

## **Hazelwood National Education Constitution and Bylaws**

### **CONSTITUTION OF THE HAZELWOOD NATIONAL EDUCATION ASSOCIATION**

#### **PREAMBLE**

We, the members of the Hazelwood National Education Association, in order to promote and advance the cause of education for all individuals, promote professional excellence among educators, gain recognition of the basic importance of educators in the learning process, protect the rights of educators and advance their interest and welfare, secure professional autonomy, unite educators for effective citizenship, promote and protect human and civil rights and obtain for its members the benefits of an independent, united teaching profession, do hereby adopt these Constitution and Bylaws.

#### **ARTICLE I NAME**

The name of this organization shall be Hazelwood National Education Association (HNEA).

#### **ARTICLE II GOALS AND OBJECTIVES**

The goals of the Association shall be as stated in the Preamble. The Association shall have all powers necessary and proper to take action for the attainment of these goals; all within the meaning of Section 501(C)(5) of the Internal Revenue Code. Nothing in the Constitution and Bylaws shall be construed to prevent the Association from pursuing objectives that are consistent with the stated goals of the Association.

#### **ARTICLE III MEMBERSHIP**

##### **SECTION 1: Classes of Membership**

There shall be at least three (3) classes of membership in the Association: Active, Retired, and Reserve.

##### **SECTION 2: Membership and Fiscal Year**

The membership year and fiscal year shall be from September 1 through August 31.

##### **SECTION 3: Membership Dues**

Dues for the following membership year will be set by the local representative assembly at the last meeting of the membership year.

## **SECTION 4: Property Interest of Members**

All rights, title and interest, both legal and equitable, of a member in and to the property of the Association shall end upon the termination of membership.

## **ARTICLE IV OFFICERS**

### **SECTION 1: Officers**

The officers of the Association shall consist of a President, Vice President or President-Elect, Secretary, and a Treasurer.

### **SECTION 2: Duties and Powers of the Officers**

- a. **President.** The President shall preside over meetings of the Executive Board and the Representative Assembly, appoint the chairperson and members of standing committees, except the nominating committee, appoint special committees, serve as ex-officio member of all committees except the nominating committee, and shall be the executive officer of the Association. Committee vacancies shall be filled by appointment by the President with the approval of the Executive Committee. The President shall represent the Association before the public either personally or through delegates, and shall perform the duties prescribed by the Constitution and Bylaws and by the parliamentary authority adopted by the Association.
- b. **First Vice President.** The First Vice President shall serve as an ex-officio member of all committees, communicate monthly with committee chairpersons to discuss committee activity, assist the committees in identifying recommendations ready for action by the Building Representative Assembly, and prepare committee progress reports for members. The First Vice President shall serve as Executive Board's representative to school board meetings, a duty to be shared with the Second Vice President.  
The First Vice President shall represent the Association in an official capacity at the request of the President and shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Association.  
The First Vice President shall fill the office of President until the spring election in the event the office of President becomes vacant. A new President will be elected by the membership to fulfill the remaining year(s) of the term at the spring election.
- c. **Second Vice President.** The Second Vice President shall serve as an ex-officio member of standing committees. The Second Vice President shall serve as Executive Board's representative to school board meetings, a duty to be shared with the First Vice President. The Second Vice President shall serve as the

chairperson of the membership committee and maintain a roll of the members of the Association. The Second Vice President shall represent the Association in an official capacity at the request of the President and shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Association.

**d. Secretary.** The Secretary shall keep accurate minutes of all meetings of the Executive Board, Building Representative Assembly, and any other Association business meetings, shall maintain official files, and shall assist the President with Association correspondence. The Secretary shall represent the Association in an official capacity at the request of the President.

**e. Treasurer.** The Treasurer shall hold the funds of the Association and disburse them upon authorization of the Executive Board. The Treasurer shall be responsible for the collection of dues and shall follow any membership plan authorized by the Executive Board and/or Membership Committee. The Treasurer shall collect dues through the membership plan and transmit amounts due to the Missouri NEA.

The Treasurer shall keep accurate accounts of receipts and disbursements, shall report to each meeting of the Building Representative Assembly, and shall prepare an annual financial statement for publication to members as directed by the Executive Board. The Treasurer shall present monthly financial reports for the Executive Board and the Building Representative Assembly. If the treasurer cannot be present at the Building Representative Assembly the monthly reports and statements must be given to the President prior to the meeting. The Treasurer shall present the initial draft of the annual budget to the Executive Board at the summer Executive Board Meeting. The Treasurer shall represent the Association in an official capacity at the request of the President.

If a Treasurer resigns before the end of the term, the Executive Board shall appoint a new Treasurer to fulfill the remainder of the term.

The Treasurer shall be bonded by the Association.

### **SECTION 3: Qualifications**

All candidates for office shall be Active members of the Association. All officers shall maintain membership in the Association during their term.

### **SECTION 4: Term of Office**

- a. The President shall be elected to a three year term and serve until their successors are elected.
- b. The Treasurer shall be elected to a three year term in the year following the election of a President and serve until their successors are elected.
- c. All other officers and representatives shall be elected to a two year term and serve until their successors are elected.

**ARTICLE V  
EXECUTIVE BOARD**

**SECTION 1: Powers**

The Executive Board shall be the executive authority of the Association. Within the policies established by the Representative Assembly, the Executive Board shall be responsible for the management of the Association, approve all expenditures, and carry out all policies of the Association. It shall report its transactions and those of the Representative Assembly to the members and shall suggest policies for consideration by the Representative Assembly.

**SECTION 2: Composition**

The Executive Board of the Association shall consist of the President, First Vice President, Second Vice President, Secretary, Treasurer and two (2) representatives elected by high school members, two (2) representatives elected by middle school, and four (4) representative elected by elementary school members.

**SECTION 3: Meetings**

The Executive Board shall meet regularly according to the calendar developed by the President with input from the Executive Board. Special meetings of the Executive Board can be called only by the President or upon the written request of three (3) members of the board.

**SECTION 4: Vacancies**

Vacancies in the Executive Board, excluding the office of President, shall be filled by a majority vote of the Executive Board. The appointee, excluding Treasurer, shall complete the current year of the term. A new member of the Executive Board will be elected by the membership to fulfill the remaining year(s) of the term at the spring election.

**ARTICLE VI  
BUILDING REPRESENTATIVE ASSEMBLY**

**SECTION 1: Powers**

The legislative and policy making body of the Association shall be the Building Representative Assembly. The Representative Assembly shall have the power:

- a. To approve the budget.
- b. To set the dues for the Association.

- c. To act on reports of committees.
- d. To approve resolutions and other policy statements.
- e. To adopt procedures to monitor adherence to the Code of Ethics of the Education Profession and adopt procedures to be followed in censuring, suspending, and expelling members for cause or in reinstating members.
- f. To adopt rules governing the conduct of the meetings as are consistent with the Bylaws.
- g. To be the final judge of the qualifications and election of officers and Association Representatives.
- h. Powers not delegated to the Executive Board, the officers, or other groups in the Association, shall be vested in the Building Representative Assembly.

## **SECTION 2: Composition**

The Building Representative Assembly shall consist of one or more representatives from each school or building unit, and the chairpersons of standing committees.

Members of the Executive Committee shall be members of the Representative Assembly.

## **SECTION 3: Visitor Attendance**

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

## **SECTION 4: Election of Building Representatives**

In each school building, the Association members in good standing shall elect a Building Representative for each fifteen (15) members, or major fraction thereof, to serve a term of one (1) year. There shall be at least one from each building. Elections shall be held no later than May 10, and Building Representatives shall take their seats at the August meeting of the Building Representative Assembly. If the number of candidates does not exceed the number of positions available, candidates shall be considered elected by acclamation.

## **SECTION 5: Meetings**

The Building Representative Assembly shall meet regularly according to a calendar developed by the President with input from the Executive Board and may hold special meetings at the call of the Executive Board.

## **ARTICLE VII COMMITTEES**

### **SECTION 1: Appointment**

Standing committees, subcommittees, and or special committees shall be appointed by the President with the approval of the Executive Committee.

### **SECTION 2: Standing Committees**

Standing Committees shall be Membership, Minority Affairs, Government Relations, Communications & Public Relations, Bylaws & Standing Rules, Budget, and Elections.

### **SECTION 3: Meetings**

Each standing committee shall meet regularly according to a calendar developed by the committee and submitted to the First Vice President and may hold special meetings at the call of the chairperson.

### **SECTION 4: Reports and Records**

Each committee shall choose a secretary who shall keep a continuing record of activities. Chairpersons shall communicate monthly with the First Vice President, report items of action to the Building Representative Assembly, and prepare an annual written report summarizing objectives, action programs, gains, and goals not reached. These annual committee reports shall be filed by the First Vice President to become part of Association files.

### **SECTION 5: Ex-Officio Members**

The President, First Vice President, and/or Second Vice President shall serve as ex-officio members of all committees, except the Elections Committee.

### **SECTION 6: Duties of Standing Committees**

- a. The Membership Committee shall organize and conduct unified local, state and national enrollment on non-members and inform members of policies, programs, services, and accomplishments of the Association. The committee shall sponsor

the new-teacher breakfast/luncheon and membership drive prior to the beginning of the school year.

- b. The Minority Affairs Committee shall coordinate the programs of the Association that are designed to attract and increase minority involvement.
- c. The Government Relations Committee shall keep members up to date on legislative activity at the state and national levels, coordinate legislative efforts with Missouri NEA and NEA, and conduct membership awareness campaigns to insure that members know and exercise their political rights and responsibilities.
- d. The Communications/Public Relations Committee shall be responsible for assisting in the publication of the local newsletter and special bulletins, updating and maintaining the Association website, and for promoting activities to benefit the welfare of school children. The Association liaison to the PTA will be a member of this committee.
- e. The Bylaws & Standing Rules Committee shall recommend changes in the Bylaws required to facilitate the functioning of the Association and shall inform members of proposed changes to the Bylaws at least two weeks prior to the time such proposals shall be presented for approval.
- f. The Budget Committee shall study the financial needs of the Association, prepare an annual budget for the Association, and present a budget to the members for approval. The annual budget prepared by the Committee shall be presented to the Executive Board and shall be approved by the Executive Board before it is presented to the members for approval.
- g. The Elections Committee shall prepare a secret ballot (written or electronic) for election of its officers as specified in Article IV of the Bylaws, conduct all elections with open nominations and a secret ballot, make all arrangements for the elections, and appoint tellers as necessary to conduct a fair election.

In the event that more than six (6) members desire a seat on the Elections Committee, members shall be elected by the Building Representative Assembly. No member of this committee shall be a candidate for any office in the Association.

## **ARTICLE VIII NEGOTIATIONS TEAM**

### **SECTION 1: Composition**

The Negotiations Team shall consist of one chair, six (6) members and one (1) recorder. All members of the Team shall be appointed by the President with the approval of the Executive Board.

## **SECTION 2: Authority (powers)**

The Negotiations Team shall have the authority to bargain in good faith, including the right to modify proposals and make concessions on behalf of the Association subject only to ratification of the entire contract by the membership.

The Negotiations Team shall be responsible for representing the bargaining unit at the bargaining table and shall have the authority to reach on-the-spot tentative agreement on any or all items.

## **SECTION 3: Responsibility**

The Negotiations Team shall develop Association position on the proposed Articles of Agreement with data compiled from Association members. It shall be the responsibility of the Team to meet periodically with the Executive Board.

It shall be the responsibility of the Team to develop negotiation updates and reports for the general membership.

## **SECTION 4: Referral to the Representative Assembly**

The Negotiations Team shall refer the final tentative agreement package to the Representative Assembly. The team does not have the authority to deal directly with the Association membership.

## **SECTION 5: Final Agreement**

The Negotiations Team does not have the authority to deal directly with the Association membership. The Team shall refer the final tentative agreement to the Building Representative Assembly. The agreement shall be presented to the general membership by the Executive Board and/or Building Representatives within five (5) business days of the agreement being reached. The final agreement shall be voted on by the general membership no sooner than ten (10) business days after the agreement was reached.

# **ARTICLE IX AFFILIATION**

## **SECTION 1:**

The Association shall enter into a reciprocal contractual agreement between the Hazelwood NEA Local and the National Education Association as stated in the NEA Constitution.



## **SECTION 2:**

The Association shall affiliate with the Missouri NEA as regulated in the Missouri NEA's Constitution and Bylaws.

## **ARTICLE X ELECTIONS**

### **SECTION 1: Election of Officers**

- a. The First Vice President, Secretary, one (1) high school representative, one (1) middle school representative, two (2) elementary representatives, and one (1) member-at-large shall be elected in the Spring of odd numbered years.
- b. The Second Vice President, one (1) high school representative, one (1) middle school representative, and two (2) elementary representatives shall be elected in the Spring of even numbered years.
- c. Election of officers, representatives, and delegates to the NEA and Missouri NEA Representative Assemblies shall be in the month of March. Officers shall take office June 1st following the election.

### **SECTION 2: Recall**

Elected officials of the Association shall be subject to a recall election.

- a. Recall shall occur when ten (10) percent of the general membership of the Association sign petitions asking for a recall of an officer or member of the Executive Board.
- b. The election shall be held at a regularly scheduled Building Representative Assembly, not less than thirty (30) nor more than sixty (60) days after receipt of the petition by the chairperson of the Elections Committee.

### **SECTION 3: Delegate Elections**

- a. Delegates to the NEA Representative Assembly shall be elected in compliance with the NEA Constitution and Bylaws.
- b. Delegates to the Missouri NEA Representative Assembly shall be elected in compliance with the Missouri NEA Bylaws.

### **SECTION 4: Election Procedures**

The Association shall conduct all elections with open nominations and a secret ballot. When the number of candidates declared equals the number of positions to be filled, the chair shall declare such candidates elected.

Rules for conducting elections shall be established by the Elections Committee.

## **SECTION 5: One Person One Vote**

All elections shall be in accordance with the one-person, one-vote principle.

## **SECTION 6: Ethnic Minority Representation**

The Association shall take such steps as are legally permissible to achieve ethnic-minority representation at least proportionate to its ethnic minority membership on elected and appointed bodies.

# **ARTICLE XI AMENDMENTS**

## **SECTION 1: Voting Requirements**

These Bylaws may be amended by a majority vote at any regular meeting of the Building Representative Assembly provided that proposed amendments have been previously studied by the Executive Board and that copies have been sent to members of the Building Representative Assembly at least two calendar weeks in advance of the meeting in which the proposed amendments are voted on. Voting on all proposed amendments shall be by secret ballot.

## **SECTION 2: Procedures**

- a. Proposed amendments to the Constitution and Bylaws may be submitted by petition signed by a majority of the membership, the Bylaws and Rules Committee, or Executive Committee.
- b. Proposed amendments will be printed in a publication or distributed in writing to all members prior to the meeting at which they will be considered.
- c. Proposed amendments shall be accompanied by a written rationale.

## **SECTION 3: Electronic Notification and Meetings**

Unless indicated otherwise in the Constitution and Bylaws, all communications, including meeting notices may be sent electronically. The membership, Officers, Committees and other ad hoc groups are authorized to meet by electronic means so long as all members may simultaneously hear each other and participate during the meeting, in adherence to Association policies.

# **BYLAWS OF THE HAZELWOOD NATIONAL EDUCATION ASSOCIATION**

## **BYLAW 1: MEMBERSHIP**

### **SECTION 1: Eligibility to Membership**

- a. Active membership shall be open to any person employed in the Hazelwood School District or on a limited leave of absence from professional educational work. Active members shall hold a baccalaureate or higher degree or the teaching, vocational, or technical certificate required for their employment. Active membership is limited to persons who support the principles and goals of the Association and who maintain membership in the Missouri National Education Association and the National Education Association where eligible.
- b. Retired membership shall be open to any person who was eligible for Active membership prior to retirement.
- c. Reserve membership shall be open to any person (i) who is on a leave of absence of at least six months from the employment that qualifies him or her for Active membership or (ii) who has held Active membership in the Association but whose employment status no longer qualifies that individual for such membership.

### **SECTION 2: Rights and Responsibilities**

- a. The Association shall not deny membership to individuals on the basis of race, color, national origin, creed, gender, sexual orientation, age, handicap, marital status, or economic status.
- b. Any individual who is a member of a negotiating team representing the school board shall be denied membership.
- c. Membership in the Association may be denied by virtue of educational position by vote of the Building Representative Assembly. Educational positions eligible for membership shall be determined by secret ballot.
- d. The right to vote and hold elective or appointed positions shall be limited to Active membership.
- e. All members shall be eligible to receive special services, to obtain assistance in the protection of professional and civil rights, and to receive reports and publications of the Association.
- f. Membership shall be continuous unless terminated for cause.
- g. Any member who changes professional or occupational position shall be transferred to the class of membership applicable to the new position.
- h. No member may be censured, suspended, or expelled from the Association without a due process hearing, which shall include an appropriate appellate procedure.

### **SECTION 3: Powers**

- a. The legislative authority of the Association shall be vested in the membership.
- b. Powers not delegated by the bylaws shall be vested in the membership.

### **SECTION 4: Membership Dues**

Dues for the following year will be set by the membership at the last meeting of the membership year.

## **SECTION 5: Membership Year**

The membership and fiscal year shall be from September 1 through August 31. Any member who cancels their membership after September 1st will still be responsible for all dues for the fiscal year.

## **SECTION 6: Property Interest of Members**

All rights, title, and interest, both legal and equitable, of a member in and to the property of the Association shall end upon the termination of membership. All documents of the association shall be relinquished by departing officers.

## **SECTION 7: Dues Transmittal and Enforcement Procedures**

- a. The Association shall enter into a contract with the Missouri NEA governing the transmittal of Missouri NEA dues and National Education Association dues to the Missouri NEA.
- b. The Association shall transmit dues to the Missouri NEA as stated in Article I, Section 5 of the Missouri NEA's Bylaws: Dues Transmittal and Enforcement Procedures.
- c. If the Association fails to transmit dues in accordance with Missouri NEA Bylaws, Article I, Section 5, the Association shall have no right to participate in the Missouri NEA Representative Assembly other than to elect officers and vote on dues increases.

## **BYLAW 2: MEETINGS**

### **SECTION 1: Frequency and Notice**

The Association shall meet monthly unless otherwise authorized by the President. Members shall be notified of the time and place of membership meetings not less than fifteen (15) days before the meeting.

### **SECTION 2: Quorum Requirement**

A quorum shall consist of seven (7) members.

## **BYLAW 3: EXECUTIVE BOARD AND BUILDING REPRESENTATIVES**

### **SECTION 1: Executive Board**

- a. Any HNEA member on the board of the MNEA Board of Directors will act as an ex-officio voting member of the Executive Board. The HNEA liaison to the District PTA Council will act as an ex-officio non-voting member of the Executive Board.
- b. In the event that the ethnic minority membership of the Executive Board is not proportionate to the Association ethnic minority population, the general

membership shall be notified of the need for a special election at least one week prior to the next meeting of the Building Representative Assembly. Nominations can be submitted to the President prior to the next meeting and/or made from the floor at the next meeting of the Building Representative Assembly. An ethnic minority representative-at-large shall be elected at that meeting of the Building Representative Assembly.

## **SECTION 2: Qualification for officers**

All candidates for the office of President, First Vice-President, Second Vice-President, Secretary, and Treasurer, shall be Active members of the Association. All officers shall maintain membership in the Association.

## **SECTION 2: Resignation of Executive Board Members**

Any member of the Executive Board wishing to resign before the end of his/her term shall tender his/her resignation in writing by letter or email to the remaining Board members. The letter shall contain the effective date of the resignation. Resignations will be automatically accepted by the Executive Board.

## **SECTION 3: Recall of Building Representatives**

- a. Recall shall occur when twenty-five (25) percent of Association membership in any building signs petitions asking for recall of one of their Building Representatives.
- b. The meeting shall be called by any building representative not the subject of the recall petition or by the Association President if the building has only one representative. Each Association member of that building shall be notified of the time and place of the meeting at least five (5) school days prior to the meeting.
- c. An election shall be conducted by the Association Elections Committee for the building within one (1) week of the meeting. The ballot shall read: "Should (name) continue as representative to the Building Representative Assembly on behalf of (name of building or unit)? \_\_\_ yes \_\_\_ no"
- d. A representative can be removed from office by a simple majority of "No" votes.
- e. Vacancies shall be filled within five (5) school days in compliance with Article VI Section 4.

## **BY LAW 4: COMMITTEES**

### **SECTION 1: Committees/Appointments**

Standing committees, sub-committees, and special committees shall be appointed by the President with the approval of the Executive Board unless otherwise specified in the Bylaws or Standing Rules. Members of committees must be active members of the Association but do not need to be a part of the Executive Board or Building Representative Assembly.

## **SECTION 2: Standing Committees**

Standing Committees shall be Membership, Minority Affairs, Government Relations, Communications, Bylaws & Standing Rules, Budget, Public Relations and Elections.

## **SECTION 3: Committee Terms**

Members of standing committees shall be appointed for a term of one (1) year. Committee vacancies shall be filled by appointment of the President with the approval of the Executive Board.

## **SECTION 4: Duties of Standing Committees**

1. The Membership Committee shall organize and conduct unified local, state and national enrollment on non-members and inform members of policies, programs, services, and accomplishments of the Association. The committee shall sponsor the new-teacher breakfast/luncheon and membership drive prior to the beginning of the school year.
2. The Minority Affairs Committee shall coordinate the programs of the Association that are designed to attract and increase minority involvement.
3. The Government Relations Committee shall keep members up to date on legislative activity at the state and national levels, coordinate legislative efforts with Missouri NEA and NEA, and conduct membership awareness campaigns to insure that members know and exercise their political rights and responsibilities.
4. The Communications/ Public Relations Committee shall be responsible for assisting in the publication of the local newsletter and special bulletins, updating and maintaining the HNEA website, and for promoting activities to benefit the welfare of school children. The Association liaison to the PTA will be a member of this committee.
5. The Bylaws & Standing Rules Committee shall recommend changes in the Bylaws required to facilitate the functioning of the Association and shall inform members of proposed changes to the Bylaws at least two weeks prior to the time such proposals shall be presented for approval.
6. The Elections Committee shall prepare a secret ballot (written or electronic) for election of its officers as specified in Article IV of the Bylaws, conduct all elections with open nominations and a secret ballot, make all arrangements for the elections, and appoint tellers as necessary to conduct a fair election.

In the event that more than six (6) members desire a seat on the Elections Committee, members shall be elected by the Building Representative Assembly.

No member of this committee shall be a candidate for any office in the Association.

## **BYLAW 5: Negotiations Team**

### **Section 1: Communication**

The Team shall recommend positions and courses of action to the Executive Board. It shall be the responsibility of the Team to develop substance to negotiation updates or reports for the general membership.

### **SECTION 2: Final Agreement**

The Negotiations Team does not have the authority to deal directly with the Association membership. The Team shall refer the final tentative agreement to the Building Representative Assembly. The agreement shall be presented to the general membership by the Executive Board and/or Building Representatives within five (5) business days of the agreement being reached. The final agreement shall be voted on by the general membership no sooner than ten (10) business days after the agreement was reached.

## **BYLAW 6: Quorum**

In a general membership business meeting, the quorum shall be the number of members present at the time.

In a Building Representative Assembly meeting, the quorum shall be a majority of the number who has registered as attending or who answered “attending” on roll call.

## **BYLAW 7: Affiliations**

### **SECTION 1: National**

The Hazelwood NEA shall enter into a reciprocal agreement between the Hazelwood NEA Local and the National Education Association as stated in NEA Constitution Article VIII; Affiliates and Special Interest Groups, and Bylaws.

### **SECTION 2: State**

The Hazelwood NEA shall affiliate with the Missouri NEA as regulated in Article VII of the Missouri NEA Bylaws.

## **BYLAW 8: Amendment**

These Bylaws may be amended by a majority vote at any regular meeting of the Building Representative Assembly provided that proposed amendments have been previously studied by the Executive Board and that copies have been sent to members of the

Building Representative Assembly at least two calendar weeks in advance of the meeting in which the proposed amendments are voted on. Voting on all proposed amendments shall be by secret ballot.

**BYLAW 9: PARLIAMENTARY AUTHORITY**

The current edition of Robert’s Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

Revised 1993	Revised 2008	Revised 2017
Revised 1997	Revised 2012	Revised 2018
Revised 1999	Revised 2013	Revised 2023
Revised 2005	Revised 2015	

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