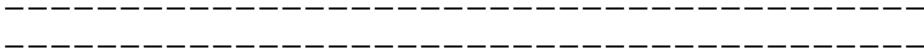


**GBEA 10/21**

**CONSTITUTION**

**for the**

**GREEN BAY EDUCATION ASSOCIATION**



**ARTICLE I - NAME**

**SECTION 1 - NAME AND FORM OF ORGANIZATION**

The name and style of this organization shall be the Green Bay Education Association. It shall be a nonprofit, unincorporated organization of the education profession of the Green Bay Area Public School System.

**ARTICLE II - SUPREMACY OF THE GBEA CONSTITUTION**

This Constitution shall be supreme in all matters affecting the Green Bay Education Association and shall not be amended in any manner, except as provided in Article XII of the Constitution.

**ARTICLE III - MEMBERSHIP**

**SECTION 1 - CLASSES OF MEMBERSHIP**

The classes of membership shall be as provided in the Bylaws of the organization.

**SECTION 2 - MEMBERSHIP STANDARDS**

The standards, qualifications, rights and method of acceptance of members shall be as established in the Bylaws of this organization.

**SECTION 3 - EXPULSION AND REINSTATEMENT**

The Executive Board shall have the power to censure, suspend or expel from membership any member who shall have failed to and/or refused to maintain the standards of membership set forth in the Bylaws, or who shall have failed to pay the membership dues of the Association as annually established after due notice and hearing. Such censure, suspension, or expulsion shall be by not less than a two-thirds (2/3) roll call vote of the entire Executive Board at a duly convened meeting.

An expelled member may be reinstated by two-thirds (2/3) roll call vote of the entire Executive Board.

**ARTICLE IV - FINANCE**

**SECTION 1 - MEMBERSHIP DUES**

- A. The membership dues of this Association shall be annually fixed by the Representative Assembly.
- B. Annual member dues shall include a sum to be established by the Representative Assembly for political action purposes. This sum will be rebated to a member upon application in writing to the President. Such application must be received by October 1 of the membership year.

**SECTION 2 - FISCAL YEAR**

The fiscal year of this Association shall be concurrent with the membership year.

## **ARTICLE V - EXECUTIVE BOARD**

### **SECTION 1 - FUNCTION AND POWERS**

- A. The Executive Board shall be the governing body of this Association. The executive powers and authority of the Association shall be lodged in the officers of the Association as provided in this Constitution. The Executive Board shall manage all business of the Association when the Representative Assembly is not in session.
- B. The Executive Board shall exercise such other powers as provided in this Constitution and Bylaws and as may be delegated to it by the Representative Assembly.
- C. The Executive Board shall be responsible for the management of the Association. It shall approve all expenditures, carry out the policies established by the Representative Assembly, report its transactions and those of the Assembly to the members and suggest policies for consideration by the Assembly.
- D. The Executive Board shall set compensation for President, Vice-President, Secretary, Treasurer, and Members-at-Large with the approval of the Representative Assembly.
- E. The Executive Board shall have the power to employ, within the structures of the personnel policies and annual budget established by the Representative Assembly, an Executive Director, professional staff and clerical staff.

### **SECTION 2 - COMPOSITION**

The Executive Board shall consist of four (4) officers, who are the President, Vice-President, Secretary, and Treasurer, six (6) teacher members elected at large, two (2) paraprofessional members elected at large, and the non-voting Executive Director. The duties of the members of the Executive Board shall be set forth in the Bylaws.

### **SECTION 3 - QUALIFICATIONS FOR EXECUTIVE BOARD MEMBERS**

Members of the Executive Board shall be members in good standing of this Association and shall have been members of this Association for at least one year prior to their election to office. Members of the Executive Board shall maintain this status during their term in office.

### **SECTION 4 - TERMS**

- A. The terms of all elective members of the Executive Board, with the exception of the President, shall begin immediately upon such elective members being installed at the May meeting of the Representative Assembly. The term of President shall commence June 15 of the year of election.
- B. Officers and Members-At-Large shall serve three years or until their successor assumes office, and may be re-elected without an intervening term. Any one position shall have a limit of two (2) consecutive full terms.  
For the 2021 election only, the Secretary will serve a one (1) year term. The one (1) year term will not count toward the limit of consecutive full terms.

For the 2021 election only, four (4) Teacher Members-At-Large will be elected. The two (2) Teacher Members-At-Large with the highest vote totals will each serve a three (3) year term, the third highest vote total will serve a two (2) year term, the fourth highest vote total will serve a one (1) year term. The two (2) and one (1) year terms will not count toward the limit of consecutive full terms.

C. No Executive Board member shall hold two (2) voting positions at any one time.

## **SECTION 5 - ELECTIONS**

The elected members of the Executive Board shall be elected by secret ballot, in accordance with the Bylaws.

## **SECTION 6 - VACANCIES**

- A. The Vice-President shall succeed to the office of the President in case of a vacancy in that office and shall serve until the end of the term. The Representative Assembly shall fill, by election, all other vacancies in the Executive Board of this Association within sixty (60) days of the occurrence of the vacancy. If the office of the President were to become vacant in the 2018-2019 Executive Board, the teacher serving as co-Vice President shall succeed to this office.
- B. The Executive Board shall declare that a vacancy exists if an Executive Board member shall no longer be actively employed as a member of the education profession with the Green Bay Area Public School District. Such employment must be the member's principal occupation.

## **SECTION 7 - REMOVAL**

The Executive Board shall have the right to remove any Executive Board member for just cause after due notice and hearing. Such vote to remove shall require a two-thirds roll call vote of its entire membership at a duly convened meeting of the Executive Board.

Should there be a dispute as to what constitutes just cause, the matter may be submitted by the affected individual to final and binding arbitration by the American Arbitration Association. The arbitration hearing shall be conducted in accordance with the Voluntary Labor Arbitration Rules of the American Arbitration Association, and the costs of the hearing shall be assumed by the Association.

## **SECTION 8 - MEETINGS**

The Executive Board shall meet at least monthly when schools are in session. Special meetings shall be held upon the call of the President, or upon a written request to the President of three (3) members of such Board and after due notice of the time and place of holding such meeting being given to each member of the Board.

## **SECTION 9 - QUORUM**

A majority of the members of the Executive Board shall constitute a quorum.

## **ARTICLE VI - REPRESENTATIVE ASSEMBLY**

1. The legislative and policy-making body of the Association shall be the Representative Assembly.
2. The Representative Assembly shall be composed of:
  - A. the Executive Board,
  - B. one or more Association Representatives from each school faculty, including the Central Administrative Office, who are elected by secret ballot as provided in the Bylaws,
  - C. one or more members of the GBEA-R, and
  - D. the Chairpersons of the Standing and Ad Hoc Committees, who shall be entitled to speak but shall be without vote unless serving as Association Representatives.

Members of the Association who are not members of the Representative Assembly may attend its meetings but shall not participate in discussion without permission of the Assembly.

## SECTION 1 - QUALIFICATIONS FOR REPRESENTATIVES

Candidates for the Representative Assembly must be members in good standing of this Association. They shall maintain such status during their term in office. No member may serve on the Executive Board and as an Association Representative at the same time.

## SECTION 2 - TERMS

- A. The terms of all Association Representatives shall commence the day after the election which takes place between the May Representative Assembly and before the last Friday in May.
- B. The members of each School faculty shall be entitled to one (1) teacher Association Representative at the Representative Assembly for each ten (10) teacher members of the Association or major fraction thereof, provided, however, there shall be at least one (1) Association Representative from each school faculty.
- C. The members of each school faculty shall be entitled to one (1) paraprofessional Association Representative at the Representative Assembly for each ten (10) paraprofessional members of the Association or major fraction thereof, provided, however, there shall be at least one (1) paraprofessional Association Representative from each school faculty.
- D. Both subgroups, teachers and paraprofessionals, shall elect one Head Association Representative who may be from either subgroup.
- E. School faculty representation will be determined by full-time member equivalency. Elementary librarians, elementary vocal and instrumental music, elementary art, elementary physical education, English-as-a-Second-Language, and school district administrative office members will be counted in their home schools or at the central administration office. Any bona fide group not gaining representation via the building election process may petition the Executive Board for ad hoc representation at the RA. The Executive Board will determine, on a case by case basis, whether the petitioning group qualifies for ad hoc representation.

- F. The GBEA-R shall be entitled to representation at the Representative Assembly for each thirty (30) members of the GBEA-R or major fraction thereof to a maximum of ten (10) GBEA-R representatives.
- G. The number of Association Representatives to be elected by the staff members of a particular School faculty shall be determined by the member count as of the first Friday in May. The Head Association Representative shall advise the Executive Board in writing in the event the number of staff members employed in any one School faculty changes so as to warrant a change in the number of Representatives to be elected by the staff members of that School faculty. The Executive Board shall approve or reject the change in number of Representatives acting upon the counsel of the Executive Director.
- H. Each School faculty is entitled to elect a number of alternate Association Representatives not greater than its number of Association Representatives.

**SECTION 3 - VACANCIES**

A vacancy in the Representative Assembly shall be filled by an alternate Association Representative, and a new alternate Association Representative shall be elected at a Faculty meeting called thereafter by the Head Association Representative.

**SECTION 4 - REMOVAL**

The Representative Assembly, on the recommendation of the Executive Board, shall have the right to remove any member of the Representative Assembly for just cause, after due notice and hearing. Such vote to remove shall require a two-thirds roll call vote of the entire membership of the Representative Assembly at a duly convened meeting. Should there be any dispute as to what constitutes just cause, the matter shall be submitted by the affected individual to a final and binding arbitration by the American Arbitration Association. The arbitration hearing shall be conducted in accordance with the Voluntary Labor Arbitration Rules of the American Arbitration Association, and the costs of the hearing shall be assumed by the Association.

**SECTION 5 - MEETINGS**

- A. **REGULAR MEETINGS** - Regular meetings of the Representative Assembly shall be held each full month during the school year except for December unless canceled for due cause by Executive Board action. The President shall prepare the Agenda for each meeting and shall circulate it to all members of the Representative Assembly in a timely manner. A land acknowledgement will be stated at the beginning of each meeting.
- B. **SPECIAL MEETINGS** - Special meetings of the Representative Assembly shall be held at the call of the President or upon written request to the Executive Board from five (5) Head Association Representatives. Business to come before special meetings shall be stated in the call, which shall be sent in writing to all Head Association Representatives.

**SECTION 6 - VOTING AND QUORUM**

- A. For voting purposes, the Representative Assembly shall consist of Association Representatives (AR), the Executive Board of the Association, and GBEA-R Representatives.
- B. A majority of the members of the Representative Assembly shall constitute a quorum.

- C. A motion for a roll call vote or any other motion before the Representative Assembly passes if the number of yes votes is one greater than the number of no votes, unless specified otherwise.

## **SECTION 7 - POWERS OF THE REPRESENTATIVE ASSEMBLY**

- A. The Representative Assembly, subject to the provisions of this Constitution, shall have full power to transact the business of this Association, to enact legislation relating to the work of this Association, to prescribe the duties of officers and committees and such other matters properly within the scope of legislative action.
- B. The Representative Assembly shall approve the budget, set the dues for the Association, act on reports of committees, approve resolutions and other policy statements, and shall adopt procedures for implementing a credo or belief of the education profession and those to be followed in censuring, suspending and expelling members for cause or for reinstating members. It may adopt such rules governing the employment of staff, the conduct of the Association, and the conduct of meetings as are consistent with the Constitution and Bylaws of the Association. It shall be the final judge of the qualifications and election of officers and Representatives. Powers not delegated to the Executive Board, the officers or other groups in the Association shall be vested in the Representative Assembly.

## **ARTICLE VII - AFFILIATES**

### **SECTION 1 - AFFILIATES**

With the approval of the Representative Assembly, under the rules adopted by that body, one (1) or more affiliates to this Association may be accepted.

## **ARTICLE VIII - SERVICE AFFILIATES**

### **SECTION 1 - RIGHTS AND PRIVILEGES**

Service affiliates are organizations that enter into reciprocal agreements with GBEA. Such reciprocal agreements shall specify the rights and privileges rendered to service affiliates; however, such rights and privileges shall not include:

- A. Voting in GBEA elections;
- B. Holding GBEA elective office;
- C. Being counted for representation purposes in any GBEA governance structure;
- D. Serving on GBEA Standing or Special Committees.

To be affiliated under this Section shall require majority approval of the members of the GBEA present and voting at a regularly called Representative Assembly.

Each service affiliate shall submit a report annually to the Association. Such a report shall detail services received including contracts settled.

**IX - AFFILIATION**

**SECTION 1 - AFFILIATION WITH ORGANIZATIONS**

This Association may affiliate with other organizations for any mutually beneficial purpose consistent with the objectives of this Association. Such affiliations shall be determined annually at the May meeting of the Representative Assembly by majority vote of the representatives present and voting. Affiliations with such organizations may also be considered at other regular or special meetings of the Representative Assembly, provided such proposed affiliations or proposals dealing with changes in affiliations are introduced at the preceding regular meeting of the Representative Assembly.

**SECTION 2 - NON-AFFILIATION**

This Association shall not affiliate with an organization whose Articles, Constitution, Bylaws or any other document of governance provides for, allows or permits such organization to place any of its local affiliated organizations under Trusteeship or any device resembling Trusteeship.

**SECTION 3 - CONTINUED AFFILIATION**

Any other infringement upon the autonomy of this Association shall be brought before a special meeting of the Representative Assembly for the purpose of discussing and/or voting on continued affiliation with that organization. Such a meeting shall take place within ten (10) days of such act.

**ARTICLE X - AFFILIATED ORGANIZATIONS DELEGATE ASSEMBLIES**

**SECTION 1 - AFFILIATED ORGANIZATIONS DELEGATE ASSEMBLIES**

- A. The members of the Executive Board shall fill the seats of this Association's allotted quota of affiliated organizations delegates.
- B. The remaining affiliated organization delegate seats shall be filled by election by secret ballot at a special election held for that purpose prior to the affiliated organization delegate assembly, allowing sufficient time for accreditation of said delegates. Nominations for delegate status may be made by the Executive Board and/or an Association member, provided the consent of the person nominated has been obtained. All members of the Association shall be entitled to vote in any such election.
- C. The term of all delegates to the affiliated organization delegate assembly shall be one (1) year or until a successor is chosen.
- D. In the event that a delegate is unable to attend an affiliated organization delegate assembly, the Executive Board shall appoint a replacement from the list of alternates.
- E. The elected delegates shall consist of those persons receiving the largest number of votes.
- F. The list of alternates shall include those persons receiving votes but not elected.

**ARTICLE XI - COMMITTEES**

**SECTION 1 - STANDING COMMITTEES**



Standing Committees shall be as provided in the Bylaws. Standing Committee Chairpersons shall be appointed by the President subject to Executive Board approval.

## **SECTION 2 - SPECIAL COMMITTEES**

Special Committees may be established by the Representative Assembly or by the Executive Board for the purpose of accomplishing a specific task within a limited period of time.

## **ARTICLE XII - AMENDMENTS**

### **SECTION 1 - AMENDMENTS**

This Constitution may be altered, amended or repealed at any regular or special meeting of the Representative Assembly by two-thirds vote of the Representatives present and voting, provided such proposed changes were introduced at the preceding regular meeting of the Representative Assembly and that copies of such proposed changes have been (1) presented to the Constitution Committee for its consideration and (2) distributed to members of the Representative Assembly for Faculty discussion at least two (2) calendar weeks prior to the date of voting.

### **SECTION 2 - RULES**

In all matters not covered by this Constitution or Bylaws established thereunder, Robert's Rules shall be the final authority.

## **ARTICLE XIII - DISTRIBUTION OF ASSETS ON DISSOLUTION**

Upon the liquidation, dissolution or termination of this Association, none of the assets which may remain after the satisfaction of all outstanding claims shall be made available to any individual; not to any corporation or other organization except those which qualify as exempt from federal income tax under Section 501 of the Internal Revenue Code of 1954, and the amendments thereto.

**BYLAWS**  
**OF THE**  
**GREEN BAY EDUCATION ASSOCIATION**  
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## I. OBJECTIVES

1. Objectives - the objectives of the Green Bay Education Association shall be:
  - A. To work for the welfare of school children, the advancement of education, and the improvement of instructional opportunities for all;
  - B. To aid educators represented by this Association, in obtaining improved wages, hours and working conditions; and to promote their economic and social needs by every lawful means;
  - C. To promote high ethical and professional standards for the education profession;
  - D. To provide for the education and economic, social, and cultural advancement of its members and for their mutual concern, aid and welfare;
  - E. To further promote social justice and equity within our association, school district, and community.
  - F. To encourage recruitment, participation and retention of educators who reflect the demographics of the local community.
  - G. To enable members to speak with a common voice on matters pertaining to the education profession and to present their individual and common interests before the Board of Education and other legal authorities;
  - H. To develop among the profession and the public a better understanding of the issues and problems in the area of educators' rights;
  - I. To advance the civil and academic rights of the education profession;
  - J. To encourage all educators, regardless of such factors as race, religion, national origin, gender, sexual orientation, age, marital status, disability, and other factors identified by law as subjects of illegal discrimination, to share equally in the full benefits of this organization;
  - K. To secure legislation which will safeguard and promote the principle of free bargaining, and the rights of educators, and to oppose legislation hostile to these objectives;
  - L. To promote and use all appropriate media, to advance and protect the education profession and the individual rights of the members of the profession through education and other lawful means;
  - M. To safeguard the democratic character of the Association for the protection of the rights of the education profession, and its individual members, through the organization of this Association;
  - N. To encourage educators to register and vote, and to exercise their full rights and responsibilities of citizenship and to perform their rightful part in the political life of local, state and national communities, while preserving the independence of the educators and the education profession from political control. And to engage in political activity permitted to a labor organization by law in furtherance of the objectives set forth in this article;

- O. To promote the human and civil rights, social justice, and educational welfare with equitable access for all students;
- P. To promote the improvement of instruction by supporting culturally and linguistically responsive curricula and instruction;
- Q. To work towards the improvement of professional development with equity at the forefront.

## II. MEMBERSHIP

1. There shall be three (3) classes of membership: active, retired, and associate. Each class will have two subgroups: paraprofessional and teacher.
  - A. Active membership in the Green Bay Education Association shall be open to persons who are professional personnel employed by the Green Bay Area Public School District.
  - B. Retired membership in the Green Bay Education Association shall be open to persons who formerly qualified as active members in the Green Bay Education Association and are now retired or who have become permanently disabled. Such persons, upon the payment of lifetime dues, may enroll as a retired member with all the rights and responsibilities of active members except the right to vote in elections, to hold office, or represent the Association.
  - C. Associate membership in the Green Bay Education Association shall be open to persons who have been non-renewed and are still eligible for recall and those persons who are on leave. Associate members shall have all rights of membership except the right to hold office.
2. Membership year - the membership year shall be from September 1 through August 31.
3. Membership Dues
  - A. Active Members - Dues payable to the Green Bay Education Association from each active member subgroup shall be an amount determined annually by the Representative Assembly, effective September 1 of each year. Active Members whose employment contracts are for less than a full assignment shall have their dues amount based on policies set forth by WEAC.
  - B. Retired Members - Lifetime GBEA-R dues, as set by the RA, shall be available to retired educators and paraprofessionals, payable in a lump sum or in four (4) quarterly payments.
  - C. Associate Members - dues payable to the Green Bay Education Association shall be equal to one-sixth (1/6) the amount payable by an Active Member.
4. GBEA Disciplinary Procedure

This disciplinary procedure is promulgated, pursuant to Art III, Section 3 of the Constitution, and Roberts' Rules of Procedure to define the procedure by which the Executive Board may censure, suspend or expel a member for the member's misconduct.

An accusation of member misconduct alleging facts that are sufficient if true to establish that a member has failed and/or refused to maintain the standards of membership and the objectives of the organization, pursuant to the Constitution and Bylaws and GBEA policies shall be processed according to the following procedure.

A. Accusation(s)

- 1) Any accusation(s) of misconduct against a member sufficient to present a question of discipline pursuant to Art. III, Section 3 of the Constitution shall be set forth in writing and the author shall be identified as such.
- 2) The accusation(s) shall include specific allegations and supporting evidence.

B. Investigation

- 1) After receiving the accusation(s) and supporting evidence, the President shall discuss the items with the accused member. If the accusation identifies the President as its subject, whenever the word "President" appears in this Article, the word "Treasurer" shall be substituted.
- 2) If the President determines that inquiry is warranted, the President shall appoint a special ad hoc committee consisting of 5 active members in good standing.
- 3) The special ad hoc committee shall investigate the specific accusation(s) and report its findings.

C. Report of the special ad hoc committee

- 1) Within 30 business days of the appointment of the special ad hoc committee, it shall report its findings to the President.
- 2) The report shall include a recommendation for or against censure, suspension or expulsion of the member.

D. Presentation to the Executive Board

- 1) Within 15 days of the special ad hoc committee's report to the President, the ad hoc Committee's chair shall present the report to an Executive Board meeting called by the President.
- 2) The Executive Board shall review the matter and vote whether there is probable cause to proceed on the accusation(s).
- 3) If the Executive Board decides by a 2/3 vote of those present and voting that there is probable cause to proceed, it shall transmit the accusation(s) reported by the special ad hoc committee to the person who is the subject of the accusation(s) by certified mail no later than the next business day. It shall also appoint one or more special managers from among the GBEA's members to present the evidence or testimony in support of the accusations.
- 4) If the Executive Board decides that there is no probable cause to proceed, it shall report to the person who was the subject of the accusation(s) by certified mail no later than the next business day.

- 5) The action of the Executive Board shall be recorded in the minutes.

#### E. Executive Board hearing and decision

- 1) If probable cause is found, a special executive session of the Executive Board shall be held within 15 days to give hearing to the person(s) bringing the accusation(s) and to the person who is the subject of the accusation(s).
- 2) The person who is the subject of the accusation(s) shall be allowed to testify on his/her own behalf and have representation of his/her choosing by any active member within the Association.
- 3) Any discussion or decision by the Executive Board shall be done in executive session outside the presence of the person(s) bringing the accusation(s) and the person who is the subject of the accusation(s).
- 4) If the Executive Board by a 2/3 vote of those present and voting finds the accused guilty of misconduct in violation of Art. III, Section 3 of the Constitution, it shall determine the penalty and these findings shall be transmitted to the accused in writing by certified mail no later than the next business day.
- 5) The decision of the Executive Board shall be final and binding, subject to the member's right to appeal pursuant to the NEA and WEAC Constitutions.

### III. EXECUTIVE BOARD

#### 1. Functions

- A. The Executive Board shall submit to the Representative Assembly a budget for the ensuing year. This budget shall set forth the estimated receipts and expenditures for the period covered thereby. When a budget has been approved by a majority vote of the Representative Assembly, the Executive Board shall have the power to authorize the expenditure of the Association's funds in accordance with the terms and conditions thereof.
- B. Necessary expenditures of the Association's funds, not authorized by the budget may be authorized by the Executive Board, by a two-thirds vote of the entire membership of such Board.
- C. The Executive Board shall have power to make contracts for the Association.
- D. The Executive Board shall appoint the Executive Director, shall establish an annual salary and shall employ a clerical staff for the efficient management of the Association. The term of office of the Executive Director shall be no less than one (1) nor more than three (3) years, and the Executive Director may be reappointed without any limitation as to the number of terms.
- E. The Executive Board may call general membership meetings.

#### 2. Duties of Executive Board Members

- A. President - The President shall preside over meetings of the Executive Board, appoint the chairpersons of the standing committees subject to Executive Board approval, appoint

special committees, and be ex officio member of all standing committees. The President shall prepare and submit to the Executive Board a budget for the ensuing year. In the event of the election of a new president, the current president will prepare the budget with the participation of the President-to-be. The President shall represent the Association before the public either personally or through delegates, and shall perform all other functions usually attributed to this office. The President may sign all vouchers and checks authorized by the Executive Board and/or Representative Assembly where applicable. The President shall be the Association's representative to any affiliated organization's board of directors, or its equivalent. The President shall be a Release Time President.

- B. Vice-President - The Vice-President shall perform the functions usually attributed to that office. The Vice-President shall work closely with one or more standing committees as the President may suggest. The Vice-President shall succeed to the office of President in case of a vacancy in that office. In the absence of the President, the Vice-President shall preside over Executive Board and Representative Assembly meetings. The Vice-President shall sit on the GBPAC Board and shall serve as the alternate to the WEAC Board of Directors.
- C. Secretary - The Secretary shall keep accurate minutes of all meetings of the Executive Board and the Representative Assembly, and shall maintain official minutes. The Secretary shall work closely with one or more standing committees as the President may suggest.
- D. Treasurer - The Treasurer shall hold the funds of the Association and disburse them upon authorization by the Executive Board. The Treasurer shall be bonded by the Association, and shall report to each meeting of the Representative Assembly. The Treasurer shall keep the President and Executive Board informed of the financial condition of the Association, and shall assist the Budget and Finance Committee in the initial drafting of the budget. The Treasurer shall work closely with one or more standing committees as the President may suggest.
- E. Executive Board Members-at-Large - The members elected at large shall represent the general membership on the Executive Board. The Executive Board Members-at-Large shall work closely with one or more standing committees as the President may suggest.
- F. Succession - Whenever the offices of both the President and Vice-President shall become vacant between elections, the remaining members of the Executive Board, within ten (10) days of the vacancies, shall choose one of their number to serve as President pro-tempore until the Representative Assembly can fill the vacancies.
- G. Delegate Assemblies - The elected Executive Board members shall serve as delegates to all affiliated organization delegate assemblies.

#### **IV. POWERS AND DUTIES OF THE EXECUTIVE DIRECTOR**

- A. Executive Director - serves as Executive Officer of the Association and executes Association policy. The Executive Director does not make policy but provides appropriate guidance in its establishment. Once policy has been made, the Executive Director is responsible for its execution.
- B. Guidance and Leadership - provides overall leadership and guidance in the development and execution of the entire program of the Association. Acts as a resource and research consultant to the Executive Board and Representative Assembly and committees of the Association. Proposes to the Executive Board and Representative Assembly such activities and programs as she/he considers pertinent to the advancement, welfare, and objectives of

the Association. Assists in the development of inservice training for actual and potential leaders.

C. Business and Office Manager - serves as business and office manager of the Association and is responsible for the performance of the professional staff and the clerical staff. Recommends professional staff and clerical staff for new and continuing contracts.

D. Representation of the Association -

- 1) Coordinates all representation to the administration and Board of Education.
- 2) Assists the Negotiations Research Committee in all aspects of its work.
- 3) Provides liaison with professional education organizations, including state and national meetings.

E. Communications -

- 1) Presents, represents, interprets the Association and its program to the membership and the public.
- 2) Is responsible for all official Association publications.
- 3) Plans and executes the communications program of the Association in conjunction with the Communications Committee.

F. Counselor (Member) - provides counsel, advice and representation to individual members.

## **V. REPRESENTATIVE ASSEMBLY**

1. Officers of the Representative Assembly - The President of the Association shall preside and the Secretary of the Association shall act as secretary at all sessions of the Representative Assembly.
2. Proceedings of the Representative Assembly - Minutes and Standing Committee reports shall be published in an official publication of the Association.
3. Nominations for Association Representative status may be made by any GBEA member, either for themselves or another, provided the consent of the person nominated has been obtained.
  - A. The elected Association Representatives shall consist of those persons receiving the largest number of votes consistent with the number of Association Representatives allowed for the School faculty.
  - B. Each member shall vote for the entire number of Association Representatives that is his/her School faculty quota.
  - C. The list of alternates shall include those receiving votes, but not elected. (See Constitution Article VI, Section 2-H.)
  - D. Only Association members within the School faculty may vote.



- E. The Head Association Representative shall forward a list of representatives and alternates to the Secretary as soon as possible following the election.
- F. The Association Representatives from each school shall elect by secret ballot from its number, one (1) representative as the Head Association Representative from that building. To be eligible to serve as Head Association Representative, the candidate must have been a member of the UEP for at least one (1) year.

## VI. STANDING COMMITTEES

- 1. Structure - The standing committees shall perform the specific functions as directed in the bylaws.
- 2. Membership and Chairperson
  - A. Each standing committee shall be composed of six (6) members, four (4) of whom shall be elected from the general membership for a term of two (2) years. The fifth (5<sup>th</sup>) and sixth (6<sup>th</sup>) members shall be appointed by the President with the approval of the Executive Board and shall serve for one (1) year. The president and body shall strive to create a team with representation from underrepresented populations.
  - B. The President of the Green Bay Education Association shall appoint a committee chairperson from among the members of each committee subject to acceptance by the member and Executive Board approval.
  - C. The Chairpersons of the Standing Committees may appoint subcommittees and/or special groups with the approval of the Executive Board.
  - D. The chairpersons of all standing committees shall be responsible for the preparation of committee goals and shall meet with the President and Vice-President of the Green Bay Education Association prior to the end of the second month of the school year for the purpose of training and coordination of effort.
- 3. Meetings - Each Standing Committee shall meet regularly according to a calendar developed by the Executive Board and may hold special meetings at the call of the Chairperson.
- 4. Programs and Reports
  - A. It shall be the duty of the Standing Committees of the Green Bay Education Association to propose programs and directions for the Association under the general leadership of the President of the Association.
    - 1) Each Standing Committee shall submit its program, along with any budgetary requirements to the President prior to the drawing up of the Association budget and its presentation to and consideration by the Representative Assembly.
    - 2) There shall be no carryover of committee funds from the previous budgetary year.
  - B. Each Committee shall keep a full and accurate record of its activities. The Chairperson shall report to the Representative Assembly as necessary and shall prepare an annual written report summarizing objectives, gains, action programs, and unattained goals. This report shall be distributed to members and shall become a part of the continuing committee record in the Association files.

5. Subcommittees and Member Input

- A. Each standing committee may form subcommittees from its own number as needed to accomplish the goals of the committee.
- B. Each standing committee may request the President to appoint a subcommittee to accomplish a goal it deems too large for the committee to accomplish alone. Members of the appointed subcommittee shall contain member representatives from elementary, middle school, and high school levels and any other special areas that the standing committee requests.
- C. Any standing committee or subcommittee must request permission from the Executive Board to seek formal input from the membership. Formal input includes but is not limited to written or electronic surveys, focus groups, and membership listening sessions.

6. Titles and Duties

A. PROFESSIONAL LEARNING COMMITTEE

The Committee on Professional Learning shall organize and activate the membership around district-wide educational issues.

B. SOCIAL AFFAIRS COMMITTEE

The Committee on Social Affairs shall organize such social activities as may serve the needs of members and promote fellowship within the Association.

C. INTERNAL COMMUNICATIONS COMMITTEE

The Committee on Internal Communications shall inform members about potential and newly enacted legislation or court decisions affecting the interests of the Association or the exercising of civic responsibilities. The committee shall also inform members of policies, programs, and accomplishments of local, state, and national organizations.

D. MEMBERSHIP COMMITTEE

The Committee on Membership shall organize and promote activities for the purpose of recruiting potential members and retaining current members of the Association.

E. JUSTICE AND EQUITY COMMITTEE

The Committee on Justice and Equity (JEC) shall provide opportunities to activate membership to be intentional about racial equity and justice in our work with educators, students, and community partners to support systemic change.

F. EDUCATIONAL SUPPORT PROFESSIONALS (ESP) COMMITTEE

The Educational Support Professionals (ESP) Committee shall find solutions to address issues of the ESP membership and meet monthly with Human Resources.

## VII. SPECIAL COMMITTEES

1. Each year the President shall appoint an Elections Committee, a Budget Committee, and such other special committees as may be necessary, and shall discharge them upon completion of their duties. These committees shall operate according to rules approved by the Representative Assembly. No Executive Board member of the Association shall serve on the Elections Committee. The president and body shall strive to create a team with representation from underrepresented populations.
2. The President shall biennially appoint a Constitution, Bylaws, and Policies Committee and an Emerging Voices Committee.
3. The President shall appoint the Green Bay Political Action Committee Executive Board with the approval of the GBEA Executive Board.
  - A. The Chairperson and at least two (2) additional members shall be appointed for a two (2) year term on even years.
  - B. The Vice-Chairperson, Secretary-Treasurer, and at least one (1) additional member shall be appointed for a two (2) year term on odd years.
  - C. Appointed members shall not serve on the GBPAC Executive Board longer than six (6) consecutive years.
  - D. Vacancies shall be filled in the same manner as the appointments for the remaining term of the vacant position.
  - E. Members of the GBPAC Board can be removed by a two-thirds (2/3) vote of the entire GBEA Executive Board.

## VIII. EXECUTIVE BOARD ELECTIONS

1. Nominations
  - A. At the January Representative Assembly, the President shall request all Association Representatives in attendance to submit names of potential Executive Board candidates.
  - B. The President or Associate staff will contact all persons named to inquire of their interest in seeking election for the open Executive Board positions. All candidates desiring to run for a position shall be reported to the Elections committee.
  - C. Nominations may be made by any member, either for themselves or another, provided the consent of the person nominated has been obtained, to the Elections Committee.
  - D. Based upon the positions to be filled, the Elections Committee shall prepare a tentative slate of candidates for the offices of President, Vice-President, Secretary, Treasurer, and Members-At-Large to serve on the Executive Board.
  - E. The Elections Committee Chair shall report the slate of candidates to the Representative Assembly at the February meeting.

- F. Nominations from the floor may be tendered during the meeting; nominations will close upon adjournment of the meeting.
- 2. Balloting - Over three (3) working days in March, set by the Executive Board, the members shall vote for Executive Board members by ballot in accordance with procedures developed by the Elections Committee and approved by the Representative Assembly.
- 3. Results - The Elections Committee shall report results to the President who shall cause them to be published.

## **IX. THE NEGOTIATING TEAM**

### **1. Membership**

- A. The Negotiating team shall consist of six (6) individuals and the Executive Director who may serve as Committee spokesman, but shall have no voting privileges. If necessary, a resource person or persons may also serve, but shall have no voting privileges.
- B. The team shall be appointed by the President with the approval of the Executive Board. The president and body shall strive to create a team with representation from underrepresented populations.
- C. Members of the negotiating team can be removed by a 2/3 vote of the entire GBEA Executive Board.

### **2. Duties**

- A. The Negotiating team shall have the authority to accept, reject or modify base wage proposals in negotiations with the Board of Education in an effort to reach a tentative agreement.
- B. The Negotiating Team shall submit the tentative agreement with the Board of Education to the Executive Board prior to the Membership ratification vote.
- C. The Negotiating team shall have the authority to participate in the meet and confer process with the Board of Education or District representatives.

## **X. THE MEET AND CONFER TEAM**

### **1. Membership**

- A. The Meet and Confer team shall consist of six (6) members and the Executive Director who may serve as Committee spokesperson. If necessary, a resource person or persons may also serve.
- B. The team shall be appointed by the President with the approval of the Executive Board. The president and body shall strive to create a team with representation from underrepresented populations.

2. Duties

- A. The Meet and Confer team shall have the authority to participate in the meet and confer process, including employee handbook discussions, with the Board of Education or District representatives.
- B. The Meet and Confer team shall study and suggest provisions regarding hours and working conditions.

**XI. MASTER CONTRACT RATIFICATION VOTE**

- 1. Upon completion of negotiations, the tentative agreement shall be presented by the Executive Board to the membership for a vote on ratification. Presentation may be through electronic communication.
- 2. All members shall be notified of the time(s) and location(s) to ask questions about the tentative negotiated agreement.
- 3. The vote on ratification shall be determined by secret ballot over three (3) consecutive working days, set by the Executive Board. Secret ballot may include electronic voting on a secure server.
- 4. Only those members in good standing may cast one vote.
- 5. A simple majority of the votes cast is necessary for either the passage or defeat of the tentative negotiated agreement.
- 6. Votes shall be tabulated at the conclusion of the voting window and the results shall be communicated to each building.
- 7. Ballots will be kept for the duration of the contract.

**XII. IMPASSE PROCEDURE**

If an impasse exists between the Green Bay Education Association and the Green Bay Board of Education after all established and reasonable efforts toward solution have been exhausted, the Executive Board shall call a general meeting of all members at which the issue shall be presented and discussed and a decision made as to what course of action the organization shall follow.

**XIII. SERVICE AFFILIATE ORGANIZATION STANDARDS**

- 1. The GBEA may affiliate a service affiliate if it meets the following minimum standards:
  - A. The service affiliate shall be a self-governing organization with governance documents compatible with those of GBEA.
  - B. The service affiliate shall have the same membership year as that of GBEA.
  - C. The affiliate shall not be required to join organizations to which GBEA is affiliated.
  - D. Each service affiliate shall be assessed a per capita service fee equal to fifty percent (50%) of the GBEA dues, plus fifty percent (50%) of the NEA UniServ subsidy, plus fifty percent (50%)

of the WEAC UniServ subsidy, plus fifty percent (50%) of the WEAC legal rebate that would be received by the Association if those service affiliate members were under the same dues provisions as regular GBEA/UEP members.

#### **XIV. AMENDMENT**

The Bylaws may be amended by a majority vote at any regular meeting of the Representative Assembly present and voting provided that proposed amendments have been previously distributed to the Executive Board and that copies have been sent to Representatives, two (2) calendar weeks in advance of the meeting.