

CONSTITUTION OF THE UNINCORPORATED
MID-PRAIRIE EDUCATION ASSOCIATION

Article I - Name

The name of this Association shall be the Mid-Prairie Education Association, hereafter referred to as the MPEA.

Article II - Affiliation

This Association shall affiliate with the Unit, the State, and the National Education Association under their rules.

Article III - Purposes

The primary purpose of this Association shall be:

1. To represent appropriate employees of the Mid-Prairie School District in their employee relations.
2. To work for the improvement of school conditions and to seek solutions to community problems relating to the school.
3. To improve the professional, economic, social and civic status of its members.
4. To improve the welfare of school children, the advancement of education and the improvement of instructional opportunities for all.
5. To support and strengthen local, Uniserv, State, and National Associations through participation and understanding of the programs and goals.
6. To effect favorable legislation for the improvement of school conditions and community problems relating to schools.

Article IV - Membership

1. Active Membership

- A. Active membership in this Association shall be open to all persons engaged in full-time educational work of a professional nature in the Mid-Prairie School District; and who qualify for Active membership under provisions of the Articles of Incorporation of the Iowa State Education Association.
- B. Active membership in the Unit, the State, and the National Educational Association shall be required for Active membership in this Association.

2. Reserve Membership

- A. Reserve membership in this Association shall be open to all persons engaged in part-time (less than full-time) educational work of a professional nature in the Mid-Prairie School District and who qualify for Reserve membership under provisions of the Articles of Incorporation of the Iowa State Education Association.
- B. Reserve membership in the Unit, the State, and the National Association shall be required for Reserve membership in this Association.
- C. Reserve members shall have rights and privileges of Active membership.

3. Support Staff Membership

- A. Support Staff membership in this Association shall be open to all persons employed by the Mid-Prairie Community School District who do not qualify for active membership classifications.
- B. Support Staff members shall have all the rights and privileges of active membership including the right to vote, to hold one of two vice-presidencies, to serve on committees as stated in the By-laws, and to represent the Association as designated in the By-laws.
- C. Support Staff members will be assessed local dues in accordance with the dues of Certified Staff members.

4. Active Members on Leave

- A. Active members who go on extended leave shall have the same rights as any other Active member.

5. Honorary Membership

- A. Honorary members may be extended to retired teachers or to any one whom this Association shall select because of special interest in education.
- B. Honorary membership shall be entitled to all privileges except voting, holding office, or representing the Association at Uniserv, State, or National assemblies.

6. General Provisions

- A. Membership shall not be denied any employee of the Mid-Prairie School

District, who is otherwise eligible, because of race, age, sex, religion, physical disability , or national origin.

- B. Membership shall be continuous until the member's employment causes his/her membership eligibility to change, or until he/she leaves the employment of the school system, resigns in writing from the Association, or fails to pay membership dues.

7. Revocation of Membership

- A. The Council may suspend from membership rights or expel any member whom they find in wilful violation of this Constitution and Bylaws.
- B. Any member in good standing has the right to file a complaint alleging such violations. Such complaint shall be in writing and submitted to the President of the Association.
- C. Members so charged with violations shall be notified in writing of the time notified that he/she shall have the right to be present with counsel of their choice during such meeting, shall have the right to cross-examine witnesses and offer other testimony judged beneficial to his/her defence.
- D. The Council hearing shall not be sooner than five (5) school days following notification to the accused that he/she has been charged. Such notice shall include a copy of the submitted charges.

Article V - Officers and Council

1. The government of the MPEA shall consist of a Council which shall be elected by the membership.
2. Members of the Council must be Active, Reserve, or Support Staff members of the Association during the term of their office
3. The Council shall consist of one or more Active or Reserve Representative from each building and one or more Support Staff Representatives as stated in by laws. The Officers shall consist of the President, Certified and Support Staff Vice-President, Secretary, and Treasurer of the Association.
4. Itinerant members shall be considered, for the purpose of representation, as a part of that building where they spend the greatest portion of their working day. If they spend equal tie in different buildings, they shall be considered a part of that building where they start the school day.
5. The Council shall be the legislative and policy-making authority for this Association.

6. The President of this Association shall serve as chairperson of the Council.
7. Any member of this Association who is not a member of the Council may attend meetings of the Council, shall sit apart from the voting body, and may participate in the proceedings upon recognition from the Chair but shall not have the right to vote.

Article VI - Amendments

The Council may adopt amendment to this Constitution by a two-thirds (2/3) majority vote of those voting at any regular meeting provided that proposed amendments have been introduced at the preceding regular meeting of the Council and that copies of the proposed amendments have been immediately thereafter distributed to members of the Association.

Article VII - Dissolution

1. This Association may be dissolved by a two-thirds (2/3) vote of those present and entitled to vote at any General membership meeting at which a quorum is present, provided the membership has been informed of the purpose of that meeting one week prior to the date of the meeting.
2. Upon dissolution, the Council, after making provisions for the payment of all liabilities of the Association, shall dispose of all the assets of the Association by distribution to such organisation or organisations organised and operated for purpose comparable to this Association.

BYLAWS OF THE MID-PRAIRIE EDUCATION ASSOCIATION

Article I - Rules of Order

Robert's Rules of Order Newly Revised shall be the authority on all questions of procedure not specifically stated in the Constitution or Bylaws.

Article II - Meetings

1. Council - the Council shall meet one time each school month as designated by the president. Additional meetings may be held at the request of ten (10) percent of the Council membership, unless voted upon by the Executive Council.
2. General membership - the General membership shall meet at least two (2) times per year, in the fall at the beginning of the school year and in the spring before the close of the school year.

3. Quorum - Fifty-one (51) percent of the total membership of the Council and the General membership shall constitute a quorum.

Article III - Dues

1. The annual dues of this local Association shall be determined by multiplying the current base salary by 0.155% and rounding to the next highest dollar.
2. The annual dues of Active members shall be equal to the amount generated in Article III, Part 1 above.
3. The annual dues for Reserve members shall be determined by multiplying their percent of a full time job, as determined from their current teaching contract, times the Active membership dues.
4. The annual dues for the Support Staff shall be that of the certified membership.
5. There shall be no dues for Honorary membership.

Article IV - Fiscal Year

The fiscal year of this Association shall begin on the first day of September and end on the thirty-first day of August each year.

Article V - Election of Officers

1. Nominations
 - A. All Active and Reserve members of this Association may nominate a candidate or declare their own candidacy for any office scheduled for election during the month of February of each year. Support Staff member may nominate a candidate or declare their own candidacy for the Support Staff Vice-Presidency scheduled for election during the month of February of each year.
 - B. Names of persons nominated shall be submitted to the Committee for Elections who shall report such nominations to the Council at its March meeting.
 - C. Council delegates or other Association members present at the March meeting of the Council may make further nominations for any open position from the floor.

2. Balloting

- A. On the first school day in April, all Active, Reserve, and Support Staff members shall vote for candidates nominated.
- B. Voting shall be by secret written ballot in accordance with procedures developed by the Elections Committee and approved by the Council.
- C. Council members shall have charge of the election in their attendance center.
- D. Officers may be elected by a write-in vote.
- E. A plurality shall be required for election.
- F. The Committee on Elections shall report the results of the election to the President, who shall cause them to be published.

3. Vacancies

- A. 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 or voluntarily resigns from office, they shall recommend to the Representative Assembly that the office be declared vacant.
- B. An office declared vacant by a two-thirds (2/3) majority vote of the Representative Assembly meeting in regular sessions shall immediately be filled by recommendation of the Executive Board and approved by the Representative Assembly.

Article VI - Council Representatives

1. Elections

- A. Council Representatives shall be elected on a basis of one (1) per five (5) of this Association's members or major fraction thereof, in each attendance center. Council Representatives for Support Staff shall be one (1) per attendance center and one (1) representative for the bus driver group. In those cases where Support Staff membership is ten or more per attendance center, there shall be one (1) representative for every five (5) members in that attendance center or the bus driver group.
- B. No center or group shall have fewer than one (1) representative.
- C. Each attendance center which has more than one (1) Representative shall elect those Representatives on a rotating basis.

2. Attendance at Council Meetings

- A. Council Representatives shall attend the regular meetings of the Council
- B. In the event of the absence of a Council member, a substitute may attend the meeting, but substitutes shall have no vote.

Article VII - Terms of Office

1. Officers - All terms of office, except the term of the Treasurer, shall begin on May 1.

The term of office for the Treasurer shall coincide with the Association fiscal year and shall begin on the first day of September following the election. The President, the Vice-Presidents, the Secretary, and the Treasurer shall be elected to a one (1) year term every year.

2. Council Representatives - Council Representatives shall be elected for a two (2) year term which shall begin on May 1 of the year of the election.
3. All Officers and Representatives may be re-elected.

Article VIII - Duties of Elected Leaders

1. President

- A. The president shall preside over meetings of the Council; appoint all committees and chairpersons upon the approval of the Council; serve as an ex-officio member of all Standing Committees; and shall be the Executive officer of this Association.
- B. The President shall represent this Association before the public, either in person or through delegates, and shall perform all other functions usually attributed to this office.
- C. The President shall serve as one of the Association's delegates to all ECUU Delegate Assemblies.
- D. The President or a designated representative from the Executive Counsel shall attend all regular meetings of the Board of Education as a Representative of the MPEA.

2. Vice-President

- A. The Vice-President shall perform the duties of the President when the President is unable to do so.
- B. The Vice-Presidents shall chair their respective Membership Committee.

3. Past-President

- A. The immediate Past President shall advise the Council and assist the President at the latter's request.

4. Secretary

- A. The Secretary shall keep accurate minutes of all meetings of the Council and General membership.
- B. The Secretary shall maintain a file containing historical MPEA documents, all agendas, minutes, policies, amendments, reports and recommendations that have come before the Council. These files shall also contain a record of all election results for officer, Council, and Delegate positions.
- C. The Secretary shall produce and distribute a minutes of Council meetings and General membership meetings to members of the Association.
- D. The Secretary shall maintain an accurate roll of the members of the Council.

5. Treasurer

- A. The Treasurer shall hold the funds of the Association and disburse them upon authorisation of the Council.
- B. The Treasurer shall assist the Membership chairs (Vice-Presidents), receive dues collected from the Membership chairs, keep accurate records of dues deducted from members' monthly checks, and transmit amounts due to ECUU.
- C. The Treasurer shall keep accurate accounts of receipts and disbursements and shall report to each meeting of the Council.
- D. The Treasurer shall present the financial records of this Association for an annual audit and shall prepare an annual financial statement for publication to the General membership.
- E. The Treasurer shall assist in the initial drafting of the annual budget.

- F. The Treasurer shall pay from the Association treasury the dues of the President, and budgeted compensation for the Negotiations teams. The person being compensated shall be considered an independent contractor and shall be responsible for the payment of all taxes required by law. If the president or Negotiations team member forfeits or declines these payments in their entirety or partially, then a corresponding amount equal to the forfeiture shall be transferred from the general account of the Association to the Permanent Scholarship Fund.
- G. The Treasurer shall pay from the Association treasury the legitimate expenses, up to the budgeted amount, of the ISEA and NEA Assembly Delegates. Should no member of the Association wish to attend the NEA Assembly, then the current year budgeted expense shall be carried over into the next fiscal year and be increased by \$100.00.

6. Council Representatives

- A. The Council Representatives shall call attendance center meetings of this Association's membership to discuss Association business.
- B. They shall appoint such member committees as are needed to conduct the business of the Association at the attendance center level.
- C. They shall organize and oversee all Association elections in their attendance center.
- D. They shall discover the wishes of the members they represent and interpret them to the governing bodies of the Association.
- E. They shall attend all local Council and general Association meetings.

Article IX - General Financial Accountability

1. Conflict of Interest - There shall be no business or financial conflict of interest by any of the officers or agents of this Association or members of their immediate families.
2. Preferential Loans - This Association shall prohibit payment of any preferential loans of Association money to Officers or Agents of the Association.
3. Open Records - All financial records shall be open for inspection by any member of this Association upon written request and reasonable notice.

4. Bonding of Agents of the Association - All officers and Agents of this Association shall be bonded according to regulations developed by the Iowa Public Employee Relations Board.
5. Political Contributions - This Association shall not make any contributions of dues money to any political party, organisation or individual candidate.

Article X - Duties of the Council

The Council shall be responsible for the management of this Association, fill vacancies on any Standing Committee, approve the budget, act on reports of Committees, approve resolutions and other policy statements and shall adopt procedures for implementing the Code of Ethics of the Education Profession and those to be followed in censuring, suspending, and expelling members for cause and 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. It shall be the final judge of the qualifications and election of officers and Council Representatives. Powers not delegated to the Officers or other groups in this Association shall be vested in the Council.

Article XI - Standing Committees

1. Structure - There shall be six (6) Standing Committees in this Association. They are:

A. Negotiations	B. Rights	C. Membership
D. Governmental Affairs	E. Resolutions	F. Communications
2. Membership - The Standing Committees shall be composed of one Certified member from each attendance center, and each member shall be appointed for a two (2) year term. In addition, the Support Staff membership shall be entitled to one (1) representative on each standing committee.
3. Chairperson - The President shall appoint chairpersons to vacancies in the following Committees at the beginning of the term: Negotiations, Rights, Governmental Affairs, and Communications. The chairpersons of the Membership Committees are the Vice presidents and the chairperson to the Resolutions Committee is the Delegate to the ECUU and the ISEA Representative Assemblies. All chairperson, with the exception of the Membership Committee chairperson, shall be appointed for a two (2) year term.
4. Meetings - Each Committee shall meet regularly to insure completion of the tasks assigned by the Council.

5. Reports - The chairperson of each Standing Committee shall make an oral report of the committee's activities to the Council as requested.
6. Duties - See appendix A as attached.

Article XII - Special Committees

1. The President shall appoint committees as needed for the expeditious handling of Association business, and shall discharge them upon completion of their duties.
2. No Officer of the Association shall serve on either the Elections Committee or on the Audit Committee.
3. The Scholarship Committee is a Special Committee with membership and duties as delineated in Appendix A.
4. The Election committee is a Special Committee with duties as delineated in Appendix A.

Article XIII - Election of Delegates To Uniserv, State, and National Representative Assemblies

1. The Council shall annually provide for the election of the allocated delegates to the various Delegate Assemblies.
2. All Active, Reserve, and Support Staff members of this Association shall be eligible for election and shall have the right to vote in the election by secret ballot for any other allocated Delegate seat.
3. The State Delegate shall be elected for a term of two (2) and be the chair of the Resolutions Committee.
4. Any vacancies which occur after the election shall be filled by the Council.
5. The State Delegate shall attend all ECUU and ISEA Delegate Assemblies.
6. The National Delegate shall be elected in the April directly preceding the NEA Assemble. The national Delegate shall be elected for a term of one (1) year.

Article XIV - Amendments

These Bylaws may be amended by a majority vote at any regular meeting of the Council provided advance notice is given members one (1) week in advance of the meeting.

APPENDIX A

DUTIES OF LOCAL ASSOCIATION COMMITTEES

A. Interest Based Bargaining Team (from here known as IBB)

The IBB Team shall present the wants and needs of the bargaining unit members to the District in the form of problem and interests proposals. This Committees shall have the power to determine interests and prdoblems without prior approval of the Council or the General membership of the local Association. The General membership retains that right to vote their approval, or disapproval of any and all changes in the master contracts with their ratification vote.

B. Rights Committees

The Rights Committee shall assist any member of the bargaining unit in lodging any complaint or grievance with the District. They shall assist any bargaining unit member who is threatened with the loss of some or all of their job. They shall assist the IBB Team in preparation of proposals for bargaining. They shall decide whether a grievance should be initiated by the Association and whether a grievance be financially supported by the Association through the arbitration level.

C. Membership Committees

The membership Committees shall prepare and keep on file a correct list of the name and addresses of all members of the MPEA in the District and shall be responsible for the collection of all dues. They shall offer the dues deduction forms to all bargaining unit members as a service for dues collection on a prorated basis. These forms must be circulated, collected, and turned in to the board Secretary prior to September 15 each year.

D. Governmental Affairs Committee

The Governmental Affairs Committee has the responsibility to:

1. Keep local Association member informed on educational issues.
2. Establish a regular contact system with the State Representatives and Senator from the local area. Personal contact with legislators should begin before the legislature convenes and continue throughout the session.
3. Make sure that weekly Legislative Bulletins are posted in each building in the district.

4. Work with political action arms in such ways which are mutually agreeable including interviewing and publicising the stands of candidates for legislative offices and school board.
5. Help select and train several members to speak before civic groups on educational problems and solutions.
6. Form close working relationships with other groups in the community which are interested in advancing education
7. Widely circulate voting record information on your area's legislators.
8. Work with other Committees in establishing a firm public relations base for education.

E. Resolution Committee

The elected delegate to the ECUU and ISEA Delegate Assembly shall serve as the chairperson of this Committee. The Resolutions Committee has the responsibility to:

1. Send resolutions and proposed amendments to the ECUU Delegate Assemblies.
2. Send resolutions and proposed amendments to the ISEA Delegate Assembly.
3. To make certain that all proposed resolutions are in the proper form and that they are sent in on time.

F. Communications Committee

It is the responsibility of the Communications Committee to :

1. Keep information about the Association's affairs, interests, and programs before the community.
2. Be responsible for developing and communicating all Association information and positions to the news media.
3. Cooperate with the public relations activities and programs of ECUU, ISEA, and NEA.
4. Work closely with other committees of the Association in order to acquaint the community with all phases of Association interest and accomplishments.

5. Work with other community groups and organisations to improve public understanding of school programs and Association goals.
6. Set up a selection procedure for “teacher of the Year”, “Friend of Education”, and “Support Person of the Year”. The committee will send the “Teacher of the Year” and “Friend of Education” selections to ECUU.

Special Committees

1. The President has the responsibility and authority to name Special committees when the need arises. The Elections Committee and the Scholarship Committees are Special Committees whose size and responsibilities are enumerated below:

Elections Committee:

The Election Committee shall be formed at the February Council meeting and consist of one (1) Council Representative from each attendance center, with one (1) member of the Committee to voluntarily serve as its chairperson. This Committee shall receive nominations from the floor during the March Council meeting, and complete the slate of candidates from Active or Reserve members wishing to run for office. The elections shall be held the first school day of April, and shall be organized by the Committee. The results of the election shall be forwarded to the President who in turn will notify the membership of the results. The positions filled by the Committee consist of: President, Vice-Presidents, Secretary, Treasurer, State Delegate (2 year term), Alternate State Delegate (2 year term), National Delegate (1 year term), and Council Representatives 2 year term).

The Scholarship Committee:

The Scholarship Committee shall be made up of the following five members:

1. The President of the MPEA (who shall act as chairperson of the Committee)
2. The High School Principal
3. The High School Guidance Counsellor
4. One secondary teacher chosen by the first three members of the Committee
5. One elementary teacher chosen by the first three members of the Committee.

This Committee shall choose the recipient of the annual MPEA scholarship. The recipient must be a former Mid-Prairie graduate who is student teaching while in pursuit of a degree in elementary or secondary education. The scholarship amount shall be up to \$300.00 depending on resources and number of applicants. Graduating seniors will be made aware of its future availability. If they are thinking of education, they will need to submit their application to the scholarship committee. Interested students should submit a transcript of grades (2.5 or higher) the semester before student teaching. The Scholarship Committee may use the following guidelines in choosing the annual recipient for this scholarship:

1. Average scholarship or above
2. Financial need
3. Good character
4. Good citizenship
5. Vocational interest in teaching