

**CONSTITUTION AND BYLAWS
OF THE
LOGAN EDUCATION ASSOCIATION**

Revised 3/15

CONSTITUTION

ARTICLE I

Name

Sec. 1. This association shall be called the Logan Education Association (LEA).

ARTICLE II

Objective

Sec. 1. The objectives of the Association shall be to promote quality public education and the professional interests of educators.

- (a) Promoting unity among members of the teaching profession.
- (b) Advancing the ideals and interests of the teaching profession and creating a deeper sense of dignity for educators.
- (c) Impressing those who teach with an awareness of the responsibility that teachers bear as social leaders.
- (d) Cooperating with Utah Education Association (UEA) and the National Education Association (NEA) and other stakeholders in addressing challenges that confront educators.
- (e) Promoting and preserving negotiated rights associated with due process, career status, medical and leave benefits, compensation and other workplace conditions.
- (f) Preserving the integrity of the negotiated agreement through accepted processes that include grievance procedures.

ARTICLE III
Membership

Sec. 1. All certificated, regularly contracted employees of the Logan City School District are eligible for active membership in the LEA, UEA, NEA (or Association) upon acceptance of a district contract, as well as submission of a membership form and payment of required dues.

Sec. 2. Part-time employees shall be eligible for LEA membership and have their LEA dues pro-rated.

Sec. 3. Members of the Association on leave from the LCSD may retain membership in the Association by the payment of dues and by the approval of the Executive Committee.

Sec. 4. Members of the Logan Education Association retiring from service in the Logan City Schools automatically become honorary life members of LEA without voting rights.

ARTICLE IV
Executive Officers

Sec. 1. Executive officers shall consist of the President, the President-Elect, the Past-President and two other elected executive officers - one from secondary and one from elementary. The Secretary and Treasurer will serve as advisors to members of the Executive Board.

Sec. 2. The officers named in Section 1 above shall constitute the Executive Board of the Logan Education Association.

ARTICLE V
Representative Assembly

Sec. 1. Association or Building Representatives (AR) and the Executive Board shall comprise the Representative Assembly of the LEA. When voting on issues before the RA each AR and Board Member shall consider the input and interests of members.

ARTICLE VI
Delegates

Sec. 1. Delegates to the UEA House of Delegates shall consist of duly elected members from the LEA Executive Board.

Sec. 2. Delegates to the NEA Representative Assembly shall consist of the duly elected President and President-Elect. The Executive Board may also approve substitute delegates.

ARTICLE VII
Amendments

Sec. 1. A two-thirds (2/3) majority vote of LEA members shall be necessary to amend this Constitution.

Sec. 2. Proposed amendments shall be submitted to LEA members at least one month prior to final voting.

ARTICLE VIII
Affirmative Action

Sec. 1. The LEA supports, encourages and practices equal employment opportunities for all school and Association personnel regardless of race, creed, color, gender, national origin, and/or marital status.

BYLAWS

ARTICLE I Dues

Sec. 1. The annual membership dues in the Association shall include unified membership in the NEA, UEA and LEA. LEA dues shall be determined by the Executive Board and in consultation with the Representative Assembly.

ARTICLE II Term of Office

Sec. 1. Term of Office

- (a) The President-Elect, upon completion of his/her term as President-Elect, shall assume the position of President.
- (b) The Secretary and the Treasurer shall be appointed by the President and approved by the Executive Board to hold office until it becomes necessary to appoint successors.
- (c) The outgoing President shall assume the position of Past-President. In the event the Past-President resigns the office of Past-President shall remain vacant.
- (d) Each of the positions described in Article II Sec. 1 shall be for a term of one year.

ARTICLE III Eligibility

Sec. 1. A candidate for President-Elect of the LEA shall have served as an Association Representative for not less than one year and shall have been a member of LEA for not less than three years. The candidate shall be a member at the time of nomination and remain a member throughout his/her term.

Sec. 2. A candidate for Association Representative shall have been a LEA (or other UEA local) member for not less than one year and shall be a member at the time of nomination and remain a member throughout his/her term.

ARTICLE IV
Committees

Sec. 1. The Executive Board shall appoint members of Standing Committees.

- (a) The following are Standing Committees:
- (1) Negotiation/IBB Team
 - (2) Political Action
 - (3) Professional Rights and Responsibilities
 - (4) Insurance
 - (5) Instructional and Professional Development
 - (6) Membership
 - (7) Calendar

Sec. 2. The Executive Board shall form ad hoc committees and appoint members as necessary.

Sec. 3. The President shall be a member ex-officio of all committees.

ARTICLE V
Association Representative

Sec. 1. One representative shall be elected for each 20 members or fraction thereof for each school or building. The President, President-Elect, and Past-President shall not act as Association Representative from their respective building. The President, President-Elect, and Past-President can make motions in an Association meeting but may not vote, except for the President in order to break a tie vote.

The Secretary shall not act as AR from his/her building.

ARTICLE VI
**Duties of the President, President-Elect, Past-President,
Secretary, Treasurer, and Association Representative (AR)**

Sec. 1. The President shall:

- (a) Preside at all Association meetings, approve or reject all bills for payment within the guidelines established by the Executive Board.
- (b) Attend official meetings of the Logan City Board of Education in matters of interest to the Association.
- (c) Be the liaison between association members, the Superintendent and the Board in matters of interest to the Association.

- (d) Attend or make arrangements for a substitute from the Executive Board to attend UEA Council of Presidents.
- (e) Serve as a delegate to the UEA House of Delegates and the NEA Representative Assembly.
- (f) Serve as a member of the Uniserv Council.
- (g) Convene special meetings of the Association when necessary.
- (h) Vote in the Representative Assembly when necessary, to break a tie.
- (i) Reserve one day per month on LEA business. This day will be exclusive of days spent lobbying at the Utah State Legislature.
- (j) Perform all other duties required of him/her by the Constitution and Bylaws and such other duties that will be for the welfare of the Association.

Sec. 2. The President-Elect shall:

- (a) Perform the duties of the President in his/her absence.
- (b) Ensures the members of the Executive Committee and the Representative Assembly will be notified of meetings.
- (c) Shall be encouraged to attend official meetings of the Logan City Board of Education.
- (d) Attend all meetings as proxy for the President, acting as the official LEA Representative when necessary.
- (e) Assume the office of President, should that office become vacant during his/her term as president-elect. He/she will continue in office as President until his/her regular term as President is completed.
- (f) Serve as a delegate to the UEA House of Delegates and as an alternate delegate to the NEA Representative Assembly.
- (g) Serve as a member of the Uniserv Council.

Sec. 3. The Past-President shall:

- (a) Perform the duties of the President and the President-Elect in the absence of both officers.
- (b) Attend official meeting of the Logan City Board of Education as determined by the President.

- (c) Serve as an alternate delegate to the NEA Representative Assembly.
- (d) Serve as editor of the monthly LEA newsletter.
- (e) Serve as a member of the Uniserv Council.

Sec. 4. The Secretary shall:

- (a) Record minutes of all meetings of the Association.
- (b) Have the names of candidates for the various officers placed on an official ballot.
- (c) Provide appropriate access and accounting of ballots equal to the members of LEA.
- (d) Report all election returns with the Executive Committee.
- (e) Perform all other duties required of him/her by the Constitution and Bylaws of the Association.
- (f) Archive necessary records and information.
- (g) Work in conjunction with the Uniserv Administrative Assistant as needed.

Sec. 5. The Treasurer shall:

- (a) Maintain an accurate record, under a standard accounting system accepted by the Executive Board, of all revenues received, accrued or dispersed by the Association.
- (b) Pay all bills approved by the President and submit a report of payment at official meetings of the Executive Board and submit a final report at the close of the school year.
- (c) Have the Association's fiscal records audited and report such audit to the Executive Board in the fall of the school year.
- (d) Perform all other duties required of him/her by the Constitution and Bylaws of the Association.

Sec. 6. The Association Representative (AR) shall:

- (a) Attend meetings of the Representative Assembly and report the proceedings to the members in that building.
- (b) Report the concerns of the members in his/her building to their Respective Executive Board Member.
- (c) Attend all Representative Assembly Meetings or arrange for a substitute.
- (d) Be responsible for recruiting, retaining and reclaiming association members in his/her building.
- (e) Report any significant life event of a member to the Executive Board.
- (f) Monitor elections in his/her buildings. Inform and encourage members to participate.
- (g) Nominate candidates for the office of President-Elect or President with prior approval of the person(s) nominated.
- (h) Act as an Association liaison with his/her principal. Meet with the Principal to discuss faculty concerns, and opportunities.
- (i) Perform other duties as required by the Executive Board. Committee.

ARTICLE VII Executive Board

Sec. 1. The Executive Board shall:

- (a) Transact all official business that comes before the association.
- (b) Establish guidelines for payment of bills incurred by LEA. Checks must be counter-signed by a member of LEA leadership and/or the treasurer.
- (c) Appoint members to standing and ad hoc association committees.
- (d) Nominate candidates for the office of President-Elect or President with prior approval of the person(s) nominated.
- (e) Direct the president in matters concerning the association.
- (f) Convene official meetings of the association.

- (g) Nominate a delegate(s) and an alternate(s) to the House of Delegates.
- (h) Oversee the work of committees and review reports.
- (i) Approve payment of authorized expenses for delegates to professional conventions.
- (j) Fill all Association vacancies that occur during the school year unless otherwise provided for in the Constitution and Bylaws.
- (k) Establish an annual budget for review by the membership. Deficits from such budgets may be transferred from surplus funds at the last Executive Board meeting of the year.

ARTICLE VIII
Timeline for Meeting, Nomination and Election Protocol

Sec. 1. The Representative Assembly shall hold nominations before the second week in March unless otherwise arranged by the Executive Board.

Sec. 2. Nominations from general membership may also be made from the floor at the March Representative Assembly

Sec.3. Election Day shall be the fourth Wednesday in March unless otherwise arranged by the Executive Board.

Sec. 4. The names of candidates shall be listed alphabetically for each separate office on official ballots accepted by the Executive Board. Spaces for write-in candidates shall be provided for each office.

Sec. 5. In the event three or more candidates file for any given office, a primary election shall be held for that office. Primary elections shall be held at least one week prior to the final election.

Sec. 6. In the final election, candidates for any office receiving a plurality of votes shall be declared elected.

Sec. 7. In case of a tie vote, the Executive Board shall decide between the tied candidates.

Sec. 8. The LEA President shall be responsible for verifying election results and notifying all candidates.

Sec. 9. Any candidate may challenge the accuracy of the vote count and appear before the Executive Board to give reasons for such challenge. The Executive Board at its discretion may conduct a recount of the ballots. The result of any such recount shall be considered final and accurate.

Sec. 10. Association Representatives shall be nominated and elected in their respective buildings. Prior consent of the nominee shall have been obtained. Voting for Association Representatives shall be by secret ballot on official ballots or by acclamation. Election of Association Representatives shall be finalized by the third week in April and shall constitute eligibility to serve as a delegate to the UEA House of Delegates.

Sec. 11. Election as President-Elect, President, or Past-President shall constitute election as a delegate or alternate delegate to the UEA House of Delegates and to the NEA Representative Assembly.

ARTICLE IX

Voting

Sec.1. Voting for officers shall be by secret ballot and consistent with this constitution and bylaws.

Sec. 2. Voting on matters other than for officers may be done at any official meeting either by secret ballot or in accordance with the most recently published edition of Robert's Rules of Order.

ARTICLE X

Meetings

Sec. 1. The Executive Board may call meetings of the Association. The President may call additional meetings when necessary.

Sec. 2. All meetings shall be conducted in accordance with the most recently published edition of Robert's Rules of Order.

Sec. 3. The President will ensure that all official attendees receive an agenda prior to the day of the meeting.

ARTICLE XI

Reserve Fund

Sec. 1. The Executive Board may use the Reserve Fund for emergencies.

Sec. 2. The Executive Board shall maintain a viable Reserve Fund including its investment to secure optimal rates of return.

ARTICLE XII

Change of Officers

Sec. 1. Outgoing officers of the Association shall relinquish their duties and responsibilities July 15th of each year and provide for an orderly and smooth transition of the Association affairs.

ARTICLE XIII
Quorums

Sec. 1. At least 60% of the Executive Board shall constitute a Quorum.

ARTICLE XIV
Amendments

Sec. 1. A two-thirds (2/3) majority vote of Executive Board members shall be necessary to amend these bylaws.

Sec. 2. Proposed amendments shall be submitted to the Executive Board members at least one month prior to final voting.

ARTICLE XV
Government

Sec. 1. All local association meetings shall be conducted in accordance with the most recently published edition of Robert's Rules of Order.

Sec. 2. The Executive Board shall meet at least once a month.

Sec. 3. The Representative Assembly shall meet at least once a month.

ARTICLE XVI
Affirmative Action

Sec. 1. The Executive Board shall:

- (a) Support the negotiated agreement to ensure equal opportunity and fair and legal hiring procedures by the district.
- (b) Preserving the integrity of the negotiated agreement through accepted processes that include grievance procedures.
- (c) Assure equal employment opportunities when hiring Association or UniServ Personnel regardless of race, color, creed or gender.

ARTICLE XVII
Stipends

Sec. 1. The stipend for serving as President of the LEA shall be offered as one-year LEA dues or its equivalent cash value (effective July 15, 2016). Past President and President-Elect shall be offered ½ year LEA dues or its equivalent cash value. The stipend shall not be paid early except by prior approval of the Executive Committee.

ARTICLE XVIII
Negotiation Ratification

Sec. 1. The proposal brought by the Negotiation Committee/Team shall be subject to ratification, first by the Executive Board and then by general membership of LEA. An affirmative vote by a majority of those who cast a ballot during the voting period will constitute ratification of the contract agreement.

Sec. 2. It shall be the responsibility of the Executive Board to give notice of an open forum for ratification to be held not fewer than five (5) working days after completion of negotiation process. Written instructions will be provided on voting procedures.