

**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 staff of the Lane Education Service District (Lane ESD)~~ employees.

**ARTICLE II**

**Membership and Dues**

- A. MEMBERSHIP: Membership in the Association shall be open to ~~all regular~~ classified and licensed Lane ESD employees covered by the Lane ESD Board and Association Master Contract/Agreement. ~~but excluding supervisory/confidential employees as defined in ORS 243.650 (6) & (23) and temporary and part-time employees. A part-time employee is any classified employee who is hired for less than four (4) hours per day or less than twenty (20) hours per week, or any licensed employee who is hired at less than .5 FTE.~~
- 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 ~~without the approval of the full membership~~. Dues increases shall be approved by a quorum of the membership.
- C. FAIR SHARE: ~~Fair Share contributors shall~~ 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 ~~Fair Share Contributor~~ 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, ~~taking 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 1.
- E. AUDIT: ~~A third party outside of the Association and Executive Board shall do an annual local audit of the Association financial records, shall be done annually by two members of the Association other than members of the Executive Board.~~ 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 V III**

**General Association Meetings and Quorum**

- A. GENERAL ASSOCIATION MEETINGS: The Association shall hold a minimum of ~~two (2)~~ one (1) general ~~association~~ 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. ~~Meeting~~ 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**

**Contributions and Fair Share**

- A. ~~CONTRIBUTIONS: The Association will accept contributions from any organization or person interested in furthering~~

~~the goals of the Association.~~

- ~~B. FAIR SHARE: Fair Share contributors shall 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 Fair Share Contributor Fee Payer must contribute an amount equal to the membership dues.~~

#### **ARTICLE ~~XII~~ 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 ~~III~~ V** **Executive Board Support Officers**

- ~~A. EXECUTIVE BOARD MEMBERS: Association annual dues will reimburse Lane ESD for release time and/or substitute cost incurred while LCEA Executive Board Members are conducting association business.~~
- ~~B. PRESIDENT: Association annual dues shall pay \$40.00 per month stipend to the LCEA President to offset time spent conducting LCEA business.~~
- ~~C. VICE PRESIDENT: Association annual dues shall pay \$30.00 per month stipend to the LCEA Vice President to offset time spent conducting LCEA business.~~
- ~~D. TREASURER/SECRETARY: Association annual dues shall pay \$25.00 per month stipend to the LCEA Treasurer and the LCEA Secretary to offset time spent on maintaining LCEA accounts and records.~~
- E. MILEAGE: Association annual dues shall reimburse the Executive Board Members for mileage incurred traveling while conducting association business. (e.g. Attending Input Committee meetings and/or member representation). Reimbursement shall be at the current ESD and IRS rates.

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

- A. PRESIDENT: ~~The President, or the President's designee, shall:~~
1. ~~Be~~ Is spokesperson for the Association and oversees all Association business.
  2. Presides at all general and Executive Board meetings. ~~of the LCEA and Executive Committee.~~
  3. ~~Make all appointments to~~ Appoints, with Executive Board approval, Association committee chairpersons. ~~with the approval of the Executive Committee.~~
  4. Represents the Association ~~to~~ in the TREC.
  5. ~~Be~~ Is ex-officio member of all Association committees.
  6. ~~Be designated to~~ May sign checks, in conjunction with other officers. ~~the Vice President or Treasurer, and credit card(s) held by the Association.~~
  7. ~~If there is no~~ Assumes duties of the Vice President when the position is vacant. ~~the duties of the President and Vice President shall be divided among the Co-Presidents at their discretion.~~
  8. Receives a \$599 per year stipend, funded by Association dues, to offset time spent conducting Association business.
- B. VICE PRESIDENT: ~~The Vice President shall:~~
1. Assumes ~~the~~ duties of the President in ease of his/her absence or in the event of his/her resignation. ~~of the President.~~
  2. Chairs committees as appointed by the President.
  3. Assumes other duties as designated by the President or the Executive Board.
  4. Edits ~~a monthly~~ an Association newsletter.
  5. Assumes duties of the Past President when the office is vacant.
  6. May sign checks, in conjunction with other officers. ~~President or Treasurer.~~
  7. Provide information to representatives regarding new hires in their respective membership. Receives a \$480 per year stipend, funded by Association dues, to offset time spent conducting Association business.
- C. PAST PRESIDENT: ~~The Past President shall:~~
1. Advises the Executive Board for a one-year term following his/her term of office.

2. Acts as Parliamentarian, as needed, if the need arises.
3. Updates the LCEA Member's Handbook. 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: ~~The Secretary shall:~~

1. Keeps minutes of ~~all~~ general membership and Executive Board meetings.
2. Distributes minutes of ~~all~~ general membership and Executive Board meetings, upon approval of the President.
3. Maintains an official LCEA file of past minutes, Association newsletters, correspondence, etc.
4. Assists the Vice President with the ~~publication of the monthly~~ 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: ~~The Treasurer shall:~~

1. ~~Be Is~~ responsible for the Association funds. ~~of the Association.~~
2. Disburses Association funds ~~upon authorization of the President~~ with approval by the Executive Board.
3. ~~Be Is~~ designated to sign checks in conjunction with at least one other officer. ~~the President or Vice President on any checking account(s) held by the Association.~~
4. ~~Report to Executive Committee at each meeting with~~ Presents a prepared financial statement at each Executive Board meeting. ~~for each member and present a financial statement at each general meeting.~~
5. ~~Chairs the Membership Committee and is responsible for yearly membership and dues.~~ Prepares an annual financial summary to be distributed to the membership.
6. Maintains accurate records of Association funds, receipts, and disbursements.
7. ~~Presents a yearly financial summary to LCEA membership at the fall general meeting.~~ Receives a \$420 per year stipend, funded by Association dues, to offset time spent conducting Association business.

F. ELECTED OFFICIALS: ~~In the event that the positions of President and Vice President are vacant, the Executive Committee shall carry out the duties of these positions until at least one is filled.~~

## ARTICLE ~~VH~~ 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 ~~shall~~ may elect one representative for every twenty (20) members. Representatives shall be elected annually (see Article VII).

1. ~~Technology and Learning Support Services and Business Services~~ Special Education educational and behavioral assistants.
2. ~~Curriculum and Teaching Support Services~~ 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 ~~a teacher~~ licensed.
3. ~~Special Education educational and behavioral assistants~~ School Improvement.
4. ~~Life Skills teachers, Lane School teachers, specialists, school psychologists and secretaries.~~ Technology, Media, Facilities, and Business Services.

B. DUTIES

1. Serve ~~as members of~~ on the Executive Board and attend all meetings.
2. ~~Distributes Association materials to members within their respective membership.~~ Inform their respective membership about Association matters.
3. Serve ~~as members of~~ on the Nominations and Elections Committee.
4. ~~Brings questions and suggestions from those they represent to the~~ Represent and promote the interests of their respective membership at Executive Board meetings.
5. ~~To keep their constituents informed about Executive Board meetings.~~ Fulfill other duties as assigned by the President.
6. ~~To keep informed as to what their constituents want from LCE~~
7. ~~Contact all new employees within their membership within one month of their hiring.~~
8. ~~Other duties as assigned by the President.~~

## ARTICLE ~~VH~~ VII Executive Board

- A. MEMBERSHIP: The Executive Board shall be composed of the Association Officers and at least one Representative from the following ~~areas~~ categories:
1. Special Education educational and behavioral assistants.
  2. Special Education teachers, specialists, school psychologists and ~~secretaries~~ program assistants.
  3. School Improvement, Curriculum and Teaching Support Services.
  4. Technology, Media, Facilities, Technology and Learning Support Services 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. ~~of the committees and task forces.~~
  3. Represents ~~the~~ Association member concerns. ~~of the LCEA members.~~
  4. Refers issues to the Association membership for discussion or vote. ~~by the Association membership.~~
  5. Organizes ~~the~~ general ~~association~~ meetings.
  6. Approves standing committee appointments.
  7. Serves as the Association's executive body. ~~in Association matters.~~
  8. Interprets and enforces ~~these~~ the Association bylaws.
  9. Carries out the duties of the President and/or Vice President if both positions are vacant. ~~as set forth in (F) above.~~
- 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 ~~70 percent~~ two-thirds of its members. ~~of the representatives presently serving.~~
- E. VACANCIES APPOINTMENTS: If a vacancy occurs on the Executive Board due to a resignation, the President shall make an interim appointment, ~~with the approval of~~ 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 X 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. When possible, they shall be comprised of one member from each Association category and members shall serve a one (1) year term to begin the day after appointment. Members shall be appointed. Appointments shall be made within one (1) month of the completion of election of the President taking office.~~ All Any standing committee recommendations shall be submitted to the Executive Board for approval any recommendations for action 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 ~~the interest of the employees to the~~ 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 ~~its membership~~ 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 1<sup>st</sup> of each year~~, the Nominations and Elections Committee shall, ~~annually by February 28,~~ submit to the Executive Board a list of nominees for all offices ~~to the Executive Board~~, including delegate positions for OEA and NEA Representative Assemblies (RA).
- B. ELECTIONS: ~~Each May~~ the Nominations and Elections Committee shall, ~~each April~~ conduct an election ~~by the membership~~ 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 ~~of the afore stated in any given election~~.
    - 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. ~~Executive Board~~ Officers and Representatives shall take office ~~May~~ June 1 and serve for one (1) year.
  2. ~~Representatives of four (4) categories shall take office May June 1.~~
  2. OEA RA delegates shall serve three (3) year terms; NEA RA delegates shall serve one (1) year terms. Delegates ~~to the OEA and NEA at the annual Representative Assemblies~~ assume their responsibilities in accordance with the timelines required for timely assembly participation and attendance.
- D. TERMS OF OFFICE
  1. Officers — ~~One (1) year.~~
  2. Representatives — ~~one (1) year.~~
  2. OEA RA delegate — ~~Three (3) years.~~
  3. NEA RA delegate — ~~One (1) year.~~

## ARTICLE ~~XI~~ X

### Recall of Officers, Delegates, and Representatives

- A. The recall process ~~may be~~ is initiated by a petition of 30 percent of the members affected (i.e., officers and delegates ~~are recalled by~~ require a petition with 30 percent of full membership; representatives ~~are recalled by~~ require a petition with 30 percent of ~~individual categories affected~~ the membership in a given employee category).
- B. Upon the Executive Board's validation of the petition ~~of Executive Board~~, the Nominations and Elections Committee ~~a recall election shall be conducted~~ conduct a recall election by ~~Nominating and Elections Committee~~ 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 ~~fulfill the term of office~~ or until the next election, whichever comes first.

## ARTICLE ~~XIII~~ XI

### Bylaws Amendments

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

**ARTICLE ~~XIV~~ XII**  
**Actions**

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

Adopted 5/24/85

Edited 10/91

Edited 2/93

Amended 3/95

Amended 9/30/98

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Amended 6/13/05

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Amended \_\_\_\_\_