

BY - LAWS
REDLANDS EDUCATION SUPPORT PROFESSIONALS ASSOCIATION /CTA/NEA

I
ORGANIZATION

The name of this organization shall be the Redlands Education Support Professionals Association/CTA/NEA (hereinafter referred to as the “Association” or “RESPA”) in San Bernardino County.

II
PURPOSE

The primary purpose of this Association shall be:

- Section 1: To be the exclusive representative of a bargaining unit composed of employees within the scope of membership in all matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours and other terms and conditions of employment.
- Section 2: To provide an opportunity for continuous study and action on problems of the education support professionals represented.
- Section 3: To foster good fellowship among members.
- Section 4: To promote professional attitudes and ethical conduct among members.
- Section 5: To raise the standards of classified employment.
- Section 6: To advance the general welfare of the schools.
- Section 7: To encourage cooperation and communication between the profession and the community.
- Section 8: To form a representative body capable of developing a group opinion on professional matters to speak with authority for education support professionals.
- Section 9: To provide a means of representation for its ethnic minority members.

III
AFFILIATIONS

- Section 1: This Association shall be a chartered chapter of the California Teachers Association (“CTA”).
- Section 2: This Association shall be an affiliated local association of the National Education Association (“NEA”).

Section 3: This Association shall be an affiliated local association of the Citrus Belt UniServ (“CBU”).

IV MEMBERSHIP

Section 1: All classified employees who meet the active membership requirements of RESPA, CTA and NEA may, upon initiation of payroll or payment of dues as herein provided, become active members of the Association with full and equal rights and privileges of membership.

Section 2: Active members of the Association shall be members of the California Teachers Association and National Education Association.

Section 3: Except for nonpayment of dues and assessments, no member shall be fined, censured, suspended, expelled, or otherwise disciplined except as provided in the bylaws.

Section 4: All active members of the Association shall have equal rights and privileges within the Association which include:

Nomination of candidates.

Voting in the elections or on referenda of this Association.

Holding office.

Participating in the deliberations and voting upon the business of the organization, including contract ratification.

Attending membership meetings.

Meeting and assembling fully with other members.

Expressing any views, arguments or opinions.

Section 5: All members shall be employed within the Redlands Unified School District in a non-managerial and non-supervisory position.

Section 6: Unless otherwise expressly provided by law, persons who tender agency fees shall have no rights or privileges within this Association.

Section 7: Unless otherwise expressly provided by law, persons who declare religious or conscientious objector status in writing shall have no rights or privileges within this Association.

Section 8: Categories of Membership. There shall be two categories of membership in the Association: Active and Associate. Active membership shall be open to any person who is engaged in or who is on limited leave of absence from professional education work, is an employee of the Redlands Unified School District, and whose primary assignment is such as not to hold supervisory responsibility over other members to such an extent as not to be represented in the negotiations process by the classified bargaining unit.

Section 9: Active members shall be eligible to vote in all elections, hold elective office or appointive position, receive special services, obtain assistance in the protection of

professional and civil rights, and receive reports and publications of the Association.

Section 10: The rights to and privileges of membership shall not be abridged in any way because of age, sex, race, color, ethnic group, marital status, national origin or sexual orientation.

Section 11: Active members shall adhere to The Code of Ethics of the Education Profession.

Section 12: No member of the Association may be disciplined without a due process hearing, which shall include the established appellate procedure.

Section 13: The membership year shall be that period of time from July 1 of any given calendar year through June 30 of the following calendar year.

V

DUES, FEES, AND ASSESSMENTS

Section 1: The basic annual dues level for Active members represented in the bargaining unit shall be sufficient to cover the operation expenses of the Association, the dues of CTA, and the dues of NEA.

Section 2: The Association's portion of the basic annual dues shall be established by action of the Representative Council at the last regular meeting of the school year.

Section 3: Annual Dues: The dues of this Association shall be in compliance with the affiliate organizations. The funds of this Association shall be audited each year between September 1 and October 15. An outside audit shall be conducted upon the recommendation of the Executive Board.

Section 4: Dues will be adjusted to reflect any increase that may be applied to the salary schedule.

Section 5: The Association may levy special dues increases upon the recommendation of the Executive Board with the approval of Representative Council.

Section 6: Membership shall be continuous after initial enrollment until a change in status shall make the member ineligible for membership. Membership dues will be paid through payroll deduction. If by October 31 of any calendar year, a member has neither paid the established annual membership dues for the current membership year, nor made satisfactory arrangements for payment, then that person's membership shall be considered delinquent and the name dropped from the roles.

VI

POLICY-MAKING BODY

Section 1: The policy-making body of the Association shall be a Representative Council. The Representative Council, comprised of Active members of the Association, derives its powers from and shall be responsible to the Active membership.

- Section 2: The Representative Council shall be composed of the following Active members:
1. Executive Board, ex-officio
 2. Site Representatives elected on the basis of one-person – one vote.
 3. Additional representatives, at the Association’s discretion.
- Section 3: The Representative Council shall:
 Establish Association policies and objectives;
 Adopt the annual budget of the Association on or before the first meeting of the school year;
 Approve the establishment or discontinuance of committees recommended by the Executive Board; and
 Establish the dues of the Association.
- Section 4: The Representative Council shall meet at least once during each school month; the number, place and time of meetings to be decided by the Executive Board.
- Section 5: Special meeting(s) of the Representative Council may be called by the President, the Executive Board, or by the petition of 20% of the Active membership.
- Section 6: Special meeting(s) of the Representative Council shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted.
- Section 7: Notices for all meetings of the Representative Council shall be sent to all members of the Representative Council at least two days prior to the date of the meeting.
- Section 8: For emergency meetings of the Representative Council during crisis situations, the Executive Board shall adopt procedures to notify representatives of meeting dates, places, and times.
- Section 9: A quorum for all meetings of the Representative Council shall consist of a majority of all voting members of that body.
- Section 10: Members of the Representative Council shall serve a term of one (1) year. (Except for the CTA State Council Representatives whose terms are set by CTA.)

VII
 SITE REPRESENTATIVES

- Section 1: Site representatives shall be elected by and from the Active membership for each site. Such election shall be by open nominations and by secret ballot.
- Section 2: Site Representatives shall be elected from the active membership on the basis of at least one for each twenty (20) members or major fraction thereof at each work site, no later than June 1st. It is the responsibility of each Site Representative to insure that a designated alternate is elected at the site and to notify the Site Representative Chairperson/Elections Chairperson of the person(s) elected.

- Section 3: Active members who are not represented through an individual site shall be counted as a special site group entitled to the same representation on the Representative Council as individual sites.
- Section 4: The Membership Chairperson shall provide a current list of members to each Site Representative at the first regularly scheduled Site Representative Council meeting of the new school year.
- Section 5: A vacancy in the position of Site Representative shall be filled by the elected alternate of those members located on the respective work site affected by the vacancy. If no alternate is available, then a new election by the Site members shall be conducted within thirty (30) days of notice of vacancy.
- Section 6: The term of office for Site Representative shall be for one (1) year commencing July 1st through June 30th.
- Section 7: Site Representatives shall:
Attend all regularly scheduled or specially called Site Representative Council meetings and represent his/her site members in all actions taken by the Site Representative Council.
Conduct constant and ongoing liaison between the Representative Council and the Active members of the site; Encourage membership and participation in the activities of the Association.
Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the members;
Represent the views and input of the Active membership of the faculty in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose; and
Attend training sessions as designated by the President.
If Site Representatives cannot attend, it is his/her responsibility to notify and send the alternate.
Maintain communication between the Executive Board and their respective sites.
Inform new employees in their jurisdiction of their rights under the contract.
Perform such additional duties as prescribed by the Executive Board.
- Section 8: Any elected site representative council member absent from three (3) consecutive Rep Council meetings may be removed from office and a new election at that site will be held to fulfill that position should the alternate decline to assume the responsibility.
- Section 9: Committee Chairs and RESPA members who are CTA State Council Delegates, NEA Directors, or NEA Executive Committee members shall be members of Representative Council.
- Section 10: A Site Representative may not conduct an election in which he/she is a candidate.

VIII

ASSOCIATION OFFICERS, ELECTION PROCEDURES AND FISCAL YEAR

- Section 1: Officers: The following offices shall constitute the officer personnel of this Association: President, Vice-President, Secretary, and Treasurer.
- Section 2: These officers shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in their respective positions during their terms of office.
- Section 3: These officers shall be elected by and from the Active membership of the Association. Such election shall be by open nominations and secret ballot.
- Section 4: Eligibility to hold office: All officers of this Association shall be elected from the members who have been in good standing. The member elected must maintain membership in the Association in order to remain in office.
- Section 5: Term of office: The term of office shall be two years, from July 1 to June 30. However, any office may be re-elected for any number of terms, one at a time. The President, Secretary; Director of Transportation; Director of Food Services and Director of Para-Professionals will be elected in odd-numbered years; Vice-President; Director of Maintenance, Operations; Director of Clerical and Director of Technical will be elected during even-numbered years.
- Section 6: Election Committee: The election committee shall be appointed by the President, subject to the approval of the Executive Board.
- Section 7: Vacancies: A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices of the Association. If there is a vacancy occurring in the office of the President, the Vice-President shall assume the office. In the event a vacancy occurs in the other offices, a special election shall be held to elect successors to fill the unexpired terms.
- Section 8: Assistants: The President shall have the power to appoint an assistant to any office when he/she is of the opinion that such an assistant is necessary.
- Section 9: Fiscal Year: The fiscal year shall be from September 1 to August 31 of each year.
- Section 10: Association Year: The Association year shall be from July 1 to June 30.

IX

OFFICERS/DIRECTORS

- Section 1: President. The President shall:
The President shall be the chief executive officer of the Association and its policy leader;
Preside over all meetings of the Association, Site Representative Council, and Executive Board;
Serve as official spokesperson for the Association;

Serve as ex-officio member of all committees, and the negotiating team, except as otherwise provided in the Standing Rules, and responsible for the progress and work of the Association;

Be familiar with the governance documents of the Association, CTA and NEA;

At each meeting of the Association, the order of business shall be at the discretion of the President subject to ratification by the body;

Appoint the various committees and chairpersons, standing or special, required by the By-laws or established by the Executive Board except as herein otherwise provided or ordered by a vote of the Association; cause the election of Site Representatives when a vacancy occurs;

Appoint the chairperson and members of the bargaining unit with the approval of the Executive Board by the beginning of each school year;

Perform such other duties as directed by the Executive Board and Site Representative Council;

Prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board; instruct secretary to disseminate;

Call meetings of the Association, Representative Council and the Executive Board;

Propose the procedures for grievance processing for ratification by the Executive Board and the Representative Council;

Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;

Attend meetings of the Service Center Council of which the Association is a part;

Attend other CTA/NEA meetings as directed by the Representative Council;

Be chairperson of the Executive Board;

Be the presiding officer of the Site Representative Council; and

Appoint active members to attend conferences and workshops.

Section 2: Vice-President. The Vice-President shall:

In the absence or disability of the President, possess all the powers, perform all duties in his/her stead, and at all times assist the President in the performance of his/her duties;

Serve as ex-officio member of committees and act as Coordinator of Committee Activities as directed by the President;

Perform such other duties as directed by the President, Executive Board and Site Representative Council; and

Be responsible for the formation and distribution of the Association's calendar and activities.

Section 3: Secretary. The Secretary shall:

In the absence or disability of the President and Vice-President possess all the powers and perform all the duties of the office of President;

Keep an accurate record of the proceedings of each meeting, regular or special of the Association, Executive Board, and Site Representative Council;

Be responsible for distribution of all notices, agendas and minutes of all meetings, regular or special, of the Association, Executive Board, and Site Representative Council, and to the membership when appropriate;

Maintain the books and official papers of the Association, which shall be open at all times for inspection by the President/designee;

Keep an accurate roster of the membership of the Association and of all committees; and
Handle correspondence of the Association, and perform such other duties as may be required by the President or Executive Board.

Section 4: Treasurer. The Treasurer shall:
Receive all funds of the Association and keep and disburse same, under the direction of the President and with the approval or ratification of the Representative Council;
Pay out such funds upon orders of the President;
Collect all dues from the members, including per capita tax and assessments of the affiliate organizations, and remit same with all forms relative thereto, properly completed, to that organization;
Keep or cause to be kept, financial books and full accounts which shall be open at all times to the inspection of the President and for audit;
Report at each meeting of the Association, as to the financial condition of the treasury with a detailed statement of receipts and expenditures. The Executive Board shall designate all of the funds of the Association kept in the name of the Association in such depository as *designated by the Executive Board*. No funds shall be solely disbursed by the Treasurer. Disbursed funds shall be authorized or ratified at each Executive Board meeting;
Perform such other duties as may be required by the President.
Prepare an annual report to include the last day of the fiscal year and when audited, turn over all records, vouchers, and statements to the newly elected treasurer no later than July 15;
Guarantee compliance with the NEA bonding plan;
Be responsible for issuing reimbursement to members for expenses incurred while on chapter business or for office expense. Payment will be made only upon member's submission of an official expense statement;
Be responsible for submitting membership and financial reports to CTA, NEA and other agencies as required by law; and
Serve as chairperson of the Budget Committee.
President and treasurer shall calendar one day a month for treasurer to pay all bills, reconcile all accounts, do financial reports for the Executive Board and Site Representative Council, and other financial duties as needed. The Association shall provide release time to the treasurer for this.

Section 5: Directors. The Directors-At-Large shall:
Represent members from the Clerical Series;
Represent members from the Child Nutrition Services;
Represent members from the Maintenance and Operations;
Represent members from the Para-Professional Series;
Represent members from the Transportation Series; and
Represent members from the Technical Series.

X

EXECUTIVE BOARD

- Section 1: The Executive Board shall be composed of the elected officers and directors for the Active membership as long as this complies with the “one-person – one-vote” rule.
- Section 2: All members of the Executive Board shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in this position.
- Section 3: Directors of the Executive Board shall be elected with open nominations and by secret ballot.
- Section 4: Directors of the Executive Board shall be elected for terms of two (2) years commencing on July 1 of any calendar year.
- Section 5: Vacancies in the position of Directors of the Executive Board shall be deemed to exist in the case of death, resignation, or inability to serve in this position. If there is a vacancy occurring in this position, a special election shall be held to elect a successor to fill the unexpired term.
- Section 6: The Executive Board shall meet prior to each regular meeting of the Representative Council and at such other times as the President may deem necessary, or upon written petition of a majority of the members of the Executive Board.
- Section 7: The Executive Board may hold regular monthly meetings or special meetings at the direction or call of the President or at the request of one-half (1/2) the membership of the Executive Board. These meetings shall be open to any member wishing to attend.
- Section 8: Upon reaching tentative agreement on a collective bargaining agreement or modifications thereof, such agreement shall be submitted to the Executive Board. The Executive Board shall then prescribe the manner of ratification by the general membership or such other action as may be deemed appropriate.
- Section 9: The Association shall hold at least one general meeting during the year. The President/designee shall determine the time and place for the meetings.
- Section 10: The duties and the responsibilities of the Executive Board are:
- Coordinate the activities of the Association;
 - Act for the Representative Council when school is not in session;
 - Direct the bargaining activities of the Association, subject to policies established by the Representative Council;
 - Approve appointment and removal of Bargaining Team members by a 2/3 majority vote;
 - Recommend a budget for the Association to the Representative Council;

Approve all appointments to and removal (majority vote) of committees, including chairpersons;
Adopt the Standing Rules for the Association;
Adopt the grievance procedure;
Direct the grievance activities of the Association;
and Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions imposed by the Representative Council.

Section 11: A quorum for all meetings of the Executive Board shall consist of a majority of the elected members of that body.

XI

GENERAL MEMBERSHIP MEETINGS

Section 1: Meetings of the Association called by the President, the Executive Board, or by written petition of 20% of the Active membership.

Section 2: Notices of the Association meetings including date, place, time and purpose shall be made available to all members of the Association at least two days before the meeting, except during crisis situations.

Section 3: Provisions for calling special meetings and for calling meetings in times of crisis emergency.

Section 4: Quorum for meetings of the Association shall be 5% of the Active membership

XII

BARGAINING

Section 1: The President shall appoint all members, alternates, and the chairperson of the Bargaining Team with the concurrence of the Executive Board.

Section 2: Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.

Section 3: The Executive Board, by two-thirds (2/3) majority, may remove a member of the Bargaining Team.

Section 4: The Bargaining Team shall be under the direction of the Executive Board, and shall report its activities to the Executive Board, as the Board requires.

Section 5: The Bargaining Team is empowered to reach tentative agreements with the district subject to ratification by the Active membership.

Section 6: The duties of the Bargaining Team are to represent and to bargain for the bargaining unit.

- Section 7: Responsibility and authority for directing the bargaining process on behalf of the Association are vested in the Executive Board subject to policies established by the Active membership.
- Section 8: Active members shall be surveyed to determine contents of the proposed contract demands, and the contract proposal shall be approved by Active membership.
- Section 9: The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.
- Section 10: Agreements reached between the Bargaining Team and the RUSD School Board/representatives shall be considered tentative and not binding upon the Association until such agreements have been ratified by the Active membership.

XIII GRIEVANCE PROCESSING PROCEDURES

- Section 1: The Executive Board shall adopt, with the approval of the Representative Council, the procedures for grievance process.
- Section 2: These procedures shall include, but not limited to, the following:
Provide representation to assist all members of the bargaining unit in processing grievances;
Training for handling grievances; and
Evaluation of the Association's Grievance policies and procedures.

XIV NOMINATIONS AND ELECTIONS

- Section 1: The president must provide Active members an opportunity to vote in all elections. The president does not have the option of deciding that such elections shall not be held.
- Section 2: There shall be an appointed Elections Committee.
- Section 3: Elections shall be conducted with:
Open nomination procedure;
Secret ballot;
All Active member vote;
Record of voters receiving or casting ballots;
Majority vote, unless otherwise specified.
- Section 4: State Council Representative elections shall be conducted in accordance with CTA guidelines after the chapter or service center council has been notified to do so by the CTA Elections Committee.
- Section 5: NEA State Delegate elections shall be conducted in accordance with CTA/NEA guidelines.

- Section 6: NEA Local Delegate elections shall be conducted in accordance with CTA/NEA guidelines.
- Section 7: The duties of the Elections Committee shall be to:
 Ensure that all RESPA/CTA/NEA election codes and timelines are followed;
 Establish election timelines;
 Develop and carry out timelines and procedures;
 Prepare ballots for election of officers and such other elections as may be necessary;
 Count the ballots and certify the results;
 Handle initial challenges.
- Section 8: Election chair may not conduct an election in which he/she is a candidate.

XV
 COMMITTEES

- Section 1: Committee meeting schedules:
 The committee chairperson shall set meeting times and places.
 Each committee chairperson shall notify the Association President or Vice-President in advance of the date, time and place of any committee meeting and thereafter report the outcome of the meeting to the President or Vice-President.
 All committees shall continue to function from appointment to the end of the Association year unless otherwise directed by the Executive Board.
 Each committee shall submit periodic reports to the Executive Board and Representative Council.
- Section 2: Membership:
 The President shall appoint committee chairpersons and others as deemed necessary. Such appointments shall be subject to ratification by the Executive Board. These appointments shall be made as soon as possible after the President takes office. The Executive Board may decide to not fill non-standing committees unless directed to do so by a majority vote of the Site Representative Council:

- Budget
- Elections
- Grievance
- Historian
- Human Rights
- Women's Issues
- Insurance
- Membership
- Negotiations
- Political Action
- Scholarship
- Community Involvement
- Site Representative
- Social
- Sunshine
- Organizing/Crisis

Catastrophic Sick Leave

Standing Committees:

The President shall appoint the following committees, whose appointments shall be subject to ratification by the Executive Board:

Budget: 3 members

Grievance: 3 members

Negotiating: 5 members

Catastrophic Sick Leave: 3 members

Elections: 3 members

Political Action: 3 members

Section 3: Length of Term:

With the exception of the Grievance, Political Action, and Negotiating committees the term shall not extend beyond the close of the chapter year.

The Budget Committee shall serve until the Executive Board has adopted the budget.

The Grievance Committee has no specified time.

The Negotiations Committee has no specified time.

The Negotiating Committee shall consist of five members.

- Section 4: Membership Committee: Encourage attendance at the meetings and keep an accurate account of all members and their work sites. The Membership Chairperson shall review the Board Agenda, make any adjustments to the RESPA database, and contact the Site Representative's to inform them of all new members at their sites and members that have resigned, retired or transferred to any other site in the District. The Membership Chairperson shall notify Directors of all new members in their series.
- Section 5: Sunshine Committee: It shall be the duty of this committee, to send appropriate cards when informed of extended or unusual sickness, surgeries, or death of family members of the membership to the member. The Committee shall be reimbursed from chapter treasury for reasonable expenses incurred.
- Section 6: Social Committee: It shall be the duty of this committee to plan all social events for the Association with approval of the Executive Board and assist social sub-committee chairs as needed.
- Section 7: Scholarship Committee: It shall be the duty of this committee to implement, encourage applications and award the scholarship(s) given by the Association. The Scholarship Chairperson shall notify the President of the recipients of the scholarships no later than 2 days after the selection(s) have been made.
- Section 8: Election Committee: It shall be the duty of this committee to act as follows:
Submit to the Executive Board no later than the January meeting a plan for conducting the election of Association Officers and NEA Delegates.
Conduct all elections including the election of Site Representatives, the regular election of Executive Board Officers, NEA Delegates, CTA State Council Representatives and San Gorgonio Service Center Council Elections.

Process nominations; prepare the ballot; prepare the lists of eligible voters for each work site; canvas the election returns from the electoral groups; tabulate the results; certify the results to the Executive Board; and announce the results no later than April 30, as per election guidelines.

- Section 9: Budget Committee: It shall be the duty of this committee to prepare the budget for the Association by the first Executive Board meeting in September. The President and Treasurer are members of this committee in addition to other designees.
- Section 10: Grievance Committee: It shall be the duty of the Grievance Committee to investigate and process grievances in accordance with the contract. There shall be one member of the committee that has attended a CTA approved grievance conference per year, if such training is available.
- Section 11: Negotiating Committee: The Negotiating Committee shall be responsible for the development of initial proposals which reflect the needs of the membership and meet with district negotiators to negotiate a contract for classified members. Chairperson or designee shall serve on the district insurance committee. Chair shall be funded to attend available negotiations training(s).
- Section 12: Insurance Committee: It shall be the duty of this committee to meet with the District and insurance representatives at scheduled insurance meetings and report on programs to membership. The Negotiation Chairperson and a member of the negotiating team shall serve on this committee.
- Section 13: Political Action Committee: It shall be the duty of this committee to serve on coalitions and conduct political action activities.
The Political Action Committee shall be appointed by July of each year.
The Political Action Committee shall operate in accordance with the California Political Reform Act and other applicable law.
Contributions: The amount of funding for the PAC fund shall be accessed tenthly. If increased, adjustment by the percentage of overall increase for unit members shall be approved by Executive Board and ratified by the Site Rep. Council.
- Section 14: Site Representative Committee: It shall be the duty of this committee to maintain a listing of current Site Reps and their designated alternates and notify the President of vacancies as they occur. The committee shall distribute all materials pertaining to RESPA members.
- Section 15: Historian: It shall be the duty of this committee to keep and maintain RESPA's history through records, minutes, photos, articles, and correspondence.
- Section 16: Organizing/Crisis: It shall be the duty of this committee to develop activities and strategies, activate membership interest and participation around the causes and issues to support the Negotiating Committee related to the Association as directed by the Executive Board.

- Section 17: Catastrophic Sick Leave: It shall be the duty of this committee to keep and maintain records and to keep members informed of procedures to qualify for said Sick Leave.
- Section 18: Community Involvement: It shall be the duty of this committee to involve RESPA in the local community.
- Section 19: Human Rights: It shall be the duty of this committee to promote and monitor human rights practices of the Association and the community.
- Section 20: Women's Issues: It shall be the duty of this committee to promote women's issues within the Association and the community.

XVI NEA DELEGATES

- Section 1: Delegates to the annual representative assembly of the National Education Association shall be elected at large by the general membership in conformance with the applicable rules and regulations of that organization.
- Section 2: Alternate delegates, if any, shall be elected in the same manner at the same time.
- Section 3: Delegates shall submit a brief written report to the Executive Board and Site Representative Council by the September Association meeting.

XVII PARLIAMENTARY PROCEDURE

The latest edition of Robert's Rules of Order, Newly Revised, shall be the authority in parliamentary law and procedures at all meetings of the Association, the Site Representative Council, the Executive Board, various committees and on all matters not otherwise determined in these Bylaws.

XVIII AMENDMENTS

Amendments to these Bylaws may be made by a two thirds (2/3) vote of the Site Representative Council. Notice of the proposed amendments shall have been made at the previous Site Representative Council meeting and posted at each school site five days prior to voting.

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