

# BYLAWS of the SALT LAKE EDUCATION ASSOCIATION

## ARTICLE I - Membership

### Section 1.1 Members.

In order to qualify for active membership in the Association, individuals, in addition to the qualifications imposed by the Articles of Incorporation of the Association, must:

- a. Be certified through the Utah State Office of Education and hold a valid teaching license, CTE license or an Alternative Route to licensure.
- b. Be members of the Utah Education Association and the National Education Association.

### Section 1.2 Membership Year.

The term of membership shall extend from September 1 to August 31.

## ARTICLE II - Dues

### Section 2.1 Membership Dues.

Membership dues in the Association shall be .002125 per year, of the fourth (4th) step Bachelor's Degree Lane of the Teacher's Salary Schedule. This amount shall be rounded to the nearest dollar.

### Section 2.2 Payment.

Dues shall be paid to the Association through payroll deduction, Electronic Fund Transfer (EFT), check, cash, or credit card.

### Section 2.3 Continuing Membership.

Dues for continuing members shall be assessed for each new membership year. Written notice of cancellation of continuous membership must be provided to the Association.

## ARTICLE III – Membership Meetings

### Section 3.1 General Meetings.

A general Association meeting of the members shall be held on a date to be determined by the Executive Board.

- Section 3.2 Special Meetings.  
Special meetings of the Association may be called by the Executive Board, by the Association President, by petition of one hundred (100) members, or a majority of the Association Representatives.
- Section 3.3 Quorum.  
The authorized members of the Association present at any meeting of the Association shall constitute a quorum for the purpose of conducting Association business.
- Section 3.4 Majority.  
A majority of the votes entitled to be cast by the members present at a duly constituted meeting shall be necessary for adoption. Majority vote shall prevail unless a greater proportion is otherwise required by the Bylaws of the Association, its Articles of Incorporation, or the laws of the State of Utah.
- Section 3.5 Procedure.  
Robert's Rules of Order shall be the standard authority in governing the proceedings of this Association insofar as said rules do not conflict with the Articles of Incorporation of these Bylaws.
- Section 3.6 No Proxies.  
All voting power of the members must be exercised in person. There shall be no use of proxies.

## **ARTICLE IV – President and Vice President**

- Section 4.1 Qualifications of Officers.  
Any member nominated or appointed to an elective office including the office of Association Representative shall be a member in good standing. Election to any office shall not be restricted to one term.
- Section 4.2 Compensation of Officers.  
The President and Vice President shall receive a monthly stipend for car allowance as determined by the Executive Board and Executive Director. No other officers shall receive compensation.
- Section 4.3 President.
- a. Term. The President shall be elected to office for a term of three (3) years. Each new term shall begin on the second Wednesday in July of each election year. The month of June shall serve as a transition period for the incoming President.
  - b. Duties. The President shall preside as Chair of the Executive Board and as such shall be entitled to vote in case of a tie vote upon any matter. The President shall preside over meetings of the Association Representatives and at meetings of the membership. The President shall appoint committee Chairs

and give direction for committee activities with the advice and consent of the Executive Board. The President shall be the chief spokesperson for the Association. The President shall direct the affairs of the Association as its administrative officer and shall perform such other duties as may be imposed upon him/her by the Articles of Incorporation or these Bylaws.

Section 4.4 Vice President.

- a. Term. The Vice President shall be elected to office for a term of three (3) years. Each new term shall begin on the second Wednesday in July of each election year. The month of June shall serve as a transition period for the incoming Vice President.
- b. Duties. During the Vice President term he/she shall perform the functions usually attributed to the office of Vice President and shall assist the President in the performance of his/her duties.

Section 4.5 Vacancies.

- a. President. If the Association President is unable to fulfill any portion of his/her term, the Vice President shall be appointed to fulfill the term until the President is able to return. If the Association President is unable to fulfill the remaining portion of his/her term, the Vice President shall remain as President until the end of the elected term.
- b. Vice President. If the Association Vice President is unable to fulfill any portion of his/her term, the Association President shall choose a member of the Executive Board to be approved by the Executive Board to fulfill the remainder of the term.

## **ARTICLE V – Executive Board**

Section 5.1 Qualifications

Any member nominated or appointed to an elective office shall be a member in good standing. Election to any office shall not be restricted to one term.

Section 5.2 Membership.

The Executive Board shall consist of twelve (12) members: namely, the Association President, Vice President, and ten (10) Members-At-Large elected from the Association membership.

Section 5.3 Meetings.

Meetings of the Executive Board shall be held at such times and places as shall be determined by the President of the Association.

Section 5.4 Members-at-Large.

Ten (10) Members-at-Large shall be elected and serve a term of three years upon the Executive Board, four (4) of whom shall be elected during every third year commencing in 1993.

Section 5.5 Quorum.

Six Board members present in person at any meeting of the Board shall constitute a quorum, and any business shall be transacted by a majority vote of the Board members present at such meeting. In case of a tie vote on any matter or issue, the President shall then be entitled to vote.

Section 5.6 Vacancies.

- a. Executive Board. If an Executive Board member is unable to fulfill his/her term, the Association President shall choose a successor to be approved by the Executive Board to fulfill the remainder of the term.
- b. Other Positions. A vacancy in any position held in the Association shall be filled by the Association President. All appointments being filled are subject to Executive Board approval.

Section 5.7 Removal from Office.

If an Executive Board member fails to perform his/her elected duties, the SLEA President and the Executive Director shall meet with the individual to discuss the issue. After said meeting, the Executive Board shall determine if forfeiture of office shall occur.

Section 5.8 Information to Members.

The Executive Board shall keep their liaison schools Association Representatives advised on all educational issues and concerns.

Section 5.9 Delegates.

The Association shall send delegates to the Utah Education Association House of Delegates and the National Education Association Representative Assembly as provided for in the Articles of Incorporation of the Association. Election to the position of Executive Board shall constitute eligibility to serve as a delegate representing the Association.

Section 5.10 Expenditure of Funds.

The Executive Board may, by majority vote, authorize the payment from the general fund of the Association, expenses incurred by a member of the Association while on official business for the Association or the payment of such other expenses as are deemed necessary by the Executive Board.

Section 5.11 Research.

The Executive Board may conduct or direct research on issues pertinent to the welfare of the Association and may authorize the payment of any expenses incurred in connection therewith.

Section 5.12 Publications.

Executive Board members, in consultation with the Executive Director, may provide articles for Association publications.

Section 5.13 Accountability.

The Executive Board shall be accountable for all decisions made by elected or Board appointed representatives in the conducting of Association business.

**ARTICLE VI – Association Representatives [AR’s]**

Section 6.1 Election.

Association Representatives shall be elected at each school by and from the members present during an Association meeting in each building before the end of April. The election shall be by secret ballot. The term of office shall begin on the second Wednesday in July. The current Association Representative(s) shall supervise the elections.

Section 6.2 Duties.

The Association Representative(s) shall be Chair(s) of the members at their respective schools and in charge of Association activities at such school. The Association Representative(s) shall be responsible for calling a membership meeting at least once a month during the school year and shall conduct the meeting.

Section 6.3 Membership.

The Association Representative Body shall consist of the members of the Executive Board and two (2) representatives from each elementary school, three (3) representatives from each middle school and four (4) representatives from each high school. A member in the school may substitute for the association representative(s) and shall be allowed to attend the meeting as a voting member.

Section 6.4 Meetings.

The Association Representatives shall meet once each month during the school year. The designated Wednesday, time, and place shall be the decision of the Executive Board, and or at such other times as shall be deemed necessary by the Association Representatives or the Executive Board.

Section 6.5 Quorum.

Association Representatives in attendance at any meeting of this Body shall constitute a quorum and shall be authorized to transact such business as may come before it.

Section 6.6 Responsibilities.

It shall be the responsibility of the Association Representatives to report pertinent information received at the meeting to members at their school, advise the Executive Board of problems confronting their members, act on reports of Committees as requested by the President, and approve resolutions and other policy statements. The SLEA AR(s) are members of the SIC. Upon request, the SLEA AR may attend a meeting with the member and the principal. AR’s may be selected to attend the UEA House of Delegates. Election to the position of Association Representatives shall constitute eligibility to serve as a delegate to the NEA Representative Assembly when needed

Section 6.7 Meeting and Reports.

The Association Representative(s) shall attend all Association Representative Meetings and report matters of interest to members at their respective schools. The Association Representatives may share concerns and issues from their school at the Association Representative meeting.

Section 6.8 New Members.

The Association Representative(s) shall contact all non-members in their respective schools for the purpose of enrolling them as members of the Association. Applications shall be delivered, faxed, or mailed to the SLEA office immediately upon enrollment.

Section 6.9 Removal from Office.

If an Association Representative fails to perform his/her elected duties, the Executive Board liaison for that school shall notify the Association President. If the President, in consultation with the Executive Board, deems it necessary to replace the Association Representative, a new AR shall be elected by the members at the school.

**ARTICLE VII – Delegates**

Section 7.1 Organization.

Delegates selected to represent the Association at the Utah Education Association House of Delegates shall meet at such time and place as the Executive Board may direct.

Section 7.2 Duties.

It shall be the duty of such delegates to represent the Association at the UEA House of Delegates in such a manner as may be provided in the Articles of Incorporation or Bylaws of the Utah Education Association.

Section 7.3 Reports.

The President of the Association shall report at the next regular Association Representative meeting all matters of interest that are considered at the UEA House of Delegates.

Section 7.4 Selection of Delegates to National Education Association.

Executive Board members shall be selected as delegates to the National Education Association Representative Assembly as follows: (1) Executive Board members on the second year of their term shall be delegates to the convention; (2) if additional delegates are needed, Executive Board members on the first year of their term shall be selected in the order of the number of votes obtained during their election; (3) if additional delegates are needed, Executive Board members on the third year of their term shall be selected in the order of the number of votes obtained during their election; and (4) if additional delegates are needed, the incoming Executive Board members shall be selected in the order of the number of votes obtained during their election. Elected Executive Board members are eligible as delegates to the NEA

Representative Assembly. Election to the position of Association Representative may constitute eligibility as a delegate to the NEA Representative Assembly representing the Association when needed.

## **ARTICLE VIII – Elections**

- Section 8.1 Election Committee.  
The Association Representative(s) shall select an Election Committee at the November meeting of at least three (3) members one of whom shall be named Chair by the Executive Board. No Executive Board member shall participate as a member of the Election Committee.
- Section 8.2 Declaration of Candidacy.  
All Declaration of Candidacy forms shall be available in the SLEA office the first Friday in November. Completed forms for each position must be in the SLEA office by the second Friday in January. The Election Committee shall present the SLEA candidates for each office at the February Association Representative meeting.
- Section 8.3 Write-Ins.  
Write-in candidates may be entered on the ballot in any election provided the written consent of said candidate whose name is to be written in is filed with the Election Committee Chair by the Friday preceding the week of elections. Write-in candidates must be members of the Association.
- Section 8.4 Qualifications.  
Only members in good standing with the Association for the two previous school years shall be eligible for candidacy to any elective office. The eligibility of all candidacy shall be certified by the office of the Association before the names of said candidates are placed upon the ballot.
- Section 8.5 Campaigning. Campaigning may begin after filing the Declaration of Candidacy. Campaigning shall take place after the school day. Distribution of flyers in mail boxes may occur during the school day.
- Section 8.6 Campaign Rules. No dues money or resources of the local, UniServ, statewide affiliate of UEA, or UEA shall be used to promote the candidacy of any individual running for SLEA office. This also includes staff time, Association equipment or materials.
- Section 8.7 Alleged Violations. Alleged violations of Sections 8.5 or 8.6 shall be submitted in written or electronic form to the Executive Director. A meeting shall be scheduled with the SLEA Executive Board within two days of receipt of complaint. Possible remedies shall be determined by the Executive Board.
- Section 8.8 Primary Election.  
If more than two (2) candidates are named for any office, the names of such candidate shall be placed upon a primary ballot and a primary election shall be held

the first full calendar week in March by secret ballot. The two (2) candidates for each office on the primary ballot receiving the highest number of votes shall be declared the candidates for the general election, and their names shall be placed upon the official ballot. If no more than two (2) candidates are named for any office, the general election shall be held in place of the primary.

Section 8.9 General Election.

The general election shall be held the third full calendar week of March by secret ballot. If no more than two (2) nominees are named for any office, the general election shall be held the first full calendar week in March.

Section 8.10 Ballots.

The Election Committee, through the office of the Association, shall assist in preparing all official ballots for both primary and general elections.

Section 8.11 Voting.

Voting shall be under the supervision of the Association Representatives. A ballot shall be distributed to each member of the Association.

Section 8.12 Right to Vote.

All members of the Association are entitled to vote for candidates running for office.

Section 8.13 Delivery of Ballots.

The Association Representative(s) shall seal the ballot envelope and deliver the sealed envelope to the SLEA office. Ballots may be sent through the school mail. Those using the school mail must have the ballot envelope in the school mail the day before the ballots are due.

Section 8.14 Declaration of Results.

When ballots have been tallied, candidates shall be notified of the results that evening by the Election Committee. No Executive Board member or candidate shall participate in the tallying of the ballots. Total vote count shall be available for review upon request to the SLEA office. Individual school tallies shall not be available.

Section 8.15 Assumption of Office.

The term of office of all incoming officers and members of the Executive Board shall begin on the second Wednesday in July. The Association records, supplies, or property in the possession of any outgoing officer shall be transferred to the newly elected officer on or before that day.

## ARTICLE IX – Committees

Section 9.1 Committees.

The Association President, in consultation with the Executive Board, shall appoint members to committees. The President and Executive Director shall be an ex-



officio member of each committee. The President, in consultation with the Executive Board, shall create committees as needed.

Section 9.2 Meetings.

Meeting times and places for the committees shall be determined by the Association President and the committee chairpersons.

Section 9.3 Reports.

Committee members shall report findings of the committee to the Executive Board only. Upon completion of a committee assignment, the Chair shall provide a written or oral report to the Executive Board. It shall be the duty of the President of the Association to call the attention of the Chair of each committee to this provision of the Bylaws.

Section 9.4 Contract and Negotiations [CAN].

- a. Committee. The Executive Board shall establish a Contract and Negotiations Committee to consist of the President, Vice President, Executive Director, and additional members appointed by the Association President in consultation with the Executive Board.
- b. Negotiation Team. The Negotiating Team shall consist of the Association President, Vice President and Executive Director. The Executive Board in consultation with the CAN Committee members shall select two (2) additional members: one member from the Executive Board, and one non-Executive Board member. Those two additional members shall be one secondary teacher and one elementary teacher.
- c. Duties. It shall be the duty of the Contract and Negotiations Committee to study and recommend items to be negotiated during the formal negotiating process. Proposed items shall be presented to the Executive Board for their approval prior to formal negotiations with the Salt Lake City Board of Education. It shall be the duty of the Association President or designee to keep the Executive Board and Association Representatives informed of the progress and results of the negotiating process.

Section 9.5 Political Action Committee [PAC].

It shall be the duty of the Political Action Committee to inform the Executive Board and Association Representatives of all legislative matters of interest to the Association. Any members of the Association serving on the Utah Education Association Board of Directors shall be an ex-officio member of this committee.

Section 9.6 Membership.

It shall be the duty of the Membership Committee to accept assignments given by the Executive Board and to promote membership in the Association.

Section 9.7 Professional Rights and Responsibilities.

It shall be the duty of the Professional Rights and Responsibilities Committee to represent the Association in the implementation of the Shared Governance

Grievance Procedure, to represent Association members at any level of the Shared Governance Grievance process, and promote due process.

Section 9.8 Committee Chairpersons and Members.

If an appointed member of any committee is unable to fulfill his/her position, the Association President shall appoint a successor.

## **ARTICLE X - Notices**

Section 10.1 Elections and Meetings.

Notice of all elections and meetings of the Association shall be furnished by the President to all Association Representatives who shall circulate a copy of the notice in the building.

Section 10.2 Nominations and Elections.

Notice of the nominations, primary, and general election dates may be given by one notice.

Section 10.3 Method of Notification.

Notice of all meetings shall be furnished to members of the respective groups by the President or Association office by written notice, e-mail, telephone, or in person.

## **ARTICLE XI - Affiliation**

Section 11.1 Affiliation.

The Association shall affiliate with the Utah Education Association and the National Education Association and such additional organizations as deemed necessary by the Executive Board.

## **ARTICLE XII - Amendments**

Section 12.1 Majority Vote.

The Bylaws shall be amended by a majority vote of the Association members voting by secret ballot. Notice of such proposed amendments shall be posted in each school for a period of at least two (2) weeks prior to the date of voting.