

PROPOSED:

Constitution and By-Laws of the Bibb Association of Educators

Article I - Name

The name of this organization shall be the Bibb Association of Educators (BAE).

Article II – Purpose

- a. The BAE shall serve as the instrument through which primary education members of the Bibb Association of Educators (BAE) utilize their individual and collective power to accomplish the following objectives:
- b. Identify and focus the interests and concerns of BAE primary education members and BAE primary education affiliates.
- c. Speak with a common voice on matters affecting primary education.
- d. Promote BAE as the representative organization of choice for primary education.
- e. Develop and increase attention within BAE to the issues of concern to primary education and to BAE primary education members.
- f. Improve the structure of BAE in order to ensure the full and effective participation of all primary education members of the Association.
- g. Develop programs within BAE to address the problems faced by primary education members.
- h. Assure the development and delivery of appropriate training for BAE primary education members and for leaders of BAE primary education affiliates.
- i. Identify and support candidates for BAE offices who will actively work for the implementation of BAE programs and positions.
- j. Provide BAE Governance with the names of qualified BAE education members for appointment to committees and boards both internal and external to the Association and actively to promote their appointment.
- k. Establish and maintain direct and regular communication on matters of importance to primary education with appropriate governance and special committees within BAE.

Article III – Membership

Section 1 – Categories of Membership

ORGANIZATIONAL MEMBERSHIP

Organizational Membership in BAE shall be open to any primary education organization within the BAE.

INDIVIDUAL MEMBERSHIP

Individual Membership in BAE shall be open to any BAE member employed at an institution of education. Those otherwise eligible for membership who are on leave or who are actively seeking employment in an institution of primary education shall also be eligible.

ASSOCIATE MEMBERSHIP

Associate membership in BAE shall be open to any BAE member, BAE staff or affiliate staff who is not eligible for Individual Membership who supports the purposes and activities of the Executive.

STUDENT MEMBERSHIP

Student membership will be available to all members who can produce valid student identification and are registered in full time courses in officially recognized and regulated educational institutions. Student membership will be equivalent to ordinary membership of the association but a student may not be nominated to the executive without ordinary membership.

Organizational Members shall be represented by their duly elected President or by an individual member of that organization designated in writing by the President of the organization. Only persons who are eligible for individual membership may be so designated. The President or designee shall speak for their organization and cast that number of votes to which the organization is entitled.

Individual Members shall represent themselves, may speak before BAE, and shall cast that number of votes to which they are entitled.

Section 3 – Individual Rights

BAE shall not deny membership or opportunity for employment to any organization or individual on the basis of race, religion, creed, age, sex, sexual orientation, ethnic or cultural heritage, or category of primary education employment. Individual and organizational membership in BAE shall indicate individual or organizational subscription to these principles.

Section 4 – Membership Year

The membership (fiscal) year shall be the same as the BAE membership (fiscal) year.

Section 5 – Dues and Assessments

The amount of annual membership dues for each category of membership shall be as set forth in the Bylaws. (the bylaws need to have it stated that whatever increase of GAE dues, the same percentage of BAE dues increase an never less than 10% difference. Dues shall be payable by January 1 of each membership year. Dues shall be considered paid when they are received by the Treasurer of BAE. Members who have not paid their dues shall be denied the right to speak at meetings and the right to vote on BAE matters. Members whose dues obligation remains unfulfilled for sixty (60) days shall be considered to have resigned from BAE. Members who are deemed by motion of the Board of Directors to have insufficient attendance and participation in meetings and functions of the BAE may have they voting rights suspended and be deemed ineligible in addition to any other appropriate disciplinary action as agreed upon by the executive.

Special assessments may be levied by the Executive at the Regular Annual Meeting in an Organizational Vote by a two-thirds (2/3) vote of the ballots cast by delegates present and voting, provided that a termination of the special assessment in either dollar amount or a specific date is established.

Article IV – The Executive Council

Section 1 – Membership

The Executive shall consist of the voting delegate from each member organization and individual delegates.

Section 2 – Meetings

The Executive shall meet at least twice yearly. The Regular Annual Meeting shall be held at a date as appointed by the Executive

Section 3 – Powers

The Executive shall be the policymaking body of BAE. Powers not specifically delegated to the officers or the Board of Directors shall be vested in the Executive.

Section 4 – Voting

Voting shall normally be on the basis of one vote per representative. Upon the request of any representative, an issue shall be decided by a vote in which the representatives of Organizational Members and Individual Members may cast that number of votes as set forth in the Bylaws. Such a procedure shall be referred to as an Organizational Vote.

Article V – Board of Directors

Section 1 – Membership

Members of the Board of Directors shall be the President, Vice-President, Secretary/Treasurer, Membership Chair, and four (4) at-large members elected by the Executive.

Section 2 – Ethnic-Minority Representation

BAE shall take all reasonable and legally permissible steps to achieve on its elective and appointive bodies ethnic-minority representation that is at least proportional to the ethnic-minority population among Bibb Association of Educators primary education members

Section 3 – Part-time or Temporary Representation

If no part-time or temporary member (as defined by the local organization) is elected as an officer or to the Board of Directors, a special election will be conducted to elect to the Board of Directors an additional Board of Directors member for a two-year term of office.

Section 4 – Meetings

Meetings of the Board of Directors shall be held at the call of the President or on the request of a majority of Board of Directors members where those members are available to attend.

Section 5 – Powers and Duties

The Board of Directors shall:

1. Conduct and manage the affairs and business of the Executive between meetings of the Executive.
2. Carry out all policies and programs adopted by the Executive.
3. Perform such other duties as may be specified in the Bylaws.

b. The Membership Chair shall:

1. Coordinate the recruitment of new members.
2. Notify each member during the first month of the membership year that dues are payable and shall issue delinquent notices to those organizations whose dues have not been received.
3. Oversee registration at BAE meetings.
4. Maintain an accurate membership/ mailing list.
5. Reconcile the receivable report
6. Perform any other duties or tasks assigned by the President.

Article VI – Officers

Section 1 – Officers

The officers of the Executive shall be the President, Vice-President, and the Secretary-Treasurer.

Section 2 – Powers and Duties of Officers

Section 3 The President shall:

1. Be the official representative and spokesperson for BAE.
2. Preside at all meetings of the Executive and Board of Directors.
3. Establish and charge committees and task forces with their duties with the approval of the Board of Directors. All committee members must be a supporter of BAE.
4. Appoint and discharge all committee members with the approval of the Board of Directors. All committee members shall be a supporter of BAE.
5. Be an *ex officio* member of all committees and task forces, except the BAE Elections Committee.
6. Prepare, with the assistance of the Board of Directors, the agenda for each meeting of the Executive.
7. Prepare and submit an annual report to the Executive at its Regular Annual Meeting.
8. Serve as the official BAE representative, or designate an alternate from the Board of Directors, to all BAE governance bodies.
9. The President shall be an automatic delegate to any conventions.
10. Perform such other duties as are customarily associated with the office.

b. The Vice-President shall:

1. Assume the duties of the president in the absence of the president.
2. Attend BAE governance meetings as designated by the President and the District Meetings
3. Perform any other duties and tasks assigned by the President.

c. The Secretary-Treasurer shall:

1. Keep the official minutes of all meetings and maintain the official files.
2. Handle the correspondence for the Executive.
3. Assure that accurate accounts of receipts and disbursements are kept and prepare periodic reports for both the Board of Directors and the Executive.
4. Provide regular financial reports to the President and the Board of Directors.
5. Assist the Membership Chair in maintaining an accurate membership/ mailing list.
6. Receive the dues report of the organization and reconcile the receivable report with the Membership Chair.
7. Supervise the duplication and distribution of materials for each BAE meeting, including those sent to registrants prior to the meeting.
8. Perform any other duties or tasks assigned by the President.
9. Attend regular training associated with the office while working closely with a certified public accountant recommended by the president, but approved by the Board of Directors.

d. Interns

1. An intern shall be a student in Bibb County, either highschool or college.
2. The president will accept and review applications. The Board of Directors may recommend their choice for the internships. The President makes the final appointment of and unlimited number of internships.
3. In selecting interns, the Executive shall consider only the ablest students of superior ability selected on the basis of demonstrated achievement and exceptional promise whose academic records reflect the requisite standards of performance necessary for BAE.

Section 4 – Recall

Any Representative Council member may be removed by a two-thirds (2/3) vote of those members from the building [department] who elected that position, provided a majority of the membership votes. Such recall election will be conducted by the Election Committee upon receipt of a petition stating the specific grounds of the recall and containing the signatures of thirty (30) percent of the eligible membership.

Article VII – Elections

Section 1 – Eligibility

Each candidate for office shall hold Individual Membership in BAE and shall be a member of the local BAE primary education organization, if one exists, which represents or seeks to represent the candidate's category of employees on his or her home campus.

No individual may be a candidate for more than one office, including Board of Directors membership, at the same time.

No member of the BAE Board of Directors shall serve concurrently as an officer or a voting member of the BAE Board of Directors.

Section 2 – Terms of Office

- a. All officers and members of the Board of Directors shall be elected to three-year terms. They may be re-elected, but may not serve more than three consecutive terms in the same office.
- b. At-Large Board of Directors members elected to one-year terms may not serve more than six consecutive years. Election to regular two-year terms shall be counted as part of these consecutive years.
- c. The officers and at-large Board of Directors members shall be elected at the Regular Annual Meeting of the Executive. They shall assume office upon the adjournment of the annual BAE Representative Assembly following their election.
- d. The President, Vice-President, and two of the at-large Board of Directors members shall be elected in odd-numbered years. The Secretary-Treasurer, Membership Chair, and two of the at-large Board of Directors members shall be elected in even-numbered years.

Section 3 – Succession and Vacancies

- a. In the event the President is unable to serve his/her full term, the Vice-President shall assume the office of President for the balance of the unexpired term.
- b. If the Vice-President or the Secretary-Treasurer is unable to serve his/her full term, the Board of Directors shall elect an interim officer from the Board of Directors until a successor can be elected at the next Regular Annual Meeting.
- c. If a member of the Board of Directors is unable to serve for his/her full term, the remaining Board of Directors members shall elect an interim member from the membership until a successor can be elected at the next Regular Annual Meeting.
- d. Succession or appointment to an office shall not count against term limitations unless the person serves a full term.

Section 4 – Election Procedures

All elections shall be by secret ballot, by show of hands or by e-vote following open nominations at the Regular Annual Meeting of the Executive. If, after nominations for an office are complete, the number of candidates nominated for that office equals the number of positions to be filled, the chair shall declare such candidates elected.

Only Individual Members and organizational representatives present at the meeting shall be eligible to vote. All voting shall be by Organizational Vote. That candidate receiving the majority of votes cast for the position of President, Vice-President, or Secretary-Treasurer shall be declared the winner except that, in the event that no individual receives more than 50% of the votes cast for the office in question, a run-off between the top two candidates shall be conducted.

Those two candidates, or more than two in the case of additional vacancies, receiving the most votes cast for the position of at-large Board of Directors member shall be declared the winners provided that each candidate declared a winner must have received more than 50% of the votes cast for that position. In the event that insufficient candidates have met the 50% requirement, a run-off shall be held among the highest vote-getters with the ballot containing the names of one more candidate than the number of positions which remain vacant. If the run-off fails to produce a winner, then the candidate(s) with the most votes shall be declared the

winner(s). Where there is non attendance from members of a regular meeting, a quorum will consist of the minimum number of two members of the executive necessary to conduct the business of the BAE with regard to election procedures.

Section 5 – Recall

An officer or Board of Directors member may be recalled or removed at any Regular Annual Meeting of the Executive in a secret-ballot Organizational Vote by a two thirds (2/3) vote of the ballots cast by delegates present and voting.

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Article VIII – Ethnic-Minority Guarantees

BAE shall take all reasonable and legally permissible steps to achieve on its elective and appointive bodies ethnic-minority representation that is at least proportional to the ethnic-minority population among Bibb Association of Educators primary education members.

Article IX – Amendments

Section 1 – Voting

This constitution may be amended at the Regular Annual Meeting of the Executive in a secret-ballot Organizational Vote by a two thirds (2/3) vote of the ballots cast by delegates present and voting.

Section 2 – Submittal

The text of proposed amendments must be submitted to the President at least sixty (60) days prior to the Regular Annual Meeting, and copies of the proposed amendment must be sent to all organizational and individual members at least thirty (30) days prior to the Meeting.

Section 3 – Nonsubstantive Changes

The Board of Directors is authorized to make nonsubstantive housekeeping ???changes in the Constitution.

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Article X - Affiliation

The Bibb Association of Educators shall be affiliated with the Georgia Association of (GAE) and the National Educational Association (NEA) and shall pay annual dues as the GAE and NEA may designate.

Article XI - Dissolution

Section 1 - Distribution of Assets

In the event of the dissolution of the Executive, any assets remaining after the payment of all debts of the Executive shall be transferred to a successor organization.

Section 2 - No Successor Organization

In the event there is no successor organization, such remaining assets shall remain part of the BAE.

Article XII - Rules of Order

The current revision of Robert's Rules of Order shall be the parliamentary authority of BAE.

Article XIII - Ratification

This Constitution may be ratified by vote at a regular or called meeting of the association.