**SAMPLE CONSTITUTION AND BYLAWS**

**for**

**LOCAL EDUCATION ASSOCIATIONS IN TENNESSEE**

**(Amended September 2013)**

Developed by the Membership and Affiliate Relations Division of the Tennessee Education Association.

• **Bold faced** indicates wording in compliance with TEA and NEA constitutional requirements for affiliation and language that is required to appear in your document.

• (Optional wording is enclosed in parenthesis)

* Wording not appearing in **bold** or in parenthesis () may be modified as the local association deems appropriate.

**See next page**

CONSTITUTION AND BYLAWS

# CONSTITUTION

**ARTICLE I - NAME AND AFFILIATION**

Section 1. The name of this association shall be the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, herein referred to as the Association or the

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Education Association (EA).

Section 2. **This organization shall be affiliated with the Tennessee Education Association (TEA) and with the National Education Association (NEA), and shall meet the minimum standards for affiliation as set forth in the TEA and NEA governance documents.**

**ARTICLE II - PURPOSES**

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

Section 2. To unite and strengthen the teaching profession and to secure and

 maintain economic and professional security for all members.

Section 3. To develop and promote the adoption of such ethical practices, personnel policies, working conditions, and standards of preparation and participation as marks of the profession.

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

Section 5. To hold property and funds (and to employ a staff) for the attainment of

these purposes.

**ARTICLE III - MEMBERSHIP**

Section 1. Categories

Membership in the Association shall consist of the following categories: Active, (Active Education Support,) and (Substitute). All questions regarding such matters as categories, eligibility, and privileges of members shall be determined by the Executive Board and approved by (the Representative Assembly of the Association) (the Association).

Section 2. Active Members

1. Active membership in the Association shall be open to **all** **professional personnel** (“all personnel” if active ESP’s) employed in the school system. Active membership is limited to persons who support the purposes and goals of the Association and who agree to abide by the Code of Ethics of this Association. An active member is entitled to all rights and privileges of membership in this Association.
2. **Active members of the Association shall also maintain membership in the Tennessee Education Association and the National Education Association.**
3. Membership shall become effective upon payment of annual dues in accordance with provisions of this Constitution and Bylaws and with the policies and regulations adopted by the Representative Assembly of the Association. (For Associations with payroll deduction of dues:) Active membership shall be continuous until the member leaves the school system, resigns from the Association, fails to pay membership dues, or fails to comply with all rules and regulations of this Association. Those wishing not to be a part of the professional association(s) must notify the President of this Association before (date) of any school year.

Section 3. Active Education Support Professionals - (Not needed if education support is included in Section 2 of this article).

1. Persons employed and actively engaged as support personnel in the \_\_\_\_\_\_\_\_\_\_\_\_ school system may enroll as Active Education Support members with all of the rights and responsibilities of Active members.
2. **Active Education Support members of the Association shall also maintain Membership in the Tennessee Education Association and the National Education Association.**
3. Membership shall become effective upon payment of annual dues in accordance with the provisions of this Constitution and Bylaws and with the policies and regulations adopted by (the Representative Assembly of) the Association. Active membership shall be continuous until the member leaves the school system, resigns from the Association, fails to pay membership dues, or fails to comply with all rules and regulations of this Association. Those not wishing to be a part of the professional association(s) must notify the President of the Association before (date) any school year.

Section 4 **Equality**

**No person qualifying for Active membership in the local, state, or national association shall be denied membership based on race, color, creed, gender, sexual orientation, marital status, disability, age, economic status, or national origin.**

Section 5. Discipline of Members

No member may be censured, suspended from membership, expelled, or cancelled from membership in this association unless the member concerned has been given due notice of such an action and has had an opportunity for a due process hearing before the Executive Board. Any disciplinary action taken may be appealed to the Executive Board, or to the Representative Assembly, and/or to the Association. The Executive Board may reinstate a member who has previously been suspended or expelled from the Association.

**ARTICLE IV - OFFICERS**

Section 1. Officers

The officers of the Association shall consist of a president, vice-president (or president-elect), (immediate past president), a secretary, and a treasurer. The parliamentarian shall be an appointed ex officio officer without voting privileges.

Section 2. Method of Selection

The officers shall be elected by secret ballot bythe membership at-large according to procedures outlined in Article IX of the Bylaws.

The parliamentarian shall be appointed by the president and approved by the Executive Board without voting privileges in Executive Board or in Representative Assembly meetings. However, he/she shall have the same privileges to vote as any other member in a general membership meeting of the Association.

Section 3. Terms and Succession

(Select one of the three options for item a; continue with items b. and c.)

(Option 1)

1. The officers shall serve for one year, and with the exception of the president and president-elect, may be reelected without an intervening term. In the event a member has served two consecutive terms as secretary or treasurer, a full elective term must have elapsed before said individual is eligible for reelection to this office.

(Option 2)

1. The officers shall serve for one year and may be reelected without an intervening term. In the event the president is elected to serve a second consecutive year, the president-elect shall continue to serve in this capacity until he/she automatically succeeds to the presidency at the end of the second year. After serving two consecutive terms in a particular office, a full elective term must have elapsed before said individual is eligible for reelection to this office.

(Option 3)

1. The officers shall serve for two years and, with the exception of the president and president-elect, may be reelected without an intervening term. In the event a member has served two consecutive terms as secretary or treasurer, a full elective term must have elapsed before said individual is eligible for reelection to this office.
2. Officers shall have been members of the United Education Profession (local, state, and national associations) for at least one year prior to their election and shall maintain their membership in good standing during their term of service.
3. New officers shall be installed at the (May) meeting of the (Representative Assembly) (Association). The term of elected officers of this local association shall begin \_\_\_\_\_\_\_\_\_\_\_\_ (date—July 1 is suggested).

Section 4. Filling of Vacancies

1. Should a vacancy occur in the office of president, the president-elect shall assume the office of the president for the remainder of the unexpired term. If the unexpired term is for a period of nine (9) months or longer, it shall be considered as equivalent to the elected term of the president-elect and he/she shall serve only the remainder of the unexpired term. If the unexpired term is for a period of less than nine months, the president-elect shall serve the remainder of the unexpired term plus the term for which he/she was originally elected.
2. In the event that the office of president is vacated and the vice-president or president-elect becomes the president with three or more months remaining until next election, the elections committee shall hold an election within thirty (30) days to fill the office of vice-president or president-elect.
3. If for any reason the office of president-elect is vacated with three or more months remaining until the next election, the elections committee shall hold an election within thirty (30) days of the notification of the vacancy in the office of vice-president or president-elect.
4. In the event the president and vice-president or president-elect are fulfilling unexpired terms and are also to serve regular elected terms, no election for these two offices shall be held at the regular election time since the offices will not be vacated. If the offices of both president and vice-president or president-elect become vacant at the same time between elections, except as provided in Article V. Section 3 of the Constitution and more than three (3) months remain until the next election, the remaining members of the Executive Board shall choose one of their number to serve as president pro tempore until a secret ballotelection can be held for these officers, assuring that proportional ethnic minority (support personnel) and administration representation is maintained.
5. If the vacancies for these offices occur more than three (3) months prior to the next regular election, the elections committee shall conduct a special election for these offices within forty-five (45) days.
6. These persons elected to fill vacancies shall take office the day following the elections. The provisions of the first and fourth paragraphs of this section shall apply when these conditions as well as the provisions specifically named above exists.
7. If the office of secretary or treasurer becomes vacant and more than three (3) months remain until the next election, the elections committee shall hold a special election within thirty (30) days for the unexpired term. If less than three months remain until the next election, the executive board shall elect by secret ballot the officer to serve the remainder of the unexpired term.
8. If the position of parliamentarian shall become vacant, the vacancy shall be filled as provided in Article IV, Section 2 of this Constitution.

**ARTICLE V - EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of the officers and members elected for terms of \_\_\_\_\_\_ years each.

Section 2. **The total composition of the Executive Board shall reflect a representation of ethnic minority members at least proportional to the ethnic minority membership in the Association. Active members employed in educational support positions shall be represented on the Board at least in proportion to their membership in the Association. Also, there shall be proportional representation of classroom teacher members and administration members.**

**If this representation is not reflected after the normal election process, additional representation shall be nominated and elected at large for a one-year term to fulfill this requirement.**

Section 3. Whenever a majority of the Executive Board shall agree that an officer has been grossly negligent of the duties defined in the bylaws or is incapacitated, they may recommend to (the Representative Assembly of) the Association that the office be declared vacant.

The officer concerned must have been given due notice of such an action, and must have had an opportunity for a due process hearing before the Executive Board. If the (Assembly-Association) so votes by a two-thirds majority, it shall immediately elect a replacement to fill the unexpired term.

Section 4. (Optional - Under personnel policies adopted by the Representative Assembly and within the annual budget, the Executive Board shall have power to employ a staff for the efficient management of the Association.)

**ARTICLE VI - REPRESENTATIVE ASSEMBLY**

Section 1. The legislative and policy-forming body of the Association shall be the Representative Assembly.

Section 2. The Representative Assembly shall consist of the Executive Board, one or more Association Representatives elected by members from each school faculty and the central administrative office as determined under the Bylaws-Article VI, Section 1, (the chairperson of the (standing committees), (and any area representatives.) The election of delegates shall follow the same provisions for representation of ethnic minorities, teachers, support personnel and administrators as provided under Article V, Section 2.

Section 3.Any member of the Association who is not a member of the Representative Assembly may attend its meetings.

**ARTICLE VII – AMENDMENTS**

The Representative Assembly may adopt amendments to this Constitution by a two-thirds majority of those voting at any regular meeting provided that a quorum is present and that the amendments have been introduced at the preceding regular meeting of the Representative Assembly and that copies of the proposed amendments have been distributed at least three weeks in advance of the vote to members of the Assembly for discussion. Amendments to this Constitution may be proposed at any regular meeting of the Representative Assembly or by petition signed by at least ten (10) percent of the membership of the Association. All amendments shall take effect immediately following adjournment of the meeting at which they were ratified except where a different effective date shall have been specified.

BYLAWS

**ARTICLE I - MEETINGS**

Section 1. Executive Board:

The Executive Board shall meet on the \_\_\_\_\_ day of each (school) month at \_\_\_\_ p.m., at the call of the president, or at the request of half the members of the Board.

Section 2. Representative Assembly:

The Representative Assembly shall meet on the \_\_\_\_ day**\*** of each (school) month at \_\_\_\_ p.m. The Executive Board shall prepare the agenda for each meeting and shall circulate it to all members of the Assembly so that Association Representatives have time to discuss it with their members in advance of the Assembly meeting.

***\*****(It is recommended that the Executive Board meet at least two weeks prior to the meeting of the Representative Assembly.)*

Section 3. General Membership Meetings.

The Executive Board shall arrange at least two meetings of the Active members each year for discussion of professional issues, social occasions, and/or for the transaction of Association business referred to it by the Executive Board of the Representative Assembly. In general membership votes,each Active member is entitled to one vote. (At least four meetings should be held if the local association does not have a Representative Assembly.)

Section 4. Special Meetings:

Special meetings of the Representative Assembly and/or the Association may be held at the call of the president, or by a majority of the members of the Executive Board, or upon written request to the Executive Board from ten percent of the Association Representatives. Business to come before special meetings must be stated in the call, which shall be sent in writing to each representative.

**ARTICLE II – QUORUM**

A majority of their members shall be a quorum for the Representative Assembly, Executive Board, General Association, and committees.

**ARTICLE III - POWERS AND DUTIES OF OFFICERS**

SECTION 1. President:

The president shall preside over meetings of the Association, Representative Assembly, and the Executive Board; appoint the members of standing committees and special ad hoc committees with the approval of the Executive Board; be an ex officio member of all standing committees; and shall be the executive officer of the Association (except when it employs an executive secretary.) The president shall represent the Association to the public either personally or through delegates and shall perform all other functions usually attributed to this office.

Section 2. C*hoose one of the following options*

(Option 1:)

Vice-President:

The vice-president shall perform the functions usually attributed to the office; work closely with one or more standing committees as the president may suggest; and shall be an ex officio member of all committees.

(Option 2:)

President-elect:

The president-elect shall serve as vice president of the Association and shall perform the functions usually attributed to the office; work closely with one or more standing committees as the president may suggest, and shall be an ex officio member of all committees; and shall become president at the expiration of \_\_\_\_ year(s) or when the presidency becomes vacant and shall then be entitled to serve his/her own full term as president of the Association except as provided in Article V, Section 3 of the Constitution.

Section 3. Immediate Past President:

The immediate past president shall advise the Executive Board and assist the president at the latter's request.

Section 4. Secretary:

The secretary shall keep accurate minutes of all meetings of the Executive Board, Representative Assembly, and General Association meetings, shall maintain official files, and shall assist the president with Association correspondence.

Section 5. Treasurer:

The treasurer shall hold the funds of the Association and disburse them upon receipt of an official voucher request and authorization by the Executive Board; bill the members for their annual dues (if a system of payroll deduction is in effect, only the transmittal clause would be required), collect them through the membership committee or association representatives in each building and transmit amounts due within established transmittal schedules to the Tennessee Education Association and the National Education Association; maintain a roll of members; keep accurate accounts of receipts and disbursements; report to each meeting of the Representative Assembly; prepare an annual financial statement for publication to members as directed by the Executive Board; keep the President and Executive Board informed of the financial condition of the Association; and serve on the budget committee. (The treasurer shall be bonded by the Association.)

Section 6. Parliamentarian (ex officio, non-voting):

The parliamentarian shall attend all meetings of the Executive Board, Representative Assembly and General Association, advise the president on parliamentary procedure and rule on all matters requested by the president and other matters of a parliamentary nature; and bring copies of this Constitution and Bylaws, Executive Board Policies, and Robert's Rules of Order (most recently revised) to all meetings.

Section 7. Successor Officers

Each officer shall have the obligation of instructing his/her successor in the duties of that office and working with him/her as needed during the year following his/her election.

**ARTICLE IV - POWERS AND DUTIES OF THE EXECUTIVE BOARD**

Section 1.

The Executive Board shall be responsible for the management of the Association, approve all expenditures, implement policies established by the Representative Assembly, act as emergency power in the management of the affairs of the Association in the interim between regular meetings of the Representative Assembly, approve committee appointments, prepare the agenda for each Representative Assembly meeting and circulate it to all members of the Assembly so that representatives have time to discuss it with their members in advance of the Assembly meeting; report its transactions and those of the Assembly to the members; supervise, oversee, and coordinate the work of all committees and sub-committees; provide for ethnic minority representation on all committees over which it has direct control; and suggest policies for consideration by the Assembly. The Board shall act as a presidential advisory board.

Section 2. (For Locals Engaging in Collaborative Conferencing)

The Executive Board, representing the Association, shall be responsible for orderly, efficient, and uniform enforcement of the Memorandum of Understanding. It shall ensure that the proposed budget includes sufficient funds to be available for the processing of grievances.

Section 3.

The Executive Board shall determine the need for workshops and training conferences for all representatives.

Section 4.

(The Executive Board may present to the Assembly a plan for area representatives and upon approval shall appoint area representatives, each of whom shall counsel the association representatives in his/her area.)

**ARTICLE V - POWERS AND DUTIES OF THE REPRESENTATIVE ASSEMBLY**

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 the Code of Ethics of the Association and those to be followed in censuring, suspending, and expelling members for cause or for reinstating members. It may adopt such rules governing the conduct of the Association, and the conduct of meetings as are consistent with this Constitution and Bylaws. It shall be the final judge of the qualifications and election of officers and Association Representatives. Powers not delegated to the Executive Board, the officers, or other groups in the Association shall be vested in the Representative Assembly.

**ARTICLE VI - ASSOCIATION REPRESENTATIVES**

Section 1.

In each public school in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ school system, members who are Active members in good standing of this Association shall elect **through open nominations and secret ballot** for a term of two years Association Representatives and alternates to the Representative Assembly based on the following membership total:

 1-25 members 1 AR 1 alternate

 26-50 members 2 ARs 2 alternates

 51-75 members 3 ARs 3 alternates

 76-100 members 4 ARs 4 alternates

 101-125 members 5 ARs 5 alternates

 126-150 members 6 ARs 6 alternates

Representation in the Representative Assembly is based on one Association Representative and one alternate per 25 members or the major fraction of 25. The number of Association Representatives allowed is to be based on the number of Active Association members in the (building, worksite, school) in May. If at any time during the ensuing year, the Association membership changes so as to qualify for additional representatives or for fewer representatives, the president shall be notified of such change. There shall be at least one representative from each (building, worksite, school). Where more than one such representative is elected, one shall be designated the senior Association Representative, and the terms shall be staggered.

Section 2.

For the purpose of representation, each school shall be considered a (building, worksite, school). The central administration personnel shall be considered a (building, worksite, school). (Other system-wide organized groups with a minimum of ten Active members may petition the Executive Board to be considered a (building, worksite, school)). All Active members not attached to any specific (building, worksite, school) shall select such for purposes of representation. Any questions concerning assignment of members to (buildings, worksites, schools) shall be determined finally by the Executive Board.

Section 3.

To be eligible to serve as an Association Representative or as an alternate, a member must have been an Active member of the United Education Profession(local, state, and national associations) for at least one year prior to his/her election and shall maintain his/her membership in good standing during the term of service.

Section 4.

During the month of May, members shall elect **by secret ballot** the number of Association Representatives and alternates to which their (building, worksite, school) is entitled. **Nominations for these positions shall be** **open** and may be made by any association member in that (building, worksite, school). In this election, those entitled to more than one association Representative shall designate the person who shall be senior Association Representative of the delegation. Their terms of office shall be two years and representatives shall take their seats in the next Representative Assembly following the election. Any delegate or alternate may be eligible for reelection but shall not serve more than two consecutive terms in any one capacity.

**The total composition of the Representative Assembly shall reflect at least, a propor tional representation of ethnic minorities, active, support personnel and administration as they are Active members in the Association. If this representation is not reflected after the normal election process, additional representation shall be nominated and elected at-large for a one-year term to fulfill this requirement.** No school shall have more than one at-large representative.

Section 5.

Association Representatives or their alternates shall attend the regular meetings of the Representative Assembly. After two consecutive absences of a representative or his/her alternate, the president may declare that seat unfilled and ask the members at a (building, worksite, school) to hold an election to secure a replacement to fill out the term. The president may designate a member in good standing to organize this special election.

Section 6.

**Each member of the Representative Assembly in attendance or his/her alternate shall have one vote.** The president shall cast a ballot only in case of a tie vote. Action on all matters coming before the Representative Assembly, unless otherwise provided in this Constitution and Bylaws, shall require a majority vote of all members present and voting.

Section 7. Referendum

By majority vote, the Representative Assembly may submit any question to a referendum of the Active membership. It shall be the duty of the president to conduct the referendum, if demanded by petitions signed by at least 10% of the current Active membership representing at least one-half of the (buildings, worksites, schools) and with no more than 25 names from any (building, worksite, school) being counted toward the required total. **In a referendum** **election, each Active member shall be entitled to one vote.**

Section 8.

The Association Representatives, with the senior representative as chairperson, shall call meetings of the Active Association members to discuss Association business, shall appoint such committees as the Association may require, and shall organize and oversee the subsequent elections of Association Representatives, the enrollment of members in the United Education Profession, and two-way Association communications within the buildings. In the event an Association Representative is a candidate for an election, then the (building, worksite, school) members shall select alternates to oversee the election.

**ARTICLE VII - STANDING COMMITTEES**

SECTION 1. Definition:

All appointed bodies of the Association shall be designated as committees. A committee shall be a continuing work group established by the president, the Executive Board or Representative Assembly to carry out certain duties and functions of the Association.

SECTION 2. Establishment and Discontinuance:

Only the president, or Executive Board, or Representative Assembly may establish or discontinue a committee. Committee members shall be selected in accordance with the plan provided by the body that creates the committee. **All committees shall reflect the composition of the total membership with at least proportional representation for ethnic minorities and support personnel.**

SECTION 3. Responsibilities:

All committees shall be accountable to the president and Executive Board between sessions of the Representative Assembly. Each committee shall function as charged by the body creating it.

SECTION 4. Relation to Executive Board:

The Executive Board shall assist the vice-president (president-elect) to appoint members of the standing committees at the regular meeting in (May) and to fill all unexpired terms as vacancies occur thereafter, and shall plan for an organizational committee conference each year. It shall require and assist committees to define their immediate and long-range objectives. It shall review committee plans as necessary and shall decide any jurisdictional argument between committees.

SECTION 5. Relation to State and National Association:

The standing committees shall seek to understand and relate to the objectives and programs of corresponding units of the TEA and NEA and shall counsel with them.

**ARTICLE VIII - SPECIAL AD HOC COMMITTEES**

Section 1.

Each year the president shall appoint an Elections Committee, an Audit Committee, a Budget Committee, a Social Committee, and such other special ad hoc 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 officer of the Association shall serve on either the Elections Committee or the Audit Committee, except that the retiring treasurer shall automatically serve as chairperson of the Budget Committee, and the incoming treasurer shall be a member of this committee.

The Audit Committee shall audit the accounts of the Association to cover the term of the treasurer and shall complete the audit no later than one month following the close of said officer's team.

Section 2.

The president, with the guidance and approval of the Executive Board, shall appoint a Collaborative Conferencing team. The team shall consist of no less than seven and no more than eleven members. The number of members for the Collaborative Conferencing team must match the number of members of the Management’s Collaborative Conferencing team.

**ARTICLE IX - ELECTIONS**

Section 1. Nominations

1. The Active members of the Association in each (building, worksite, school) during the month of (March) may **nominate** candidates for president, vice-president (president-elect), secretary, treasurer, and executive board. All candidates for these offices shall have been Active members of the Association for at least one full membership year immediately preceding their election. The senior Association Representative shall deliver all nominations in writing to the Committee on Elections.
2. The Committee on Elections shall report all nominations to the Representative Assembly at the (April) meeting. Members of the Assembly may **nominate** other candidates from the floor.
3. The Committee on Elections shall publish brief information on each candidate to the members. The Committee on Elections shall be responsible for the preparation and distribution of the ballots. It shall provide to each senior Association Representative a list of eligible voters and the exact number of ballots. The distribution of ballots must be completed at least two days prior to the date of the election which has been set by the president. This committee shall oversee the preparation of lists and ballots with witnesses to certify that the correct number has been provided.

Section 2. Balloting

On the first (school) day in (May) Active members shall vote for officers by **secret ballot** in accordance with procedures developed by the Committee on Elections and approved by the Representative Assembly. Election shall be held at the end of the school day for a period of (thirty minutes). All used and unused ballots shall be returned to the chairperson of the Committee on Elections. The ballots shall be counted by three judges named by the president. If no candidate received the majority of the votes cast, a run-off election shall be held between the two candidates who have received the largest number of votes. This committee shall submit detailed procedures of the total elections process to the Executive Board for approval and shall cause the approved procedures to be printed and distributed to the membership at least two weeks in advance of the election. The Committee on Elections shall report results to the president who shall cause them to be announced immediately.

**ARTICLE X – DUES**

Section 1.

The dues for Active members of the Association shall be (determined annually upon recommendation by the Budget Committee as approved by the Executive Board and the Representative Assembly).

Section 2.

**Members shall also pay annual dues to the Tennessee Education** **Association and the National Education Association.**

Section 3.

**Dues of Education Support members shall be equal to one-half the amount for Active members.**

Section 4.

Any Active or Education Support Professional member who is granted an official leave of absence for official duties may retain membership status by paying membership dues directly to this Association.

Section 5.

**The membership year shall extend from September 1 of one year through August 31 of the next**. One who paid dues for the previous year will be considered non-delinquent and in continuous membership subject to the rights, privileges, benefits, and services provided by his/her category of membership. Dues paid by payroll deduction, bank draft, or recurring credit card must be officially authorized prior to November 1.

Section 6.

Those elected to posts after January 1 of the school year shall be invited and encouraged to become Active members for the sum of fifty percent of the local dues in effect at the time of their appointments, (may be prorated) plus appropriate TEA and NEA dues.

**ARTICLE XI - DELEGATES TO TEA AND NEA**

Section 1. TEA Representative Assembly

1. Delegates and alternates to the annual TEA Representative Assembly shall be elected according to procedures outlined in the TEA Constitution and Bylaws.
2. Names of delegates and alternates shall be submitted to TEA at least one month in advance of the dates of the Assembly.

Section 2. NEA Representative Assembly

1. Election of delegates and successor delegates to the NEA Representative Assembly shall be by secret ballot of the entire membership for each individual delegate position.
2. Names of elected delegates and successor delegates shall be submitted to the NEA in advance of the Assembly.
3. Delegates and successor delegates must be members of this Association.

**ARTICLE XII - FISCAL YEAR**

The fiscal year of the Association shall be from \_\_\_\_\_ of one year through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the following year.

**ARTICLE XIII – AUTHORITY**

Robert's Rules of Order (most recently revised) shall be the parliamentary authority for the Association on all questions not covered by the Constitution and Bylaws and such standing rules as the Representative Assembly may adopt.

**ARTICLE XIV – AMENDMENTS**

These Bylaws may be amended or repealed only by majority vote at any regular meeting of the Representative Assembly (general membership, if no Representative Assembly) provided that proposed amendments have been previously studied by the Executive Board and that copies have been sent to Association Representatives two calendar weeks (or 30 days) in advance of that meeting. Amendments to these Bylaws may be proposed at any regular meeting of the Representative Assembly by any member of the Representative Assembly, or by petition signed by at least ten (10) percent of the members of the Association. All amendments shall take effect immediately following adjournment of the meeting at which they were ratified except where a different effective date shall have been specified.

**ARTICLE XV – EFFECTIVE DATE**

**This document shall become effective (date). All previous versions of these Constitutions and Bylaws shall become null and void.**

FIRST ADOPTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date—month/date/year)

*Adopted refers to when this document was originally created.*

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 President’s Signature (date)

LAST AMENDED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date—month/date/year)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 President’s Signature (date)