elections committee shall name an Elections Committee Representative in each building who will conduct the election to insure that each member have an opportunity to vote and assure each member only votes once.
2. The Elections Committee Representative in each building will certify the election and turn in the ballots and building roster of who voted in the election to the Elections Committee.
3. The Elections Committee will check the report of each building, count the ballots and certify the election and report the results to the membership.

Section 2: Procedure for elections of Building Representatives

A. Schedule - Building Representatives shall be elected prior to the Spring Social for the following school year.

B. An election must be held each year.

C. The elections shall be conducted by a member of the bargaining unit who is not running for the position. If this position is contested an election shall be held at a building membership meeting to determine who shall fill it.

D. Notification - Ten (10) school days prior to the elections the member conducting the election shall notify the building members of the election, the number of representatives to be elected for the building, and the process for placing a name in nomination.

E. Nomination - Members must place their own name in nomination or approve having their name placed in nomination for Building Representative. (One position may be shared by two members providing they understand that they have only one vote on Representative Council between them.)

F. Ballots - The member conducting the election shall prepare the ballot with room for write in votes prior to the election.

G. Voting - The elections shall be conducted so that every member of the building has the opportunity to vote by secret ballot and that each member has only one vote.

H. Announcement - The member conducting the election shall count the votes, certify the election and announce the winner(s).

Section 3. Election of Delegates

A. OEA/NEA Representative Assembly delegates shall be in compliance with regulations of the host organization.

B. Schedule - Delegates to the Oregon Education Association and the National Education Association Representative Assemblies shall be elected by March 1 each year.

C. Eligibility - Any member is eligible to run for Delegate.

D. Notification - Notification of the election and the expected vacancies shall be sent to all members at least 30 days prior to elections to allow all members the opportunity to run for office.

E. Candidate Nominations

1. Members must place their own name in nomination or approve having their name placed in nomination for office. Nominations must be sent to the Elections Committee.

2. The names of candidates for office must be published to the membership 10 working days prior to the election.

F. Ballots - The Elections Committee will prepare the ballots with the names of all candidates appropriately placed in nomination, alphabetically listed, and designate room for write ins. The Elections Committee shall distribute the ballots to the election committee representative in each building.

G. Election Procedures

1. The Elections Committee shall name an elections committee representative in each building who will conduct the election to ensure that each member has an opportunity to vote and only vote once.
2. The Elections Committee representative in each building will certify the election and turn in the ballots and building roster of who voted in the election to the Elections Committee.
3. The Elections Committee will check the report of each building, count the ballots and certify the election and report the results to the membership.

Section 4: Special Elections for Contract Issues

- A.** Adoption of a contract or significant changes to the existing contract must be voted on by the membership.
- B.** Proposals for adoption of a new contract or change in the existing contract must be submitted to members in writing a minimum of five (5) working days prior to a vote.
- C.** The procedure for a vote on proposals for change in the contract or adoption of a new contract must be determined by the Representative Council on or before such changes are submitted to the membership for review.
- D.** Memorandum of Understandings may be reached with the district with the consent of the Executive committee.

Section 5: Removal of a Position Holder

- A.** An Officer, Executive Committee Member or Committee Chair may be removed from office by a two-thirds (2/3) vote of Representative Council, provided that the reason for removal is stated and that the Officer or Committee Chair is given an opportunity to respond.
- B.** A Building Representative may be removed from office by a two-thirds (2/3) vote of the constituents in the building, provided that the reason for removal is stated and the Building Representative has an opportunity to respond.

ARTICLE 8: DUTIES AND RESPONSIBILITIES OF GOVERNING GROUPS

Section 1: General Membership

- A. Authority** - The final authority of the Association rests in the general membership. All actions of the Representative Council, the Executive Committee, and Committees are subject to review and approval of the general membership. The membership can demand a referendum vote on any action taken by Executive Committee and the Representative Council by obtaining the signatures of twenty (20) percent of the TTEA members on a petition and presenting such to the Vice-President.

B. Meetings - the general membership will meet annually in the fall during in-service. Special meetings may be called at any time by a majority vote of the Representative Council or by petition of ten (10) percent of the members. Sufficient notification must be given to membership and meetings must be held at a time and a place that the members can attend.

C. Business - The general membership must adopt the Bylaws, establish the dues, and ratify the Collective Bargaining Agreement.

Section 2: Representative Council

A. Membership - Voting members of the Representative Council shall be the elected officers, the immediate past president, the OEA Director who represents TTEA, the TTEA Executive Committee, the elected Building Representatives, and the representatives of the NEA-R-OR members.–The OEA Uni-Serv Consultant will serve as an advisor to the Council. Committee members may be asked to attend to make reports. All TTEA members are invited to attend as observers and non-voting participants.

B. Meetings - The Representative Council will meet at a regularly established time and place. A calendar of regular meeting times will be distributed in the fall. Special meetings may be called by the President with the concurrence of the Executive Committee or by a majority of the Representative Council. Under emergency conditions, meetings may be called or canceled by the President.

C. Voting shall be by elected position on Representative Council. If two members share a position only one vote may be cast. Substitutes for persons who are absent shall not have the right to vote. Members may not cast votes for people who are absent

D. The duties of Representative Council shall be to:

1. Organize TTEA activities in accordance with the Bylaws and policies of the Association.
2. Adopt a specific authority of Parliamentary Procedure to be used at Association meetings.
3. Adopt a budget each fall for the fiscal year and approve all expenditures not specified in the budget.
4. Levy and collect any special assessment within the limits authorized by the membership.
5. Review all actions taken by the Executive Committee and all Committees.
6. Appoint special committees as needed.
7. Refer to the general membership any issue the Council believes should be voted on by total membership.
8. Direct the Election Committee to hold special elections to fill vacancies.
9. Approve the proposed contract as bargained by the Negotiations Committee and determine if it is a proposal worthy of submission to TTEA membership for ratification.

10. Nominate, and within two weeks, vote to fill a vacancy created by the resignation or termination of the Vice President, Secretary, or Treasurer.

11. Annually review the Bylaws and keep them up to date.

12. Develop and adopt policies for the implementation of the Bylaws and the daily operation of the Association.

13. Evaluate the performance of any member of the Representative Council charged with negligence of duty and, if warranted, recommend the resignation of that person. When warranted, remove an officer from the position by a two-thirds (2/3) vote of Representative Council.

E. Limits of Power - Actions of the Representative Council may be challenged by a member with a petition signed by twenty-five (25) members. Representative Council must consider the issue and if not resolved to the petitioner's satisfaction must be submitted to the membership. The referral to membership must follow the election procedures for a special election for contract issues.

Section 3: Executive Committee

A. Membership: Voting members shall be the President, Vice-President, Secretary, Treasurer, immediate Past-President, the local OEA Board Members representing Tigard-Tualatin, and three members elected by the membership. The OEA UniServ Consultant may serve as an advisor to the Executive Committee. Committee chairs may be requested to attend as needed to make reports.

B. Meetings: Executive Committee shall meet prior to scheduled meetings of the Representative Council, the general membership meeting, and at other times as needed.

C. Duties

1. To prepare the annual calendar in the spring of each year for the following year.

2. To prepare the annual budget in the spring of each year for the following year.

3. To help the President determine agendas and plan meetings.

4. In emergency situations, assist the President in making decisions at meetings or by telephone.

5. Confer with the President regarding the calling of special meetings.

6. Serve as voting members of the Representative Council.

D. Limits of Power – All actions of the Executive Committee are subject to review and reversal by the Representative Assembly.

ARTICLE 9: COMMITTEES AND TASK FORCES

Section 1: Authorization

All committees are authorized by and accountable to the Representative Council. The Representative Council shall have the right to establish temporary committees and task forces as needed. The following standing committees will function annually: Bylaws and Policies, Contract Maintenance, Elections, Membership, Political Action, Publicity, Scholarship, Social, Teacher/Lay Educator of the Year.

The Negotiations Committee and Action Committee shall function when needed.

Section 2: Appointment

A. All committee members and chairpersons shall be appointed by the President with the approval of the Representative Council, unless specified in the Bylaws or adopted policies. All appointments must attempt to create a balance of elementary, middle school, high school teachers, and specialists. There should also be a balance of men and women on committees.

B. Any member or chairperson of a committee may be removed from the position by the Representative Council as explained in Article 7, Section 5, or by membership referendum

Section 3: Reporting

Committees shall be expected to submit regular reports of their work to the Representative Council. Chairpersons shall be, upon request by the President, attend Executive Committee and Representative Council meetings to report committee activities and to receive direction. Representative Council shall call a general membership meeting when it is necessary for a committee or task force to report directly to the members.

Section 4: Membership and Duties of Specific Committees

A. Action Committee

1. Chair: Appointed by the President with approval of the Executive Committee from the Negotiations Committee.
2. Membership: Open.
3. Duties: To take action to assure maximum employee support for the Association and Negotiations team.

B. Bylaws and Policies Committee

1. Chair: Vice President
2. Membership: Open.
3. Duties: To review the Bylaws and to ensure compliance with the Collective Bargaining Agreement and desired practice. to create and present to Representative Council for adoption policies which delineate the Bylaws and clarify procedures for the efficient operation of the Association.

C. Contract Maintenance Committee

1. Chair: Appointed.

2. Membership: Two (2) members of the team who bargained the current contract and at least three (3) additional members.

3. Duties:

a. Assist in the resolution of employee concerns through informal and grievance procedures.

b. Evaluate contract grievances for possible arbitration, and upon approval of the Representative Council,

c. CMC shall file class action grievances and proceed to arbitration subject to emergency timelines.

d. Assist in monitoring the contract and educating the membership about the contract and about legal rights afforded member in the law.

e. Keep records document issues and can be used to argue future claims and assist the negotiations team.

4. A member of the Contract Maintenance Committee will serve on the Negotiations Committee.

D. Elections Committee

1. Chair: Appointed.

2. Membership: The President shall appoint four (4) members who are not running for office in the election.

3. Duties:

a. To seek candidates and encourage members to run for office.

b. To hold elections as indicated in the By-laws and Policies.

c. To insure that elections are fair, honest and accurate and follow requirements for a secret ballot and one person one vote.

d. To work with Building Representatives to insure that building elections follow the By-Laws and Policies.

E. Membership Committee

1. Chair: The Treasurer.

2. Membership: To be appointed.

3. Duties

- a. To welcome new members in the fall.
- b. To establish an accurate membership roster each fall that insures that dues are paid.
- c. To contact and enroll new hires throughout the year and insure that dues are paid.

F. The Negotiations Committee

- 1. Chair: Appointed.
- 2. Membership: The President, a member of the Contract Maintenance Committee, and other members as appointed.
- 3. Duties:
 - a. Survey members to determine employee needs in areas of salaries, benefits, and conditions of employment.
 - b. Negotiate with School District 23 J, a contract which meets the needs of members.
 - c. Coordinate with the Contract Maintenance Committee and the Action Team.
 - d. Work with the Representative Council to insure that members are informed about negotiations and to ratify the contract proposal.

G. Political Action Committee (TT-PAC)

- 1. Chair: Appointed.
- 2. Membership: Open.
- 3. Duties:
 - a. To communicate pertinent education legislation to membership.
 - b. To present recommendation of local issues and candidates for public office.
 - c. To organize members to participate in campaigns.
 - d. To promote membership in OEA-PIE and NEA Fund for Children and Public Education.

H. Scholarship Committee

- 1. Chair: Vice President.
- 2. Membership: One (1) high school Building Representative and one (1) high school counselor from each school.
- 3. Duties: To follow the adopted policies to select the scholarship recipients.

I. Social Committee

1. Chair: To be appointed.
2. Membership: The Secretary, Treasurer, and other appointed members.
3. Duties: To coordinate the welcoming and orientation of new teachers, provide recognition for deserving members, and coordinate and manage the annual Spring Social.

J. Teacher and Lay Educator of the Year Committee

1. Timeline – The time line for the selection of the Teacher of the Year should be established to allow the selection to have time to apply for the State of Oregon Teacher of the Year.
2. Chair: Current Teacher of the Year.
3. Membership: The Vice President and 8 appointed members (representing primary, middle, and high school).
4. Duties:
 - a. Follow adopted policy to solicit nominations for Lay Educator of the Year and Teacher of the Year.
 - b. Work with the Executive Committee for the appropriate program to honor the selections.
 - c. Work with the selected Teacher of the Year to prepare and submit application to the state for Oregon Teacher of the Year.
 - d. When appropriate provide assistance to the State Teacher of the year to submit application to the National Teacher of the Year.

ARTICLE 10: REIMBURSEMENT

TTEA shall reimburse members who are on official duties, as authorized by these Bylaws or the Representative Council, for expenses including but not limited to meals, fees, registration, travel, and lodging as established in policy.

ARTICLE 11: PARLIAMENTARY AUTHORITY

Meetings shall be conducted under the rules of Parliamentary Procedure. The most recent edition of Roberts Rules of Order shall be the parliamentary authority for meetings.

ARTICLE 12: QUORUM

More than fifty percent (50%) of a body/committee or in the case of Representative Council buildings shall constitute a quorum and must be present to conduct business.

ARTICLE 13: CONTRACT PRECEDENCE

No part of these Bylaws shall be contrary to the TTEA Collective Bargaining Agreement. If such a contradiction occurs then it shall be the responsibility of the Representative Council to propose the appropriate amendments to the membership.

ARTICLE 14: RATIFICATION AND AMENDMENTS

Section 1: Ratification

These Bylaws will be submitted to Representative Council for review and revision; and upon the recommendation of the Representative Council shall be submitted to membership for ratification and adoption. A 2/3 vote of the members voting is necessary for ratification and adoption.

Section 2: Amendments

An amendment to these Bylaws may be introduced at a regular meeting of the Representative Council and edited at a subsequent meeting. The Representative Council may edit the proposal to fit existing language but may not amend it to change the intent. The Representative Council must then submit the proposed amendment to the membership for vote.

TTEA Bylaws were adopted June 9, 1982

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Revised June, 1991

Revised March, 1993

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