

**NON-CONTRACT SECTION  
CONSTITUTION AND BYLAWS  
OF THE UNION CITY EDUCATION  
ASSOCIATION, INC.**

**Article I - Name and Incorporation**

***Section 1:***

The name of this organization shall be the Union City Education Association, Incorporated, hereinafter referred to as the Association.

***Section 2:***

It is incorporated as a non-profit corporation under Title 15, Sections 1-12 of Revised Statutes of the State of New Jersey.

**Article II- Affiliation**

The Association shall be an affiliate of the Hudson County Education Association, the New Jersey Educational Association and the National Education Association.

**Article III- Purposes**

***Section 1:***

To work for the welfare of students, the advancement of education, and the improvement of opportunities for all.

***Section 2:***

To develop and promote the adoption of such personnel policies and standards of preparation as reflect a profession.

***Section 3:***

To advance professional rights and status and responsibilities of its member as educators.

***Section 4:***

To represent its members and other employees in negotiations and grievances with the School Board on all matters of compensation and all other terms and conditions of employment.

**Section 5:**

To form a representative body to speak with authority for the members.

**Section 6:**

To establish cooperation between the educator and the community.

## **Article IV - Membership**

**Section 1: Active Members**

- A.** Active membership in the Association shall be open to all employees in the Union city Public School District.
- B.** Active members, where eligible, of the Hudson County Education Association, the New Jersey Education Association and the National Education Association.

**Section 2: Honorary Members**

Honorary Membership may be conferred upon the members of the teaching profession or other persons for distinguished service to education and the profession. Honorary members shall enjoy all the privileges of the Association except those voting and holding office and shall be exempt from payment of dues.

**Section 3: Retired Members**

Active members upon retirement may continue to enjoy all rights and services of active members except the right to vote and the right to be elected to office.

**Section 4: Rights of Membership**

- A.** Every active member shall have the equal rights and privileges within the organization to nominate candidates for office; to vote in elections or on referenda of the Association; to attend membership meetings; to participate in the deliberations and voting upon the business of such meetings.

- B.** Every member shall have the right to meet and assemble fully with other members; to express any views, arguments or opinions; to express views at meetings upon candidates in an election of the Association or upon business properly brought before the meeting.
- C.** No member shall be fined, suspended, expelled or otherwise disciplined except for nonpayment of dues without being served with specific written charges and given a reasonable time in which to prepare a defense which may be asserted at a full and fair hearing.

## **Article V - Officers**

### ***Section 1:***

The officers of the Association shall consist of a president, a first vice-president, a second vice-president, a third vice-president, a fourth vice-president, a corresponding secretary, a recording secretary and a treasurer.

### ***Section 2:***

The officers shall be elected in May and be installed in June for a term of two years.

### ***Section 3:***

Officers of the Association shall serve their terms so long as they satisfactorily perform the duties of their office. Where an officer is guilty of misconduct, such officer may be removed for cause (shown after notice and a hearing) and by a majority of the members of the Association.

- A.** Recommendation for recall can be made by the submission of a petition containing the signatures of 25% of the active members of the Association to the officers of the Executive Committee.
- B.** The officers of the executive committee shall notify in writing any officer who has been recommended for recall.

- C. Any officer may appeal in writing to the officers of the executive committee.
- D. The officers of the executive committee shall schedule hearings, whenever necessary, to review the recommendation for recall of an officer.
- E. The report of those hearings shall be made available to the membership.
- F. A general membership meeting shall be called two weeks after the issuance of the report.
- G. Such recall shall be determined by a majority of the membership in attendance at said meeting.

***Section 4:***

Nothing in this Article shall be construed as precluding officers from succeeding themselves in office, if duly elected.

***Section 5:***

In the event of vacancy in the office of the President, the First Vice-President shall become President and serve until the next annual election. The order of succession shall be continued if vacancies continue to arise, as specified in Article III, Sections 1-5, of the By-Laws.

***Section 6:***

In the event of vacancy in the office of a vice-president, recording secretary, corresponding secretary or treasurer, a replacement shall be appointed by the President and approved by the majority of the Executive Committee.

## **Article VI - Executive Committee**

***Section 1:***

The Executive Committee shall be the policy forming body of the Association.

***Section 2:***

The Executive Committee shall consist of:

- A. the officers of the Association
- B. one elected representative from each building, herein called the Chief Association Representative.

**Section 3:** Extending term of Office

In the event that the Association is involved in negotiation proceedings in which the Negotiating Committee determines a change of officers at that time will affect the outcome of such negotiation proceedings, the Executive Committee may, by a majority vote, reschedule elections until such time that these proceedings have been completed or resolved.

## **Article VII - Representative Council**

**Section 1:**

The communicative body of the Association shall be the Representative Council

**Section 2:**

The Representative Council shall consist of the Executive Committee and the elected Association representatives from each building.

**Section 3:**

- A. In each building in Union City Public School District, those persons who are members of this Association shall elect for a term of one (1) year, members to the Representative Council.
- B. For each building there shall be the ratio of representatives determined on the basis of one representative for every twenty (20) Association members in the building.
- C. The individual receiving the greatest amount of votes shall be the Chief Association Representative. (In case of a tie situation, there shall be a runoff)
- D. Elections shall be held in June and the representatives shall assume office immediately to the Representative Council.

**Section 4:**

The Chief Association Representative shall call meetings of the Association members within their buildings to discuss Association business, appoint such building committees as the Association may require, and organize and oversee the subsequent elections of representatives, the enrollment of members and two-way Association communications within the building.

**Section 5:**

Any member of the Association who is not a member of the Representative Council may attend the meetings, shall sit apart from the voting body, but may receive permission to speak.

## **Article VIII - Amendments**

Amendments to this Constitution maybe made by a two-thirds (2/3) majority of the active members of the Association voting in a regular or special election called for this purpose, provided that.

- A.* the amendments have been submitted in writing to the Corresponding Secretary of the Association.
- B.* the Corresponding Secretary of the Association has distributed copies of the amendment to the members of the Executive and Representative Councils.
- C.* this Executive Committee, by a majority vote, proposes to recommend said amendments to the general membership.
- D.* the Corresponding Secretary of the Association has distributed copies of the amendments so proposed to all active members of the Association at least two (2) calendar weeks in advance of the election.

## **BY-LAWS**

### **Article I - Meeting**

**Section 1:** Executive Committee

The Executive Committee shall meet once a month during the school year, at the call of the President, or at the request of any six members of the Committee.

**Section 2: Representative Council**

The Representative Council shall meet at least eight times during the school year. The Executive Committee shall prepare the agenda for each meeting and shall circulate it to all members of the Council so that the Representatives have time to discuss it with their Association members in advance of the Council meetings. At least three of these meetings shall be general membership meetings.

**Section 3: General Membership**

- A.** The Executive Committee shall arrange such additional meetings of the membership as needed.
- B.** Special meetings of the membership may be called by the President, or upon the request of one-quarter (1/4) of the members of the Association for specific purpose; but no business other than that for which the meeting is called may be transacted.
- C.** At least one week prior to each general membership meeting, the Corresponding Secretary shall notify all members of the time and place of said meeting.

**Section 4: Special Meetings**

- A.** A special meeting open to all Association members must be called by the President upon the written request of nine members of the Executive Committee or any thirty five members of the Association with at least seven signatures from each of any five education buildings.
- B.** The members requesting the meeting may in addition request that any Hudson County Education Association, New Jersey Education Association or National Education Association Representatives attend the meeting.
- C.** The Representative(s) from the Education Association mentioned above shall be allowed to take an active part of any discussion of

pertenance to the Association and its membership.

**Section 5:**

The order of business at any regular General Membership meeting shall be as follows:

- A. Call to Order
- B. Approval of Minutes
- C. Correspondence
- D. Report of Treasurer
- E. Reports of Standing Committees
- F. Reports of Special Committees
- G. Old Business
- H. New Business
- I. Adjournment

## **Article II- Quorum**

**Section 1:**

A majority of the Executive Committee members shall constitute a quorum for the Executive Committee meetings.

**Section 2:**

A majority of the Representative Council members shall constitute a quorum for the Representative Council meetings.

**Section 3:**

The members present shall constitute a quorum for the General Membership meetings.



### **Article III- Specific Powers and Duties of the Executive Officers**

**Section 1:** President--The President shall:

- A.** preside over all meetings of the elected officers, the Executive Committee and of the General membership
- B.** appoint the chairperson and members of all standing committees and special committees with approval of the Executive Committee not otherwise provided for in the Constitution and By-Laws
- C.** be ex-officio member of all committees
- D.** with the Treasurer or the Corresponding Secretary, sign all orders drawn upon the treasury for which a voucher has been submitted
- E.** represent the Association before the public either personally or through a designated representative
- F.** have the power to call a special meeting of the officers, the Executive Committee and the Association
- G.** call a special meeting on the written request of six (6) members of the Executive committee
- H.** call a special meeting of the membership of the Association on the written request of nine members of the Executive Committee or from any thirty-five (35) members of the Association with at least seven (7) signatures each of five (5) buildings
- I.** suggest policies
- J.** be held responsible for the progress and work of the Association
- K.** make a written report at the regular meeting of the Association in June of each year

- L. perform all other functions usually attributed to the office.

**Section 2:**

First Vice President--The First Vice President shall:

- A. Assume all duties of the President in his or her absence and work with one or more standing committees as the President may suggest
- B. become President whenever the presidency becomes vacant as provided for in Article V, Section 5 of the Constitution.

**Section 3:**

Second Vice President--The Second Vice President shall:

- A. assume all duties of the First Vice President in his or her absence and work with one or more standing committees as the President may suggest
- B. become President whenever the Presidency becomes vacant as provided for in Article V, Section 5 of the Constitution.

**Section 4:**

Third Vice President--The Third Vice President shall:

- A. assume all duties of the Second Vice President in his or her absence and work with one or more standing committees as the President may suggest
- B. become President whenever the Presidency becomes vacant as provided for in Article V, Section 5 of the Constitution.

**Section 5:**

Fourth Vice President--The Fourth Vice President shall:

- A. assume all duties of the Third Vice President in his or her absence and work with one or more standing committees as the President may suggest

- B.* become President whenever the Presidency becomes vacant as provided for in Article V, Section 5 of the Constitution.

**Section 6:**

Corresponding Secretary--The Corresponding Secretary shall:

- A.* be responsible for handling all correspondence for the Association
- B.* notify the appropriate members as to the time and place of the Executive Committee, Representative Council and General Membership meetings at least seven (7) calendar days prior to the meetings
- C.* with the President or Treasurer, sign all orders drawn upon the treasury for which a voucher has been submitted
- D.* distribute copies of all proposed amendments to the Constitution as prescribed in Article VII of the Constitution.

**Section 7:**

Recording Secretary--The Recording Secretary shall:

- A.* keep accurate and available minutes of all of the Executive Committee and General
- B.* Membership meetings
- C.* distribute minutes to all members within ten (10) days following the Executive Committee and General Membership meetings
- D.* maintain the official files.

**Section 8:**

Treasurer--The Treasurer shall:

- A.* be responsible for collection of all dues
- B.* deposit all monies in a bank, in the name of the Association

- C.* notify N.J.E.A. of name of bank in which Association dues are deposited
- D.* hold the funds of the Association and disburse them accordingly upon submission of vouchers approved by the President
- E.* sign all checks along with the President or Corresponding Secretary
- F.* report at each meeting of the Executive Committee and General Membership meetings
- G.* prepare an annual financial statement which shall be distributed to all members
- H.* file the appropriate Federal and State forms
- I.* transmit appropriate N.J.E.A.-- N.E.A. dues money to N.J.E.A. no later than ten ( 10) days after its receipt by the Association from the Board of Education
- J.* serve on the Budget Committee
- K.* be bonded for such amount as may be determined by the Executive Committee from time to time.

#### **Article IV - General Powers and Duties of the Executive Officers**

##### ***Section 1:***

The Executive Officers shall:

- A.* be responsible for the management of the Association
- B.* authorize all expenditures within the limits of the budget
- C.* by a two-thirds vote authorize the spending of money for non-budgeted items not to exceed \$500.00. Expenditures over \$500.00 must have the approval of a majority of the Executive Committee

- D.* propose policies for consideration by the Executive Committee
- E.* establish such special committees as may be necessary
- F.* set the agenda for the Executive Committee and all General Membership meetings
- G.* approve the budget
- H.* set the dues for the Association.

## **Article V - Committee**

### ***Section 1:*** Structure

There shall be standing committees carrying the specific functions listed below. They shall have at least three (3) members, selected to be broadly representative of all members, appointed for one (1) year.

### ***Section 2:*** Appointment

The President, with the advice and consent of the Executive Officers, shall appoint members of the standing committees by not later than October and fill all unexpired terms as vacancies occur.

### ***Section 3:*** Meetings

- A.* Each standing committee shall meet according to a calendar developed by the Committee
- B.* Chairperson of each standing committee shall have the authority to permit any Executive Officer to attend a meeting.

### ***Section 4:*** Reports

Each committee shall select a secretary who shall keep a continuing record of activities. Chairpersons shall report as necessary to the Executive Officers and the General Membership and shall prepare an annual written report which shall become part of the continuing committee record in the Association files. The written annual report shall be submitted by the May General Membership meeting.

**Section 5: Committee Titles and Duties**

- A.** The Negotiations Committee shall survey the members and prepare a proposed package to be negotiated with the Board of Education by the Association's negotiating team in all areas of member welfare and general working conditions.
- B.** The Professional Rights and Responsibilities Committee shall explore and prepare programs for securing satisfactory policies and procedures for the redress or grievances. It shall process all grievances filed in accordance with the Agreement and policies adopted by the Association. It shall advise the Executive Committee in situations involving the defense of individual rights.
- C.** The Instruction Committee shall serve the Association as monitor and initiator of the classroom teachers' input to positive programs of instruction for schools. It shall serve as a representative of the teachers to a school district's instructional council where such a vehicle exists by contract. The Instruction Committee shall investigate recommended changes in instructional programs for effects such programs may have on the professional educator. It shall report its findings or curriculum developments directly to the Executive Committee.
- D.** The Membership Committee shall organize and conduct membership enrollment. Its members shall attempt to enroll cash members, new teachers and former non-members enrolled for the current school year. It shall communicate with members on Automatic Payroll Deduction to return by direct mail any corrections in their status or address after receiving their annual membership cards in the mail.
- E.** The Public Relations Committee shall seek to develop public understanding of the purposes and programs of the Association. It shall

develop procedures by which the Association can present material through newspapers, radio, television, and other mass media and work cooperatively with the public in civic, fraternal and social organizations.

- F.* The Social Committee shall organize such social activities as may serve the needs of members and promote rapport within the Association.
- G.* The Legislative Committee shall have broad concern for state and national legislation affecting the interests of the Association. It shall inform members about newly proposed and enacted legislation related to their interests, promote activities leading to the passage of desirable legislation, encourage members to exercise their responsibility to vote and their right to participate in political activity.
- H.* The Budget Committee shall propose to the Representative Council for action a budget for the Association each year. Members of the Budget Committee shall have full and complete access to all financial and other records of the Association pertinent to the preparation of the annual budget.

**Section 6:** Special Committees

Each year the President shall appoint, with the approval of the Executive Officers, such other special committees as may be necessary, and shall disband them upon completion of their duties. These committees shall operate according to rules approved by the Executive Officers.

## **Article VI - Elections**

**Section 1:** Nominations

- A.* The President, subject to approval by the Representative Council at its March meeting shall appoint a Nominating Committee which will name one or more candidates for President,

First Vice President, Second Vice President, Third Vice President, Fourth Vice President, Corresponding Secretary, Recording Secretary and Treasurer.

- B.* The Nominating Committee shall present all nominations to the general membership at its April meeting. Any member from the Association may nominate other candidates from the floor.
- C.* Any individual may run independently or any groups of individuals may run a slate.
- D.* Voting shall be by individual office, not by slate, with one vote cast for each office by the voting member.

**Section 2:** Voting

- A.* All active members of the Association shall have the right to vote.
- B.* The President, with the approval of the Executive Committee, shall appoint an Election Committee of at least five (5) members from different education buildings.
- C.* Voting shall take place on a designated day in the third week of May.
  - 1.* A secret vote shall take place in each educational building in a central location(s) established by the Election Committee.
  - 2.* The tabulation of voting shall be in a central designated location.
  - 3.* There shall be no individual tabulation of each building.
- D.* The Elections Committee shall report the results to the President, who shall cause them to be published. New officers shall be installed at the June meeting.



## **Article VII - Fiscal Year**

The fiscal year of the Association shall begin September 1 and end August 31.

## **Article VIII - Authority**

The most recent edition of Roberts Rules of Order shall be the parliamentary authority for the Association on all questions not covered by the Constitution and Bylaws and such standing rules as the Executive Committee may adopt.

## **Article IX - Amendments**

Amendments to the Bylaws may be made by a two-thirds (2/3) majority of the active members of the Association voting in a regular or special election called for this purpose, provided that each amendment has been previously introduced at a regular meeting of the Executive Committee and that copies have been distributed to each active member of the Association at least two (2) calendar weeks in advance of the election. This Constitution and By-Laws were last amended in May 1989.

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