

Matanuska-Susitna  
Education Association

**CONSTITUTION**

**AND**

**BYLAWS**

Last Amended March 2016

CONSTITUTION AND BYLAWS  
Adopted May 1984

We, the teachers of the Matanuska-Susitna Borough, in order to promote the assured and continuing growth of a program for better education in the Matanuska-Susitna Borough, dedicate ourselves to:

Section 1 – Work for the welfare of school children, the advancement of education and the improvement of instructional opportunities for all.

Section 2 – Develop and promote the adoption of such ethical practices, personnel policies and standards of preparation and participation as mark a profession.

Section 3 – Unify and strengthen the teaching profession and secure and maintain the salaries, retirement, professional and sick leave and other working condition necessary to support teaching as a profession.

Section 4 - Enable members to speak with a common voice on matters pertaining to the teaching profession and present their individual and common interests before the Board of Education and other legal authorities.

# **Constitution**

## **ARTICLE 1 – NAME**

The name of the organization shall be MATANUSKA-SUSITNA EDUCATION ASSOCIATION.

## **ARTICLE II – MEMBERSHIP**

### **SECTION 1 – ACTIVE MEMBERS**

Any certificated personnel employed as a full or part-time teacher or other professional person in the public schools of the Matanuska-Susitna Borough is eligible for membership.

### **SECTION 2 – ASSOCIATE MEMBERS**

All persons not eligible for membership under Section 1 of this Article, but interest in the promotion of education shall be eligible for Associate Membership. Associate members shall not be eligible to hold office or vote.

### **SECTION 3 – REVOCATION OF MEMBERSHIP**

As prescribed in the Bylaws, the Representative Council shall adopt procedures by which the Executive Board may suspend from membership or expel any member who shall have violated ethics of the education profession; may cancel the membership of any member convicted in a court of law of a crime involving moral turpitude. No member may be censured, suspended or expelled without a due process hearing. The Representative Council may reinstate a member who has previously been suspended or expelled from the Association.

### **SECTION 4 – AFFILIATION**

The Association shall affiliate with the National Education Association under its rule and NEA-Alaska, Inc. under its rules.

## **ARTICLE III – EXECUTIVE BOARD**

### **SECTION 1 – OFFICERS**

The officers of the Association shall be the President, Vice-President, Past-President, Secretary, Treasurer, and Area Representatives (this number will vary as per the Bylaws).

SECTION 2 – EXECUTIVE BOARD AND EXECUTIVE AUTHORITY

The Executive Board shall consist of the officers of the Association, NEA-Alaska Region VII Directors, and NEA-Alaska Region VII PACE Representatives, provided they are MSEA members. It shall be the executive authority of the association.

The ethnic-minority representation shall at least proportionate to the ethnic-minority membership of the Association. To comply with this requirement, an ethnic-minority representative may be elected as an Area Representative.

All elected officers shall be voting members of the Matanuska-Susitna Education Association.

SECTION 3 – RECALL OF OFFICERS

Whenever a majority of the Representative Council shall agree that an office should be replaced for the good of the Association, the office may be declared vacant by a majority vote of the General Membership after due process. If this occurs, the General Membership shall immediately elect a replacement to fill the unexpired term.

**ARTICLE IV – REPRESENTATIVE ASSEMBLY**

SECTION 1 – GENERAL

The legislative and policy forming body of the Association shall be the Representative Council.

SECTION 2 – MEMBERS OF THE REPRESENTATIVE COUNCIL

The Representative Council shall consist of the Executive Board, MSEA member(s) on the NEA-Alaska Board of Directors and one or more representatives from each school faculty elected pursuant to Article V of the Bylaws. The ethnic-minority representation shall at least proportionate to the ethnic-minority membership of the Association. Committee chairpersons as designated by Sections VI and VII of the Bylaws are non-voting members.

SECTIONS 3 – MEETINGS OPEN TO ALL MEMBERS

Any member of the Association who is not a member of the Representative Council may attend the meetings and may speak to the issues under consideration.

## **ARTICLE V – AMENDMENT**

### **SECTION 1 – INTRODUCTION**

An Amendment to this Constitution may be introduced at a Representative Council meeting by any member of the Council, by the Executive Board or by a petition bearing signatures of not less than ten percent (10%) of the current membership of the Association.

### **SECTION 2 – ADOPTION**

Proposed Amendments shall be presented at the next Representative Council meeting for discussion and ballot approval. Within ten (10) days of the meeting, ballots containing suggested revisions shall be sent to each member of the Association. A two-thirds (2/3) majority of those votes returned shall constitute the election results.

# **BYLAWS**

## **ARTICLE I – RULES OF ORDER**

ROBERT’S RULES OF ORDER, REVISED shall be the authority on all questions of procedure not specifically stated in this Constitution and Bylaws.

## **ARTICLE II – DUTIES AND TERMS OF OFFICE**

### **SECTION 1 – PRESIDENT**

The President shall set the agenda for and preside over the meetings of the Executive Board, Representative Council and general meetings; appoint the chairpersons of standing committees with the approval of the Executive Board, appoint ad hoc committees; be ex officio member of all standing committees; and shall be the Executive Officer of the Association. 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.

### **SECTION 2 – VICE PRESIDENT**

The Vice-President shall carry over all duties assigned by the President and shall assume duties of the President in case of the absences or resignation of the President; be ex officio member of all standing committees; and shall be on the budget committee.

### **SECTION 3 – PAST PRESIDENT**

The immediate Past-President shall serve on the Executive Board and assist the President at the latter’s request.

### **SECTION 4 – SECRETARY**

The Secretary shall keep a record of all meetings of the Representative Council, Executive Board, and General Membership; shall keep on file a correct list of the names and addresses of the members of the Association; and shall handle correspondence of the Association at the direction of the President.

### **SECTION 5 – TREASURER**

The Treasurer shall be responsible for the collection of all dues; shall have charge of all funds of the Association; shall deposit them in the bank in the name of the Association; and shall disburse funds as authorized by the Representative Council. Together with the President,

the Treasurer shall sign all vouchers authorized by the Representative Council.

#### SECTION 6 – AREA REPRESENTATIVES

- A) Thirteen (13) Area Representative shall be elected At-Large by the Membership.
  
- B) Each of the Area Representatives shall represent the needs of the members; shall be responsible for continuing communication between the Executive Board and members in the area; and shall be responsible for distributing and collecting membership materials for the area and forwarding all membership materials to the Chairperson of the Membership Committee. Area Representatives will serve 2-year terms. There will be no term limits on Area Representatives.

#### SECTION 7 – TERMS AND SUCCESSION

- A) The elected offices will assume their duties on July 7.
- B) The President shall serve for two years and may be re-elected without an intervening term, but not to exceed two full terms. If the office of the President becomes vacant between elections, the Vice-President will assume the office.
- C) The officers shall serve for two years and may be re-elected without an intervening term, not to exceed two terms. In case of a vacancy in an office, the President may designate a person for that position with the approval of the Executive Board and the Representative Council.
- D) Whenever the offices of both President and Vice-President become vacant between elections, the remaining members of the Executive Board shall choose one of their members to serve as President Pro Tempore until the Representative Council can fill the vacancies.

### **ARTICLE III – POWERS OF THE EXECUTIVE BOARD**

#### SECTION 1 – DUTIES

The Executive Board shall be responsible for the management of the Association; carry out the policies established by the Representative Council; report its transactions and those of the Representative Council to the members; and suggest policies for consideration by the Representative Council.

## SECTION 2 – GRIEVANCE

The Executive Board shall review all grievances at Level Four of the Grievance Procedure (arbitration) and shall decide if the Association shall appropriate funds to pursue any grievance to arbitration.

## SECTION 3 – CLERICAL STAFF

Under personnel policies adopted by the Representative Council and within the annual budget, the Executive Board shall have the power to employ a staff person for the efficient operation of the Association. All qualified applicants will be afforded equal opportunity for Association staff vacancies as they occur regardless of the applicant's race, color, creed, sex or national origin.

## SECTION 4 – NEGOTIATION

The Executive Board shall represent the Association in negotiation matters with the governing and appropriating bodies of the school system. The Executive Board may delegate its powers to negotiate to a negotiations team. The negotiated agreement shall be binding and approved when:

- A) A special meeting of the general membership is called by the Executive Board within 15 school days following the conclusion of negotiations; said call shall state the purpose of the meeting is to hear a presentation of the negotiated agreement;
- B) The terms of the negotiated agreement are given, in writing, to the Representative Council prior to the ballot, and
- C) Ratification of the proposed negotiated agreement occurs by written ballot. A majority of those voting shall be required to ratify the contract.

## **ARTICLE IV – POWERS OF THE REPRESENTATIVE COUNCIL**

### SECTION 1 – DUTIES

The Representative Council shall approve the budget; act on reports of committees, approve resolutions and other policy statements. It may adopt such rules governing the conduct of the Association and the conduct of the meetings as are consistent with this Constitution and Bylaws. Powers not delegated to the Executive Board, the Officers or other groups in the Association shall be vested in the Representative Council.

## **ARTICLE V – BUILDING REPRESENTATIVE**

### **SECTION 1 – ELECTION AND TERM**

In each school in the Matanuska-Susitna Borough School District, faculty members who are members in good standing of this Association may be elected for a term of one (1) year, one (1) Building Representative to the Representative Council for every ten (10) members or major fraction thereof. There shall be at least one (1) Representative from each school with members in good standing. In addition, one Alternative Representative is elected for each Representative. If more than one such Representative is elected, one shall be designated the Senior Representative. The election shall be held in September and the Representatives shall take their seats at the October meeting of the Representative Council.

### **SECTION 2 – DUTIES**

Building Representatives or Alternates shall attend the regular meetings of the Representative Council.

### **SECTION 3 – FACULTY MEETINGS AND DUTIES**

The Building Representatives or Alternates shall call faculty meetings of Association members to discuss the Association business, and shall organize and oversee the subsequent election of Building Representatives, the enrollment of members and communication between Building Representatives and members of the Association within the building.

## **Article VI Committees**

### **SECTION 1 – TITLES AND STRUCTURE**

The standing Committees of the Association shall be: Teacher's Rights, Internal Concerns, Communication and Public Relations, Collective Bargaining, Government Relations, Educational Excellence, Health Insurance, Sick Leave Bank, District In-Service and Human Relations.

### **SECTION 2 – REPORTS**

Each Committee shall keep a continuing record of activities. Chairpersons shall report as necessary to the Representative Council and shall submit to the Executive Board an annual written report summarizing objectives, action programs, gains and unattained goals.

## **ARTICLE VII – SPECIAL COMMITTEES**

### **SECTION 1 – STRUCTURE**

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 Council. No officer shall serve on the Elections Committee.

## **ARTICLE VIII – MEETINGS**

### **SECTION 1 – EXECUTIVE BOARD**

The Executive Board shall meet regularly each school month at a time to be designated by the Board, at the call of the President or otherwise at the request of a majority of the total Board.

### **SECTION 2 – REPRESENTATIVE COUNCIL**

The Representative Council shall meet at least once a month each school month from October through May. The specific date and time shall be determined by the Council.

### **SECTION 3 – SPECIAL MEETING, REPRESENTATIVE COUNCIL**

Special meetings of the Representative Council shall be held within two (2) weeks after the call of the President or upon written request to the Executive Board from 10% of the Faculty Representatives. Business to come before special meetings must be stated in the call, which shall be sent in writing to each Representative.

### **SECTION 4 – GENERAL MEMBERSHIP**

A meeting of the general membership may be called at any time upon request of:

- A) At least ten percent (10%) of the membership of the Association. Such request shall be presented to the Representative Council or the Executive Board in written form.
- B) A majority of the Executive Board after notification of all Building Representatives.

### **SECTION 5 – QUORUM**

A majority of the members shall be a quorum of the Representative Council, Executive Board and Committees. A quorum at General Membership meetings shall be 50 members.

## **ARTICLE IX – BUDGET AND DUES**

### **SECTION 1 – BUDGET COMMITTEE**

A Budget Committee shall be appointed by the President during March of each year to prepare a budget for the following school year to be reviewed by the Representative Council at the April meeting. The President, Vice President and Treasurer shall be members of the Budget Committee.

### **SECTION 2 – DUES**

Dues will be **one-half of one percent** of the base (BA+0) salary **(0.005 x BA+0)**. **(Changed 10/18)**.

## **ARTICLE X – ELECTIONS**

### **SECTION 1 – NOMINATIONS AND ELECTIONS OF OFFICERS**

- A) The members of the Association in each building during the month of **January** may nominate a candidate for President, Vice-President, Secretary, Treasurer, Area Representatives and Representative Assembly. Nominations shall be delivered to the MSEA office. **(Changed 10/18)**.
- B) During the month of September, the membership of the Association may nominate candidates for the next Delegate Assembly.
- C) The Elections Committee shall report all nominations to the General Membership meeting. Members of the Association may nominate other candidates from the floor.
- D) The Elections Committee shall prepare all ballots to the members. All ballots shall be returned to the Elections Committee.
- E) Elected Delegates will serve a one year term for Delegate Assembly and Representative Assembly. There are no term limits for either.

## **ARTICLE XI – AMENDMENT**

### **SECTION 1 – PROCEDURE**

These By-laws may be amended by a two-thirds (2/3) majority vote at any regular meeting of the Representative Council provided that the proposed amendments shall have been previously studied by the Executive Board and that copies have been sent to Building Representatives at least two (2) calendar weeks in advance of the meeting.