

BYLAWS OF THE
CARROLL ASSOCIATION of SCHOOL EMPLOYEES

ARTICLE I: NAME and AFFILIATION

- A. The name of this Association shall be the Carroll Association of School Employees, or CASE.
- B. The Association will maintain affiliation with the Maryland State Education Association (MSEA) and the National Education Association (NEA) through unified membership.

ARTICLE II: PURPOSE

- A. The purpose of the Association shall be:
 - i. to promote educational welfare, to protect and advance the interests of its members, to foster and advance professional and educational standards,
 - ii. to advance, preserve, protect, and improve universal free public education,
 - iii. to build a unified and strong staff of educational workers,
 - iv. to provide a strong voice for the rights and interests of educational employees,
 - v. to advocate economic, human, and civil rights for all, in an ever more diverse and technological society,
 - vi. to promote confidence, respect, and cooperation among all who are directly or indirectly engaged in educational work in this State.

ARTICLE III: MEMBERSHIP

- A. Active membership shall be open to any person professionally employed as a Clerical, Paraprofessional, Assistant, or Licensed Practical Nurse by the Carroll County Board of Education and designated as part of the bargaining unit.
- B. A member of CASE shall also be a member of the Maryland State Education Association (MSEA) and the National Education Association (NEA).
- C. The Membership year shall be from September 1st through August 31st.
- D. Membership in the CASE, MSEA and the NEA shall be continuous unless rescinded by written notice by the member. In order to cancel membership, this notice must be sent by CERTIFIED MAIL to the CASE place of business POST MARKED NO LATER THAN SEPTEMBER 1st of any membership year, but not before August 1st.
- E. The Association shall print in one (1) or more of its publications a notification of the membership withdraw date and procedure prior to the last work day of that given school year.

- F. In case of resignation within a school year, the balance of dues for that year will be deducted from the final salary check.
- G. Dues for Active Members may be prorated on the same basis as established by NEA and MSEA.
- H. A member may request a wavier of this Article at any time to the Executive Board.

Article IV: OFFICERS

- A. The officers of CASE shall consist of President, Vice-President, Secretary and Treasurer.
- B. The right to be nominated for and hold an elected office in CASE shall be limited to active benefited dues paying members. Nominees for the office of President and Vice-President must have been active dues paying members of CASE for no less than the two (2) previous years.
- C. Responsibilities and Dues of each position shall be as follows:
 - i. President
 - a. preside over meetings of the Executive Board and the General Membership,
 - b. appoint the committee chairpersons and members,
 - c. be an ex-officio member of all committees except the election and credentials committee,
 - d. attend or ensure CASE representation at Board of Education meetings, budget hearings, etc.,
 - e. represent the views of CASE to MSEA, NEA and the public,
 - f. prepare and circulate the agenda for each General Membership meeting in a timely manner,
 - g. recommend to the Executive Board the appointment of staff members and supervise the office staff,
 - h. serve as signatory on all checks with the Treasurer,
 - i. perform all other functions usually attributed to the office of President,
 - j. appoint a designee to perform the functions of the office of President,
 - k. serve as chair of the Labor Relations Committee.
 - ii. Vice-President
 - a. serve as "Assistant President" helping and supporting the President in all of their duties as requested by the President,
 - b. assume the role of President when the President is unable to perform their duties,
 - c. work closely with one (1) or more committees as requested by the President,
 - d. attend all Executive Board meetings and General Membership meetings,
 - e. serve as the chair of the Membership Committee,

f. serve as signatory on all checks with the Treasurer.

iii. Secretary

- a. keep accurate minutes and attendance records of all meetings of the Executive Board and the General Membership,
- b. submit the minutes to all members of the Executive Board and the General Membership,
- c. attend all Executive Board and General Membership meetings.

iv. Treasurer

- a. oversee all Association financial activity as advised by a certified licensed accounting firm,
- b. file a written report at each meeting of the Executive Board,
- c. prepare an annual financial statement for publication to members as directed by the Executive Board,
- d. keep the President and the Executive Board informed of the financial condition of the Association,
- e. Chair of the Budget Committee,
- f. attend all Executive Board and General Membership meetings,
- g. serve as signatory on all checks with the President and/or Vice President.

Article V: THE EXECUTIVE BOARD

- A. The Executive Board shall serve as the executive body of the Association.
- B. The duties and responsibilities of the Board include:
 - i. implement policies of the Association,
 - ii. manage the day to day affairs of the association,
 - iii. review the proposed annual budget which shall be presented to the membership one (1) month prior to adoption,
 - iv. approve standing and non-standing committee chair appointments made by the President,
 - v. must serve on one (1) or more standing committees and/or special committees at the discretion of the President,
 - vi. appoint staff members upon recommendation of the President and determine their compensation and benefits,
 - vii. approve or reject all Memorandum of Understandings (MOU) related to the Master Agreement,
 - viii. perform all other activities of the Association not specifically assigned in Bylaws,
 - ix. attend all Executive Board and Membership meetings,
 - x. authorize expenditures consistent with fiscal policy and within the parameters of the adopted budget,

- xi. votes by the Executive Board can be done in person or electronically.

C. Composition

The Executive Board shall consist of the officers and five (5) members-at-large.

D. Terms of Office

- i. The Executive Board members shall be elected for a term of two (2) years. Terms of one half of the Executive Board members-at-large shall be alternated, with five (5) members being elected in even numbered years and four (4) others in odd numbered years. Terms for the Officers will be limited to three (3) consecutive terms per position.
- ii. At the completion of FY 2017, Vice-President and Treasurer will be up for election and will continue on odd numbers years. At the completion of FY 2018, President and Secretary will be up for election and will continue on even numbered years.

F. Attendance at Meetings

Executive Board members (including officers) shall be subject to recall provisions if they are absent from four (4) or more regularly scheduled Executive Board meetings per year (Aug 1 –July 31), without a valid reason as decided by the remaining board members. A board member missing six (6) or more meetings is automatically subject to recall proceedings.

G. QUORUM

A simple majority of the members shall be considered a quorum for the Executive Board and Committees.

Article VI: GENERAL MEMBERSHIP

A. The legislative and policy-forming body of the Association shall be the General Membership.

B. The duties and responsibilities of the General Members include:

- i. approve the budget,
- ii. approve the dues,
- iii. fill vacancies occurring on the Executive Board,
- iv. act on reports of committees,
- v. adopt such rules governing the operation of the Association, and the conduct of meetings as are consistent with the Bylaws,

C. MEETINGS

- i. There shall be at least three (3) General Membership meetings each year.
- ii. The President shall set the time and place of each meeting.

- iii. At least two (2) week's notice shall be given to the membership of each meeting.
- iv. A quorum shall consist of the members present at any such General Membership meeting.
- v. An emergency meeting of the membership may be called at any time by a majority vote of the members of the Executive Board. At least one (1) week's notice must be given to the membership of the meeting.
- vi. A General Membership meeting may also be made through petition by ten (10) percent of the active members. Business of this special meeting will be restricted to the business stated in the petition.
- vii. A meeting for the purpose of ratification of a collective bargaining agreement shall be called by the President in accordance with the Bylaws of the Association.

ARTICLE VII: BUILDING REPRESENTATIVES

- A. Building Representatives shall serve as the primary communication point for the members at their work site.
- B. The duties and responsibilities of the Building Representatives shall include:
 - i. There shall be at least one (1) Representative from each CCPS work site elected by the members at that work site.
 - ii. Representatives' elections shall be held the first week of the each school year.
 - iii. Representatives shall attend all General Membership meetings, or select an alternate attendee from their work site.
 - iv. Work site membership may, at any time during the year, hold an election for a new Representative if for any reason the seat becomes vacant.
 - v. Representatives will organize building meetings with members to share and collect information when needed.

ARTICLE VIII: NOMINATIONS, ELECTIONS, AND ACCREDITATION

- A. The Elections Committee shall prepare guidelines for the nomination, election, and accreditation of the officers and the other members of the Executive Board. All members of the Elections Committee shall not sit on the Executive Board, be a building representative, or be an officer of the association. Members may not run for office while they serve on the Elections Committee.
- B. Such guidelines shall be presented to the General Membership for review and adoption prior to any election. These guidelines shall include, but not be limited to the following:
 - i. open nominations by individual members,
 - ii. provision for publication of the list of nominations in an official publication of the Association at least two (2) weeks prior to election
 - iii. provisions for secret ballot election by the membership,

- iv. provisions for distribution, collection and tally of the ballots,
- v. provisions for the election of officers by plurality of the valid ballots cast,
- vi. provision for meeting the appropriate requirements of the Constitution and Bylaws of the NEA and MSEA,
- vii. provisions to serve as decision maker if any dispute arises within five (5) days after any elections.

C. DELEGATES

- i. The elected officers of the Association may serve as Delegates to the MSEA Representative Assembly and to the NEA Representative Assembly.
- ii. Additional delegates shall be elected at the same time as officers are elected, through open nomination, by secret ballot, by plurality vote, and in conformity with the one-person/one-vote rule.
- iii. Only active members of the Association may hold these offices or vote in the election of delegates.

Article IX: STANDING COMMITTEES

A. The President shall appoint, with the approval of the Executive Board, chairpersons of the following standing committees, and will also appoint members to such committees.

- i. Labor Relations
- ii. Government relations
- iii. Membership
- iv. Negotiations
- v. Professional Development
- vi. Bylaws
- vii. Social
- viii. Communications

B. Committees appointments shall be for a period of one (1) year.

C. Any committee member so appointed may be removed by the President, with the approval of the Executive Board.

D. If committee funding is needed, limited funding can be approved by the Executive Board.

Article X: NON-STANDING COMMITTEES

A. Each year the President with the approval of the Executive Board, may appoint a Resolutions Committee, a Special Services Committee, an Audit Committee, and such other non-standing committees as may be necessary, and shall discharge them upon completion of their duties.

B. These committees shall operate according to rules approved by the General Membership.

C. No member of the Executive Board shall serve on the Audit Committee.

D. Each committee will follow the directives given to them by the Executive Board and will submit reports regularly to the Executive Board on their meetings and actions.

ARTICLE X: RECALL

A. An officer or member of the Executive Board shall be subject to recall for alleged gross negligence of the duties defined in the Bylaws, or incapacity.

B. The procedures for recall shall be:

i. Initiation

a. A petition signed by a number of members equal to at least ten (10) percent of the General Membership as of the preceding June 30.

b. The petition is to be filed with the Elections Committee to initiate the recall procedure unless otherwise specified herein.

ii. Procedure

a. Upon receipt of the petition, the Elections Committee shall verify the signatures.

b. Within thirty (30) days of receipt of valid petition, the Elections Committee shall prepare ballots along with the charges and the responses to the charges by the recalled Officer to the General Membership within guidelines established by the Elections Committee and approved by the General Membership.

c. If the General Membership so votes by a two-thirds (2/3) majority of the votes cast to support the petition for recall, the office becomes vacant, and it shall elect a replacement at the following meeting of the General Membership to fill the unexpired term.

ARTICLE XI: CONTRACT RATIFICATIONS

A. The President shall give the membership at least one (1) week notice that a contract ratification meeting (s) will be held.

B. The ratification of the proposed contract shall be voted on by only active members of the Association except where otherwise statutorily required.

C. The meeting procedure shall be as follows:

i. President will call the meeting to order and introduce presenters.

ii. All members will be required to sign in.

iii. Procedures to be used for the ratification process will be explained including how the meeting(s) will be conducted and how the vote will occur.

iv. All changes to the Master Agreement will be provided with an explanation of the proposal by Negotiations Committee members.

v. Members shall have an opportunity to ask questions for the purposes of clarification.

- vi. An explanation of the options available to members (for example: accept or reject) and any recommendation of the Negotiations Committee will be made.
- vii. Discussion and debate by members of the merits of the proposal, or deferral of discussion and debate on the merits until the ratification vote will occur.
- viii. Members can request an absentee ballot from the President in advance of the meeting. The distribution of any absentee ballot(s) will be approved by Executive Board. The ballot must be returned to the President prior to the meeting vote.
- ix. The Negotiations Committee members will be responsible for calculating the vote total.

ARTICLE XII: AMENDMENTS

- A. Amendments to the Bylaws may be initiated by any member by:
 - i. a petition signed by at least ten (10) percent of active members,
 - ii. a majority vote of the Executive Board,
 - iii. a majority vote of the Bylaws Committee.

- B. A proposed amendment shall be submitted in writing to the Bylaws Committee no later than thirty (30) days preceding the General Membership (GM) meeting at which such amendment is to be acted upon.
- C. Preparation of any Amendment shall be as follows:
 - i. Amendments initiated by members or the Bylaws Committee shall be presented to the Executive Board for review prior to General Membership meeting.
 - ii. The text of the proposed amendment shall be sent to the General Membership two (2) calendar weeks in advance of the GM meeting at which a vote is to be taken.

- D. The Bylaws may be amended by a two-thirds (2/3) vote of those members voting, provided a quorum is present at the General Membership meeting.
- E. Unless otherwise provided, all Amendments shall take effect immediately following the meeting at which they were adopted.

ARTICLE: XIII: PARLIMENTARY PROCEDURE

The most recent edition of Robert's Rules of Order shall be the parliamentary authority for the Association on all questions not covered by these Bylaws or by the rules of procedure adopted by the General Membership.