

Constitution of the Brunswick Charter Education Association

ARTICLE 1 - Name

The name of this organization shall be "Brunswick Charter Education Association", hereinafter referred to as the Association.

ARTICLE 2 - Affiliation

Section 1: The Association shall be an affiliate of the Middlesex County, Education Association, The New Jersey Education Association, and the National Education association.

Section 2: The local Association shall adhere to those NJEA policies wherein non-compliance would constitute a danger to the welfare of the members (as determined by the NJEA Delegate Assembly) of the local Association or the NJEA.

Section 3: Association shall not carry any liability for damages on the local Association or NJEA due to any action taken independently by either.

ARTICLE 3 - Purpose

The purpose of this organization shall be:

Section 1: to promote within the teaching group the highest degree of professional practices, to encourage active participation of all members in the solution of school problems, and to urge every member of the profession to keep informed regarding current educational methods and research.

Section 2: to promote teachers' participation in school management, to aid in securing and maintaining adequate salaries, tenure, sound retirement systems, and such other conditions will enable teacher to function properly as vital' factor in the educational process.

Section 3: to continue to promote good relationships between members and the Board of Education, administration and other staff as well as the general public.

Section 4: to cooperate with the County Association, Parent-Teacher Associations/Organizations, other civic bodies having educational objectives and to aid in' interpreting to the public the problems, functions, and steady progress of the public schools.

Section 5: to make recommendations, when necessary, to the Board of Education, which will serve to help improve our educational system, and to work for the welfare of school children.

ARTICLE 4 - Membership

Section 1: Upon payment of dues as provided by the Representative Assembly, all certified personnel employed by the Board of Education, whether under Contract or not, on leave, or supplementary, or home instructors, but excluding: the superintendent, principals, vice-principals, and other professional staff members whose responsibilities are primarily administrative (as stated in" the Teacher's Contract) may become active members of this Association.

Section 2:

- A. (a) To be eligible for active membership in the Association, the official pledge to join must be signed and returned to the Membership Chairperson.
- B. (b) If a teacher does not join the association, within two months of employment, the Agency

Shop fee permitted by law shall be deducted.

Section 3:

- A. (a) Every member shall have the right to attend Association meetings and to participate within the framework of the rules of that meeting.
- B. (b) No member shall be fined, suspended, expelled or disciplined without specific written charges and the opportunity to prepare for a full and fair' hearing before the Representative Assembly.

ARTICLE 5 - Officers

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

Section 2: The officers shall be elected no later than March 30th by a secret ballot of the membership and shall assume office at a Representative Assembly meeting to be held by July 1st. A term of office shall be two (2) years.

ARTICLE 6 - Executive Committee

Section 1: The Executive Committee Shall be the executive authority of the Association and shall consist of the officers of the Association, the Membership Chairperson, the Chairperson(s) of the Negotiations Committee, and elected 3 Members-at-Large in good standing. Consideration should be given to providing as broad a representation as possible on the Executive Committee.

Section 2: Recall of Officer: Whenever a petition containing the signature of 15% of the membership is presented to the Executive Committee stating that an officer has been negligent of the duties defined in the By-Laws, the following recall procedures will be initiated:

- A. (a) The officer in question is notified in writing.
- B. (b) He/She may choose to resign, meet with the complainant(s) and the members of the Executive Committee for a formal resolution, or may request a hearing and decision by the Representative Assembly.
- C. (c) If a hearing is' requested, it will take place at the next regularly scheduled meeting of the Representative assembly and shall be conducted bay member designated by that body.
- D. (d) A vote to recall must be made by two-thirds of the voting members present at a special general membership meeting convened two (2) weeks following the hearing. The vote shall be taken by secret ballot
- E. (e) The executive Committee will then dismiss the complaint or declare the office vacant. If necessary, the vacancy shall be filled according to the Procedures of Article 6, Section 3.

Section 3: Vacancies:

- A. (a) In the event of the vacancy of the office of President, the Vice- president shall serve as president until the next election.
- B. (b) A vacancy in any other office shall be filled by appointment of the President in consultation With the Executive Committee and with a majority approval of the representative Assembly.

ARTICLE 7 - Representative Committee

Section 1: The legislative and policy forming body of the Association shall be the Representative

Assembly.

Section 2: The Representative Assembly shall consist of the Executive Committee of the Association and two representatives elected by the Representative Assembly.

Section 3: The members of the Executive Committee shall not vote, except in the case of a tie when the President will cast the deciding vote. An exception to this occurs when an Executive Committee member is present in that capacity of an Association Representative.

Section 4: Standing Committee Chairpersons, MCEA Representative, NJEA Delegate Assembly Members, NJEA Executive Committee Members shall be non-voting, ex-officio members of the Representative Assembly except as stated in Article. 7, Section 3.

Section 5: Any active member of the Association, who is not a member of the Representative Assembly, may attend its meetings, shall not vote, but may receive permission to speak within the framework of the meeting.

ARTICLE 8 - Fiscal Year

The fiscal year of the Association shall begin July 1st and end June 30th. The association budget shall be in effect for that time period.

ARTICLE 9 - Ratification of Contract

Section 1: Information Meeting

- A. (a) A special meeting of the general membership in good standing shall be called for the purpose of presenting changes in terms and condition of the proposed contract. Written notification of this meeting shall be given to each member.
- B. (b) At the meeting each attendee shall be furnished with the following three pieces of written information.
 - 1. Listing of all language changes in the proposed contract
 - 2. A salary guide reflection dollar amounts for years to be covered by the proposed contract.
 - 3. A salary guide reflection percentage increases at each step
- C. (c) The negotiations Team shall answer questions about the proposed contract and discussion can take place among the membership.
- D. (d) A date, time and place shall be agreed upon for a ratification vote meeting.

Section 2: Ratification Vote

- A. (a) The active membership of the Association shall vote by secret ballot in accordance with procedures developed by the Committee of Elections and approved by the Executive Committee.

The following election process shall be implemented:

- 1. Ballots shall be distributed among the membership.
- 2. Members shall place their ballots in a ballot box.
- 3. Votes shall be tabulated by the Committee on Elections.
- 4. Results shall be announced immediately following the tally.

By-Laws of the Brunswick Charter Education Association

Article 1 - Rules of Order

Robert's Rules of Order, Revised shall be the authority on all questions of procedures not specifically stated in the Constitution and/or By-Laws.

Article 2 - Meetings

Section 1: Executive Committee

The Executive Committee shall meet a minimum of eight (8) times per year. In addition, it may meet at the call of the President, or at the request of any three (3) members of the committee.

Section 2: Representative Assembly

- A. (a) The representative Assembly shall meet each school month, a minimum of five (5) times per year. The President and/or the Executive Committee shall prepare the agenda for each meeting and circulate it to representatives at the meeting.
- B. (b) Special meetings of the Representative Assembly shall be held at the call of the President or upon written request of 20% of the representatives. Business to come before special meetings shall be limited to items stated in the call, which shall be sent, in writing, to each representative.

Section 3: Order of Business

The order of business at any regular Representative Assembly meeting shall be as follows: -

1. (1) Opening Remarks of the President
2. (2) Approval of Minutes
3. (3) Treasurer's Report
4. (4) Correspondence
5. (5) Committee Reports
6. (6) Old Business
7. (7) New Business
8. (8) Comments and Concerns From Member

The order of business can be changed by a majority vote of those present.

Section 4: General Membership

- A. (a) General membership meetings shall be held at least once a year, or at the call of at least 15% of the members, or at the call of the President.
- B. (b) Special meetings shall be limited to items stated in the call which shall be sent in writing to each member and/or posted prominently in each school.

Article 3 - Duties of the Officers

Section 1: The President shall:

- A. (a) preside over all meetings of the Executive Committee
- B. (b) appoint all standing and special committee chairpersons in consultation with the Executive Committee. Chairpersons shall be consulted regarding the formation of their committee.
- C. (c) be a voting member of the Negotiating Committee.

- D. (d) be an ex-officio member of all other committees.
- E. (e) consult with the Treasurer on all orders drawn upon the treasury for which a receipt/voucher has been submitted.
- F. (f) represent the Association before the public either personally or through a designated representative.
- G. (g) perform all other functions usually attributed to this office.
- H. (h) be able to appoint a parliamentarian to serve at meetings of the Association.

Section 2: The Vice-President shall:

- A. (a) assume all duties and responsibilities of the president in the case of absence or incapacity. If there is a vacancy in the office of President, he/she shall assume that office as per BCEA Constitution Article 6, Section 3.
- B. (b) work closely with one or more committees as the President may direct.

Section 3: The Recording Secretary shall:

- A. (a) keep a record of all meetings of the Association.
- B. (b) be responsible for sending minutes of all Representative Assembly meetings to the representatives/membership within 10 days.
- C. (c) keep a record of the attendance of the members of the Executive Committee and the Representative Assembly.
- D. (d) distribute copies of all proposed Amendments to the Constitution and By-Laws.
- E. (e) work closely with one or more committees as the President may direct.

Section 4: The Treasurer shall:

- A. (a) be responsible for the deposit of all dues.
- B. (b) deposit all monies in a bank, in the name of the Association and keep an itemized account of receipts and expenditures.
- C. (c) hold the funds of the Association and disburse them accordingly upon Submission of receipts/vouchers. Transactions shall be approved by the President and Treasurer in accordance with the policies of the Representative Assembly.
- D. (d) prepare an itemized report at each meeting of the Executive Committee and the Representative Assembly.
- E. (e) Participate in the initial drafting of the annual budget to be presented to the Representative Assembly for approval at the September meeting.
- F. (f) Submit the books for audit to an account of June 30th of each year and prepare an annual financial statement which will be sent to NJEA and reported at the September Representative Assembly meeting.
- G. (g) file the appropriate federal and state forms.
- H. (h) notify NJEA of the name of the bank in which the Association dues are deposited. -
- I. (i) transmit appropriate NJEA, NEA dues money to NJEA and county dues to MECA no later than ten (10) day after its receipt by the Association from the Board of Education.
- J. (j) provide to the Executive Committee the annual auditor's report.

Section 7: The Immediate Past-President shall:

- A. (a) be a voting member of the Executive Committee and assist the President at his/her

request.

Article 4 - Powers/Duties of the Executive Committee

Section 1: The Executive Committee Shall:

- A. (a) be responsible of the management of the Association. (b) Authorize all expenditures within the limits of the budget, as well
- B. as authorizing the transfer of funds total not to exceed \$500 from one budget category to another.
- C. (c) by a two-thirds vote, authorize the spending of money for non-budgeted items not to exceed \$400. Non-budgeted disbursements in excess of \$400 must have the approval of 2/3 vote of the majority of the member present at the Representative Assembly, as does the transfer of funds exceeding a total of \$500.
- D. (d) propose policies for consideration by the Representative Assembly.
- E. (e) execute policies established by the Representative Assembly.
- F. (f) set agenda items for Representative Assembly meetings.
- G. (g) establish such special committees as may be necessary.
- H. (h) approve the appointment of the chief negotiator and the negotiating team which will represent the Association in negotiating personnel policies with the Board of Education.
- I. (i) conduct a ratification vote on all proposed contracts between BCEA and the Board of Education.
- J. (j) be expected to attend all Executive Committee meetings. Failure to attend two meetings may result in removal from the office.

Section 2: Vacancies:

In the event of a vacancy between elections in any office except the presidency, the Executive Committee shall consult with the President to recommend a temporary candidate until the next election. The Representative Assembly must give its approval.

Article 5 - Powers/Duties of the Representative Assembly

Section 1: The Representative Assembly

- A. (a) approve the budget and all mom-budget expenditures great tha S400. -
- B. (b) approve the transfer of funds from one budgeted category to another when transfers total more than \$500.
- C. (c) set the local dues for the Association with the approval of a majority vote of the active members voting by Secret ballot.
- D. (d) act on reports of committees.
- E. (e) establish the policies of the Association.
- F. (f) approve all temporary appointments t offices between election, with the exception of the Presidency.
- G. (g) designate, when necessary, a member to conduct recall hearings.

Section 2: Powers not designated to the Executive Committee, the officers, or other group in the Association shall be vested in the Representative Assembly.

