

**BYLAWS OF THE
LANE COUNTY EDUCATION ASSOCIATION**

**ARTICLE I
Name, Affiliation, and Purpose**

- A. **NAME:** The name of the organization shall be the Lane County Education Association (LCEA) (hereinafter referred to as "Association").
- B. **AFFILIATION:** The Association shall affiliate with the Oregon Education Association (OEA) and the National Education Association (NEA) and shall comply with their bylaws.
- C. **PURPOSE:** The Association's purpose shall be to represent the interests of the Lane Education Service District (Lane ESD) employees.

**ARTICLE II
Membership and Dues**

- A. **MEMBERSHIP:** Membership in the Association shall be open to classified and licensed Lane ESD employees covered by the Lane ESD Board and Association Master Contract/Agreement.
- B. **DUES:** The annual dues of the Association shall be established annually by the Executive Board and shall be consistent with the OEA/NEA Bylaws. Local Association dues shall be set by The Executive Board and will be no more than \$10.00 per month. Dues increases shall be approved by a quorum of the membership.
- C. **FAIR SHARE:** Fee Payers have all the rights required by law and as negotiated by the Association except they shall not hold office in the Association or OEA/NEA, nor vote in Association or OEA/NEA elections. A Fee Payer must contribute an amount equal to the membership dues.
- D. **DUES PAYMENT:** A member's annual dues shall be prorated, based upon the number of months worked and placement on the dues chart, which takes into account salary, FTE, and certified or classified status. A copy of the most current dues schedule is on file with the Treasurer. National, state, and local dues will be paid by payroll deduction October through June. Members who choose to pay their membership by cash or check shall do so by November 1st.
- E. **AUDIT:** A third party outside of the Association and Executive Board shall do an annual audit of the Association financial records. Persons participating in the audit shall go through the financial records and submit a summary statement, including any recommendations, to the Three Rivers Education Council (TREC) office and the Executive Board.

**ARTICLE III
General Meetings and Quorum**

- A. **GENERAL MEETINGS:** The Association shall hold a minimum of one (1) general meeting during the academic year with dates and agenda set by the Executive Board. The President or a majority of the Executive Board may call special meetings.
 - 1. **Format:** Meetings may be held virtually through the use of telecommunications. Meetings may also be held in two or more locations in order to accommodate the vast geographic locations of the individual member work sites.
 - 2. **Quorum:** A quorum of the membership may be either physical or virtual, depending upon the format of the meeting. A quorum shall consist of 30 percent of the membership.

**ARTICLE IV
Ratification of Master Contract/Agreement**

- A. The Master Contract/Agreement, tentatively agreed upon through the negotiations process between representatives of the Lane ESD Board and Association, shall be approved upon ratification by a simple majority of the bargaining unit.

ARTICLE V
Officers

Officers of the Association shall consist of: President or Co-Presidents (hereinafter referred to as "President"), Vice President, Past President, Secretary, and Treasurer. Officers shall be elected annually (see Article VII).

A. PRESIDENT

1. Is spokesperson for the Association and oversees all Association business.
2. Presides at all general and Executive Board meetings.
3. Appoints, with Executive Board approval, Association committee chairpersons.
4. Represents the Association in the TREC.
5. Is ex-officio member of all Association committees.
6. May sign checks, in conjunction with other officers.
7. Assumes duties of the Vice President when the position is vacant.
8. Receives a \$599 per year stipend, funded by Association dues, to offset time spent conducting Association business.

B. VICE PRESIDENT

1. Assumes duties of the President in his/her absence or in the event of his/her resignation.
2. Chairs committees as appointed by the President.
3. Assumes other duties as designated by the President or the Executive Board.
4. Edits an Association newsletter.
5. Assumes duties of the Past President when the office is vacant.
6. May sign checks, in conjunction with other officers.
7. Receives a \$480 per year stipend, funded by Association dues, to offset time spent conducting Association business.

C. PAST PRESIDENT

1. Advises the Executive Board for a one-year term following his/her term of office.
2. Acts as Parliamentarian, as needed.
3. Remains in office until a new President is elected.
4. Receives a \$100 per year stipend, funded by Association dues, to offset time spent conducting Association business.

D. SECRETARY

1. Keeps minutes of general and Executive Board meetings.
2. Distributes minutes of general and Executive Board meetings, upon approval of the President.
3. Maintains an official file of past minutes, Association newsletters, correspondence, etc.
4. Assists the Vice President with the Association newsletter.
5. Assists the President with Association correspondence.
6. May sign checks, in conjunction with other officers.
7. Receives a \$420 per year stipend, funded by Association dues, to offset time spent conducting Association business.

E. TREASURER

1. Is responsible for Association funds.
2. Disburses Association funds with approval by the Executive Board.
3. Is designated to sign checks in conjunction with at least one other officer.
4. Presents a prepared financial statement at each Executive Board meeting.
5. Prepares an annual financial summary to be distributed to the membership.
6. Maintains accurate records of Association funds, receipts, and disbursements.
7. Receives a \$420 per year stipend, funded by Association dues, to offset time spent conducting Association business.

ARTICLE VI
Representatives

A. CATEGORIES: There shall be at least one representative from each of the following Association categories. Categories with more than twenty (20) members may elect one representative for every twenty (20) members. Representatives shall be elected annually (see Article VII).

1. Special Education educational and behavioral assistants.
2. Special Education teachers, specialists, school psychologists and program assistants. Representation must consist of a minimum of one member who works at the Lane ESD building and one member who is licensed.

3. School Improvement.
4. Technology, Media, Facilities, and Business Services.

B. DUTIES

1. Serve on the Executive Board and attend all meetings.
2. Inform their respective membership about Association matters.
3. Serve on the Nominations and Elections Committee.
4. Represent and promote the interests of their respective membership at Executive Board meetings.
5. Fulfill other duties as assigned by the President.

**ARTICLE VII
Executive Board**

A. MEMBERSHIP: The Executive Board shall be composed of the Association Officers and at least one Representative from the following categories:

1. Special Education educational and behavioral assistants.
2. Special Education teachers, specialists, school psychologists and program assistants.
3. School Improvement.
4. Technology, Media, Facilities, and Business Services.
5. The Chairs of the following standing committees:
 - a. Grievance Committee
 - b. Negotiations Committee
 - c. Nominations and Elections Committee

B. DUTIES

1. Determines and sets Association policy.
2. Hears regular committee and task force reports.
3. Represents Association member concerns.
4. Refers issues to the Association membership for discussion or vote.
5. Organizes general meetings.
6. Approves standing committee appointments.
7. Serves as the Association's executive body.
8. Interprets and enforces the Association bylaws.
9. Carries out the duties of the President and/or Vice President if both positions are vacant.

C. MEETINGS: The Executive Board shall:

1. Meet monthly at the direction of the President or by a majority vote of the Executive Board. These meetings shall be open to all Association members.
2. Be permitted to conduct executive sessions with a majority vote of the Executive Board. These sessions shall be closed to Association members.

D. QUORUM: A quorum of the Executive Board shall be two-thirds of its members.

E. APPOINTMENTS: If a vacancy occurs on the Executive Board due to a resignation, the President shall make an interim appointment, subject to approval by the Executive Board.

F. ASSOCIATION LEAVE: In accordance with Article II.A. of the Master contract, Association dues will reimburse Lane ESD for release time costs incurred while Executive Board members are conducting Association business.

G. MILEAGE REIMBURSEMENT: Association dues shall reimburse Executive Board members for mileage incurred while traveling for or conducting Association business. (e.g. attending Input Committee meetings and/or providing member representation). Reimbursement shall be at the current ESD and IRS rates.

**ARTICLE VIII
Standing Committees**

A. STANDING COMMITTEES: The President, with the approval of the Executive Board, shall appoint Association members to the following standing committees. Each committee should have at least one Executive Board member and members shall serve a one (1) year term to begin the day after appointment. Appointments shall be made within one (1)

month of the President taking office. Any standing committee recommendations shall be submitted to the Executive Board prior to presentation to the Lane ESD Board of Directors.

1. GRIEVANCE COMMITTEE: The objective of the Grievance Committee shall be to facilitate the processing of employee grievances and other issues related to contract maintenance.
2. NEGOTIATIONS COMMITTEE: The objective of the Negotiations Committee, or its designated representatives, shall be to represent bargaining unit interests during negotiations with the Lane ESD Board of Directors, or its designated representatives. The Negotiations Committee shall develop a rationale for positions on salaries, benefits, and condition of employment after consulting with the bargaining unit.
3. NOMINATIONS AND ELECTIONS COMMITTEE: The objectives of the Nominations and Elections Committee shall be to nominate a slate of candidates for Association officers and representatives and conduct all Association elections.
4. BENEFITS COMMITTEE: The objective of the Benefits Committee shall be to represent the interests of the Association concerning health insurance benefits.
5. CLASSROOM SAFETY COMMITTEE: The objective of the Classroom Safety Committee shall be to represent the interests of the Association concerning classroom safety.
6. WEBSITE MAINTENANCE COMMITTEE: The objective of the Website Maintenance Committee shall be to perform routine maintenance on the Association website, determine current and future technology needs, and make recommendations to ensure website sustainability.
7. SICK LEAVE BANK COMMITTEE: The objective of the Sick Leave Bank Committee shall be to review and approve requests for Sick Leave Bank hours, in accordance with Article XV of the Master Contract.
8. INPUT COMMITTEE: The objective of the Input Committee shall be to establish communication with the Lane ESD around varying areas of concern, in accordance with Article VI of the Master Contract.

ARTICLE IX

Nominations, Elections, and Terms of Office

- A. NOMINATIONS: By April 1st of each year, the Nominations and Elections Committee shall submit to the Executive Board a list of nominees for all offices, including delegate positions for OEA and NEA Representative Assemblies (RA).
- B. ELECTIONS: Each May the Nominations and Elections Committee shall conduct an election by secret ballot.
 1. Voting: The Executive Board may request members to vote by paper ballot, electronically, or in person (including by proxy), or in some combination thereof.
 - a. In the event that voting occurs by paper ballot, the distribution and collection of the ballots will be completed in accordance with published timelines for the election. All ballots must be received within 10 working days of their distribution.
- C. TERMS OF OFFICE
 1. Officers and Representatives shall take office June 1st and serve for one (1) year.
 2. OEA RA delegates shall serve three (3) year terms; NEA RA delegates shall serve one (1) year terms. Delegates assume their responsibilities in accordance with the timelines required for timely assembly participation and attendance.

ARTICLE X

Recall of Officers, Delegates, and Representatives

- A. The recall process is initiated by a petition of 30 percent of the members affected (i.e., officers and delegates require a petition with 30 percent of full membership; representatives require a petition with 30 percent of the membership in a given employee category).
- B. Upon the Executive Board's validation of the petition, the Nominations and Elections Committee shall conduct a recall election within three weeks.
- C. If the recall election is successful, the Executive Board shall make an interim appointment to fill the position until the term of office ends or until the next election, whichever comes first.

ARTICLE XI
Bylaws Amendments

- A. The Executive Board may amend the bylaws after thirty (30) days written notice to the membership of the proposed changes.

ARTICLE XII
Actions

- A. Roberts' Rules of Order (latest revision) shall govern the actions of the Association except where these Bylaws shall make exception(s).

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