

CONSTITUTION

for the

GREEN BAY EDUCATION ASSOCIATION

ARTICLE I - NAME

SECTION 1 - NAME AND FORM OF ORGANIZATION

The name and style of this organization shall be the Green Bay Education Association. It shall be a nonprofit, unincorporated organization of the teaching profession of the Green Bay Area Public School System.

ARTICLE II - SUPREMACY OF THE GBEA CONSTITUTION

This Constitution shall be supreme in all matters affecting the Green Bay Education Association and shall not be amended in any manner, except as provided in Article XII of the Constitution.

ARTICLE III - MEMBERSHIP

SECTION 1 - CLASSES OF MEMBERSHIP

The classes of membership shall be as provided in the Bylaws of the organization.

SECTION 2 - MEMBERSHIP STANDARDS

The standards, qualifications, rights and method of acceptance of members shall be as established in the Bylaws of this organization.

SECTION 3 - EXPULSION AND REINSTATEMENT

The Executive Board shall have the power to censure, suspend or expel from membership any member who shall have failed to and/or refused to maintain the standards of membership set forth in the Bylaws, or who shall have failed to pay the membership dues of the Association as annually established after due notice and hearing. Such censure, suspension, or expulsion shall be by not less than a two-thirds (2/3) roll call vote of the entire Executive Board at a duly convened meeting.

An expelled member may be reinstated by two-thirds (2/3) roll call vote of the entire Executive Board.

ARTICLE IV - FINANCE

SECTION 1 - MEMBERSHIP DUES

- A. The membership dues of this Association shall be annually fixed by the Representative Assembly.
- B. Annual member dues shall include a sum to be established by the Representative Assembly for political action purposes. This sum will be rebated to a member upon application in writing to the President. Such application must be received by October 1 of the membership year.

SECTION 2 - FISCAL YEAR

The fiscal year of this Association shall be concurrent with the membership year.

ARTICLE V - EXECUTIVE BOARD

SECTION 1 - FUNCTION AND POWERS

- A. The Executive Board shall be the governing body of this Association. The executive powers and authority of the Association shall be lodged in the officers of the Association as provided in this Constitution. The Executive Board shall manage all business of the Association when the Representative Assembly is not in session.
- B. The Executive Board shall exercise such other powers as provided in this Constitution and Bylaws and as may be delegated to it by the Representative Assembly.
- C. The Executive Board shall be responsible for the management of the Association. It shall approve all expenditures, carry out policies established by the Representative Assembly, report its transactions and those of the Assembly to the members and suggest policies for consideration by the Assembly.
- D. The Executive Board shall set compensation for President, Vice-President, Secretary, Treasurer, WEAC Director, and Members-at-Large with the approval of the Representative Assembly.
- E. The Executive Board shall have the power to employ, within the strictures of the personnel policies and annual budget established by the Representative Assembly, an Executive Director, professional staff and clerical staff.

SECTION 2 - COMPOSITION

The Executive Board shall consist of four (4) officers, who are the President, Vice-President, Secretary, and Treasurer, six (6) members elected at large, the WEAC Director and the non-voting Executive Director. The duties of the members of the Executive Board shall be set forth in the Bylaws.

SECTION 3 - QUALIFICATIONS FOR EXECUTIVE BOARD MEMBERS

Members of the Executive Board shall be members in good standing of this Association and shall have been

members of this Association for at least one year prior to their election to office. Members of the Executive Board shall maintain this status during their term in office.

SECTION 4 - TERMS

- A. The terms of all elective members of the Executive Board, with the exception of the WEAC Director and President, shall begin immediately upon such elective member being installed at the May meeting of the Representative Assembly. The term of the WEAC Director shall commence September 1 of the year of election. The term of President shall commence June 15 of the year of election.
- B. Officers shall serve two years or until their successor assumes office, and may be re-elected without an intervening term. The Members-At-Large shall serve for two (2) years or until their successors assume office. Three (3) Members-At-Large shall be elected each year. The WEAC Director shall serve for two (2) years or until his/her successor assumes office. Beginning with the election in 2003, any one position shall have a limit of two (2) consecutive full terms.
- C. No Executive Board member shall hold two (2) voting positions at any one time.

SECTION 5 - ELECTIONS

The elected members of the Executive Board shall be elected by secret ballot, in accordance with the Bylaws.

SECTION 6 - VACANCIES

- A. The Vice-President shall succeed to the office of the President in case of a vacancy in that office and shall serve until the end of the term. The Representative Assembly shall fill, by election, all other vacancies in the Executive Board of this Association within sixty (60) days of the occurrence of the vacancy.
- B. Except in the case of the President, the Executive Board shall declare that a vacancy exists if an Executive Board member shall no longer be actively employed as a member of the teaching profession with the Green Bay Area Public School District. Such employment must be the member's principal occupation.

SECTION 7 - REMOVAL

The Executive Board shall have the right to remove any Executive Board member for just cause after due notice and hearing. Such vote to remove shall require a two-thirds roll call vote of its entire membership at a duly convened meeting of the Executive Board.

Should there be a dispute as to what constitutes just cause, the matter may be submitted by the affected individual to final and binding arbitration by the American Arbitration Association. The arbitration hearing shall be conducted in accordance with the Voluntary Labor Arbitration Rules of the American Arbitration Association, and the costs of the hearing shall be assumed by the Association.

SECTION 8 - MEETINGS

The Executive Board shall meet at least monthly when schools are in session. Special meetings shall be held

upon the call of the President, or upon written request to the President of three (3) members of such Board and after due notice of the time and place of holding such meeting being given to each member of the Board.

SECTION 9 - QUORUM

A majority of the members of the Executive Board shall constitute a quorum.

ARTICLE VI - REPRESENTATIVE ASSEMBLY

- I. The legislative and policy-making body of the Association shall be the Representative Assembly.
2. The Representative Assembly shall be composed of:
 - A. the Executive Board,
 - B. one or more Association Representatives from each school faculty, including the Central Administrative Office, who are elected by secret ballot as provided in the Bylaws,
 - C. One or more members of the GBEA-R, and
 - D. the Chairpersons of the Standing and Ad Hoc Committees, who shall be entitled to speak but shall be without vote unless serving as Association Representatives.

Members of the Association who are not members of the Representative Assembly may attend its meetings but shall not participate in discussion without permission of the Assembly.

SECTION 1 - QUALIFICATIONS FOR REPRESENTATIVES

Candidates for the Representative Assembly must be members in good standing of this Association. They shall maintain such status during their term in office. No member may serve on the Executive Board and as a Association Representative at the same time.

SECTION 2 - TERMS

- A. The terms of all Association Representatives shall commence the day after the election which takes place between the May Representative Assembly and before the last Friday in May.
- B. The members of each School faculty shall be entitled to one (1) Association Representative at the Representative Assembly for each ten (10) members of the Association or major fraction thereof, provided, however, there shall be at least one (1) Association Representative from each school faculty. Each school faculty shall have one (1) Head Association Representative.
- C. School faculty representation will be determined by full-time member equivalency. Elementary librarians, elementary vocal and instrumental music, elementary art, elementary physical education, English-as-a-Second-Language, and school district administrative office members will be counted in their home schools or at the central administration office. Any bona fide group not gaining representation via the building election process may petition the Executive Board for ad hoc representation at the RA. The Executive Board will determine, on a case by case basis,

whether the petitioning group qualifies for ad hoc representation.

- D. The GBEA-R shall be entitled to representation at the Representative Assembly for each thirty (30) members of the GBEA-R or major fraction thereof to a maximum of ten (10) GBEA-R representatives.
- E. The number of Association Representatives to be elected by the staff members of a particular School faculty shall be determined by the member count as of the first Friday in May. The Head Association Representative shall advise the Executive Board in writing in the event the number of staff members employed in any one School faculty changes so as to warrant a change in the number of Representatives to be elected by the staff members of that School faculty. The Executive Board shall approve or reject the change in number of Representatives acting upon the counsel of the Executive Director.
- F. Each School faculty is entitled to elect a number of alternate Association Representatives not greater than its number of Association Representatives.

SECTION 3 - VACANCIES

A vacancy in the Representative Assembly shall be filled by an alternate Association Representative, and a new alternate Association Representative shall be elected at a Faculty meeting called thereafter by the Head Association Representative.

SECTION 4 - REMOVAL

The Representative Assembly, on the recommendation of the Executive Board, shall have the right to remove any member of the Representative Assembly for just cause, after due notice and hearing. Such vote to remove shall require a two-thirds roll call vote of the entire membership of the Representative Assembly at a duly convened meeting. Should there be any dispute as to what constitutes just cause, the matter shall be submitted by the affected individual to a final and binding arbitration by the American Arbitration Association. The arbitration hearing shall be conducted in accordance with the Voluntary Labor Arbitration Rules of the American Arbitration Association, and the costs of the hearing shall be assumed by the Association.

SECTION 5 - MEETINGS

- A. **REGULAR MEETINGS** - Regular meetings of the Representative Assembly shall be held each full month during the school year except for December unless canceled for due cause by Executive Board action. The President shall prepare the Agenda for each meeting and shall circulate it to all members of the Representative Assembly in a timely manner.
- B. **SPECIAL MEETINGS** - Special meetings of the Representative Assembly shall be held at the call of the President or upon written request to the Executive Board from five (5) Head Association Representatives. Business to come before special meetings shall be stated in the call, which shall be sent in writing to all Head Association Representatives.

SECTION 6 - VOTING AND QUORUM

- A. For voting purposes, the Representative Assembly shall consist of Association Representatives (AR), the Executive Board of the Association, and GBEA-R Representatives.

- B. A majority of the members of the Representative Assembly shall constitute a quorum.
- C. A motion for a roll call vote or any other motion before the Representative Assembly passes if the number of yes votes is one greater than the number of no votes, unless specified otherwise.

SECTION 7 - POWERS OF THE REPRESENTATIVE ASSEMBLY

- A. The Representative Assembly, subject to the provisions of this Constitution, shall have full power to transact the business of this Association, to enact legislation relating to the work of this Association, to prescribe the duties of officers and committees and such other matters properly within the scope of legislative action.
- B. The Representative Assembly shall approve the budget, set the dues for the Association, act on reports of committees, approve resolutions and other policy statements, and shall adopt procedures for implementing a credo or belief of the education profession and those to be followed in censuring, suspending and expelling members for cause or for reinstating members. It may adopt such rules governing the employment of staff, the conduct of the Association, and the conduct of meetings as are consistent with the Constitution and Bylaws of the Association. It shall be the final judge of the qualifications and election of officers and Representatives. Powers not delegated to the Executive Board, the officers or other groups in the Association shall be vested in the Representative Assembly.

ARTICLE VII - AFFILIATES

SECTION 1 - AFFILIATES

With the approval of the Representative Assembly, under the rules adopted by that body, one (1) or more affiliates to this Association may be accepted.

ARTICLE VIII - SERVICE AFFILIATES

SECTION 1 - RIGHTS AND PRIVILEGES

Service affiliates are organizations that enter into reciprocal agreements with GBEA. Such reciprocal agreements shall specify the rights and privileges rendered to service affiliates; however, such rights and privileges shall not include:

- A. Voting in GBEA elections;
- B. Holding GBEA elective office;
- C. Being counted for representation purposes in any GBEA governance structure;
- D. Serving on GBEA Standing or Special Committees.

To be affiliated under this Section shall require majority approval of the members of the GBEA present and voting at a regularly called Representative Assembly.

Each service affiliate shall submit a report annually to the Association. Such report shall detail services received including contracts settled.

IX - AFFILIATION

SECTION 1 - AFFILIATION WITH ORGANIZATIONS

This Association may affiliate with other organizations for any mutually beneficial purpose consistent with the objectives of this Association. Such affiliations shall be determined annually at the May meeting of the Representative Assembly by majority vote of the representatives present and voting. Affiliations with such organizations may also be considered at other regular or special meetings of the Representative Assembly, provided such proposed affiliations or proposals dealing with changes in affiliations are introduced at the preceding regular meeting of the Representative Assembly.

SECTION 2 - NON-AFFILIATION

This Association shall not affiliate with an organization whose Articles, Constitution, Bylaws or any other document of governance provides for, allows or permits such organization to place any of its local affiliated organizations under Trusteeship or any device resembling Trusteeship.

SECTION 3 - CONTINUED AFFILIATION

Any other infringement upon the autonomy of this Association shall be brought before a special meeting of the Representative Assembly for the purpose of discussing and/or voting on continued affiliation with that organization. Such meeting shall take place within ten (10) days of such act.

ARTICLE X - AFFILIATED ORGANIZATIONS DELEGATE ASSEMBLIES

SECTION 1 - AFFILIATED ORGANIZATIONS DELEGATE ASSEMBLIES

- A. The members of the Executive Board shall fill the seats of this Association's allotted quota of affiliated organizations delegates.
- B. The remaining affiliated organization delegate seats shall be filled by election by secret ballot in accordance with the Bylaws at a special election held for that purpose prior to the affiliated organization delegate assembly, allowing sufficient time for accreditation of said delegates. Nominations for delegate status may be made by the Executive Board and/or an Association member, provided the consent of the person nominated has been obtained. All members of the Association shall be entitled to vote in any such election.
- C. The term of all delegates to the affiliated organization delegate assembly shall be one (1) year or until a successor is chosen.
- D. In the event that a delegate is unable to attend an affiliated organization delegate assembly, the Executive Board shall appoint a replacement from the list of alternates.

- E. The elected delegates shall consist of those persons receiving the largest number of votes.
- F. The list of alternates shall include those persons receiving votes but not elected.

ARTICLE XI - COMMITTEES

SECTION 1 - STANDING COMMITTEES

Standing Committees shall be as provided in the Bylaws. Standing Committee Chairpersons shall be appointed by the President subject to Executive Board approval.

SECTION 2 - SPECIAL COMMITTEES

Special Committees may be established by the Representative Assembly or by the Executive Board for the purpose of accomplishing a specific task within a limited period of time.

ARTICLE XII - AMENDMENTS

SECTION 1 - AMENDMENTS

This Constitution may be altered, amended or repealed at any regular or special meeting of the Representative Assembly by two-thirds vote of the Representatives present and voting, provided such proposed changes were introduced at the preceding regular meeting of the Representative Assembly and that copies of such proposed changes have been (1) presented to the Constitution Committee for its consideration and (2) distributed to members of the Representative Assembly for Faculty discussion at least two (2) calendar weeks prior to the date of voting.

SECTION 2 - RULES

In all matters not covered by this Constitution or Bylaws established thereunder, Robert's Rules shall be the final authority.

ARTICLE XIII - DISTRIBUTION OF ASSETS ON DISSOLUTION

Upon the liquidation, dissolution or termination of this Association, none of the assets which may remain after the satisfaction of all outstanding claims shall be made available to any individual; not to any corporation or other organization except those which qualify as exempt from federal income tax under Section 501 of the Internal Revenue Code of 1954, and the amendments thereto.

BYLAWS OF THE
GREEN BAY EDUCATION ASSOCIATION

I. OBJECTIVES

1. Objectives - the objectives of the Green Bay Education Association shall be:
 - A. To work for the welfare of school children, the advancement of education, and the improvement of instructional opportunities for all;
 - B. To aid teachers represented by this Association, in obtaining improved wages, hours and working conditions; and to promote their economic and social needs by every lawful means;
 - C. To promote high ethical and professional standards for the education profession;
 - D. To provide for the education and economic and social advancement of its members and for their mutual concern, aid and welfare;
 - E. To enable members to speak with a common voice on matters pertaining to the teaching profession and to present their individual and common interests before the Board of Education and other legal authorities;
 - F. To develop among the profession and the public a better understanding of the issues and problems in the area of teachers' rights;
 - G. To advance the civil and academic rights of the teaching profession;
 - H. To encourage all teachers, regardless of such factors as race, religion, national origin, gender, sexual orientation, age, marital status, disability, and other factors identified by law as subjects of illegal discrimination, to share equally in the full benefits of this organization;
 - I. To secure legislation which will safeguard and promote the principle of free bargaining, and the rights of teachers, and to oppose legislation hostile to these objectives;
 - J. To promote and use all appropriate media, to advance and protect the teaching profession and the individual rights of the members of the teaching profession through education and other lawful means;
 - K. To safeguard the democratic character of the teachers' Association for protection of the rights of the teaching profession, and its individual members, through the organization of this Association;

- L. To encourage teachers to register and vote, and to exercise their full rights and responsibilities of citizenship and to perform their rightful part in the political life of local, state and national communities, while preserving the independence of the teachers and the teaching profession from political control. And to engage in political activity permitted to a labor organization by law in furtherance of the objectives set forth in this article;
- M. To promote the human and civil rights and educational welfare of all students;
- N. To promote the improvement of instruction;
- O. To work towards the improvement of teacher education and professional development.

II. MEMBERSHIP

1. There shall be three (3) classes of membership: active, retired, and associate.
 - A. Active membership in the Green Bay Education Association shall be open to persons who are professional personnel employed by the Green Bay Area Public School District and are recognized in Article I of the Collective Bargaining Agreement Between the Board of Education and the Green Bay Education Association.
 - B. Retired membership in the Green Bay Education Association shall be open to persons who formerly qualified as active members in the Green Bay Education Association and are now retired or who have become permanently disabled. Such persons, upon the payment of annual or lifetime dues, may enroll as a retired member with all the rights and responsibilities of active members except the right to vote in elections, to hold office, or represent the Association.
 - C. Associate membership in the Green Bay Education Association shall be open to persons who have been non-renewed and are still eligible for recall and those persons who are on leave. Associate members shall have all rights of membership except the right to hold office.
2. Membership year - the membership year shall be from September 1 through August 31.
3. Membership Dues
 - A. Active Members - Dues payable to the Green Bay Education Association from each active member shall be an amount determined annually by the Representative Assembly, effective September 1 of each year. Active Members whose employment contracts are for less than a full teaching assignment shall have their dues amount based on a proportion of their teaching assignment to a full teaching load.

- B. Retired Members - dues payable to the Green Bay Education Association from each Retired Member shall be equal to one-twentieth (1/20) the amount payable by an active member.

A lifetime GBEA-R dues, as set by the RA, shall also be available to retired teachers, payable in a lump sum or in four (4) quarterly payments.

- C. Associate Members - dues payable to the Green Bay Education Association shall be equal to one-sixth (1/6) the amount payable by an Active Member.

III. EXECUTIVE BOARD

1. Functions

- A. The Executive Board shall submit to the Representative Assembly a budget for the ensuing year, which budget shall set forth the estimated receipts and expenditures for the period covered thereby. When a budget has been approved by a majority vote of the Representative Assembly, the Executive Board shall have the power to authorize the expenditure of the Association's funds in accordance with the terms and conditions thereof.
- B. Necessary expenditures of the Association's funds, not authorized by the budget may be authorized by the Executive Board, by a two-thirds vote of the entire membership of such Board.
- C. The Executive Board shall have power to make contracts for the Association.
- D. The Executive Board shall appoint the Executive Director, shall establish an annual salary and shall employ a clerical staff for the efficient management of the Association. The term of office of the Executive Director shall be no less than one (1) nor more than three (3) years, and the Executive Director may be reappointed without any limitation as to number of terms.
- E. The Executive Board may call general membership meetings.

2. Duties of Executive Board Members

- A. President - The President shall preside over meetings of the Executive Board, appoint the chairpersons of the standing committees subject to Executive Board approval, appoint special committees, be ex officio member of all standing committees. The President shall prepare and submit to the Executive Board a budget for the ensuing year. In the event of the election of a new president, the current president will prepare the budget with participation of the President-to-be. The President shall represent the Association before the public either personally or through delegates, and shall perform all other functions usually attributed to this office. The President may sign all vouchers and checks authorized by the Executive Board and/or Representative Assembly where applicable. The President shall be the Association's representative to any affiliated organization's board of directors, or its equivalent, with the exception of the WEAC

Board of Directors to which s/he shall be first alternate. The President shall be a Release Time President.

- B. Vice-President - The Vice-President shall perform the functions usually attributed to that office. The Vice-President shall work closely with one or more standing committees as the President may suggest. The Vice-President shall succeed to the office of President in case of a vacancy in that office. In the absence of the President, the Vice-President shall preside over Executive Board and Representative Assembly meetings. The Vice-President shall sit on the GBPAC Board and shall serve as second alternate to the WEAC Board of Directors.
- C. Secretary - The Secretary shall keep accurate minutes of all meetings of the Executive Board and the Representative Assembly, and shall maintain official minutes.
- D. Treasurer - The Treasurer shall hold the funds of the Association and disburse them upon authorization by the Executive Board. The Treasurer shall be bonded by the Association, and shall report to each meeting of the Representative Assembly. The Treasurer shall keep the President and Executive Board informed of the financial condition of the Association, and shall assist the Budget and Finance Committee in the initial drafting of the budget.
- E. Executive Board Members-at-Large - The members elected at large shall represent the general membership on the Executive Board.
- F. WEAC Director - The WEAC Director shall serve as the representative of the Association on the WEAC Board of Directors and shall be responsible to the Association President, Executive Board, and Representative Assembly.
- G. Succession - Whenever the offices of both President and Vice-President shall become vacant between elections, the remaining members of the Executive Board, within ten (10) days of the vacancies, shall choose one of their number to serve as President pro-tempore until the Representative Assembly can fill the vacancies.
- H. Delegate Assemblies - The elected Executive Board members shall serve as delegates to all affiliated organization delegate assemblies.

IV. POWERS AND DUTIES OF THE EXECUTIVE DIRECTOR

- A. Executive Director - serves as Executive Officer of the Association and executes Association policy. The Executive Director does not make policy but provides appropriate guidance in its establishment. Once policy has been made, the Executive Director is responsible for its execution.
- B. Guidance and Leadership - provides overall leadership and guidance in the development and execution of the entire program of the Association. Acts as resource and research consultant to the Executive Board and Representative Assembly and committees of the Association. Proposes to the Executive Board and Representative Assembly such

activities and programs as he considers pertinent to the advancement, welfare, and objectives of the Association. Assists in the development of inservice training for actual and potential leaders.

- C. Business and Office Manager - serves as business and office manager of the Association and is responsible for the performance of the professional staff and the clerical staff. Recommends professional staff and clerical staff for new and continuing contracts.
- D. Representation of the Association -
 - 1) Coordinates all representation to the administration and Board of Education.
 - 2) Assists the Negotiations Research Committee in all aspects of its work.
 - 3) Provides liaison with professional education organizations, including state and national meetings.
- E. Communications -
 - 1) Presents, represents, interprets the Association and its program to the membership and the public.
 - 2) Is responsible for all official Association publications.
 - 3) Plans and executes the communications program of the Association in conjunction with the Communications Committee.
- F. Counselor (Member) - provides counsel, advice and representation to individual members.

V. DUTIES OF THE ASSISTANT DIRECTOR/COMMUNICATIONS SPECIALIST

- A. Assistant Executive Director/Communications Specialist - will work on the needs of the Association and represent the Association at the direction and the discretion of the Executive Director.
- B. In the absence of the Executive Director, the Assistant Executive Director/Communications Specialist will work at the direction of the Association President or acting President when special requirements occur.

VI. REPRESENTATIVE ASSEMBLY

- 1. Officers of the Representative Assembly - The President of the Association shall preside and the Secretary of the Association shall act as secretary at all sessions of the Representative Assembly.
- 2. Proceedings of the Representative Assembly - A resume of proceedings and Standing Committee reports shall be published in an official publication of the Association.
- 3. Nominations for Association Representative status may be made by any GBEA member, either for himself or another, provided the consent of the person nominated has been obtained.

- A. The elected Association Representatives shall consist of those persons receiving the largest number of votes consistent with the number of Association Representatives allowed for the School faculty.
- B. Each member shall vote for the entire number of Association Representatives that is his/her School faculty quota.
- C. The list of alternates shall include those receiving votes, but not elected. (See Constitution Article VI, Section 2-F.)
- D. Only Association members within the School faculty may vote.
- E. The Head Association Representative shall forward a list of representatives and alternates to the Secretary as soon as possible following the election.
- F. The Building Representatives from each school shall elect by secret ballot from its number, one (1) representative as the Head Association Representative from that building. To be eligible to serve as Head Association Representative, the candidate must have been a member of the UEP for at least one (1) year.

VII. STANDING COMMITTEES

- 1. Structure - The standing committees shall perform the specific functions as directed in the bylaws.
- 2. Membership and Chairperson
 - A. Each standing committee shall be composed of six (6) members, four (4) of whom shall be elected from the general membership for a term of two (2) years. The fifth (5th) and sixth (6th) members shall be appointed by the President with the approval of the Executive Board and shall serve for one (1) year.
 - B. The President of the Green Bay Education Association shall appoint a committee chairperson from among the members of each committee subject to Executive Board approval.
 - C. The Chairpersons of the Standing Committees may appoint subcommittees and/or special groups with the approval of the Executive Board.
 - D. The chairpersons of all standing committees shall be responsible for the preparation of committee goals and shall meet with the President and Vice-President of the Green Bay Education Association previous to the end of the second month of the school year for the purpose of training and coordination of effort.
- 3. Meetings - Each Standing Committee shall meet regularly according to a calendar developed by the Executive Board and may hold special meetings at the call of the Chairperson.

4. Programs and Reports

- A. It shall be the duty of the Standing Committees of the Green Bay Education Association to propose programs and directions for the Association under the general leadership of the President of the Association.
- 1) Each Standing Committee shall submit its program, along with any budgetary requirements to the President prior to the drawing up of the Association budget and its presentation to and consideration by the Representative Assembly.
 - 2) There shall be no carryover of committee funds from the previous budgetary year.
- B. Each Committee shall keep a full and accurate record of its activities. The Chairperson shall report to the Representative Assembly as necessary and shall prepare an annual written report summarizing objectives, gains, action programs, and unattained goals. This report shall be distributed to members and shall become a part of the continuing committee record in the Association files.

5. Titles and Duties

A. NEGOTIATIONS RESEARCH COMMITTEE

- 1) Duties
 - a. The Committee shall study and suggest provisions regarding wages, hours and working conditions.
 - b. The Committee shall make available to all members a referral form for the purpose of providing any member or group of members the opportunity to submit requests for items to be negotiated. The referral form shall include provisions for the name of the individual or group, the general request, and the rationale for the request.
 - c. If requested, the Committee shall grant a hearing to members filing a completed referral form. This hearing shall be at a regularly scheduled committee meeting prior to the commencement of negotiations.
 - d. After considering all hearings and written requests, the Committee shall prepare an agenda of items to be considered for negotiations.
 - e. The Committee shall survey the membership in establishing item priorities.
 - f. The Committee may serve in a consultant capacity during negotiations.
- 2) Subcommittees - Subcommittees may be appointed as required. Members of the subcommittees shall be representative of teachers at the Elementary, Middle School and Senior High School levels and of other special area educators.

B. COMMUNICATIONS COMMITTEE

The Committee on Communications shall seek to develop public understanding of the purposes and programs of the Association, the values and importance of education, and, in cooperation with administration, the educational philosophy and programs of the schools. It shall develop procedures by which the Association can work cooperatively

with parents and public in civic, fraternal, and social organizations, and through all available channels of communication.

C. PROFESSIONAL RELATIONS COMMITTEE

The Committee on Professional Relations shall be responsible for:

- 1) Professional Information - to inform members of the policies, programs and accomplishments of local, state and national associations, and develop and conduct programs for Association members.
- 2) Social Affairs - to organize such social activities as may serve the needs of members and promote fellowship within the Association.

D. GOVERNMENTAL RELATIONS COMMITTEE

The Committee on Governmental Relations shall have broad concern for local, state and national legislation affecting the interest of the Association and for exercise of civic responsibilities by members. The committee shall inform members about newly enacted legislation.

VIII. SPECIAL COMMITTEES

1. Each year the President shall appoint an Elections Committee, a Budget Committee, and such other special committees as may be necessary, and shall discharge them upon completion of their duties. These committees shall operate according to rules approved by the Representative Assembly. No Executive Board member of the Association shall serve on the Elections Committee.
2. The President shall annually appoint a Constitution Committee.
3. The President shall appoint the Green Bay Political Action Committee Executive Board with the approval of the GBEA Executive Board.
 - A. The Chairperson and at least two (2) additional members shall be appointed for a two (2) year term on even years.
 - B. The Vice-Chairperson, Secretary-Treasurer, and at least one (1) additional member shall be appointed for a two (2) year term on odd years.
 - C. Appointed members shall not serve on the GBPAC Executive Board longer than six (6) consecutive years.
 - D. Vacancies shall be filled in the same manner as the appointments for the remaining term of the vacant position.
 - E. Members of the GBPAC Board can be removed by a two-thirds (2/3) vote of the entire GBEA Executive Board.

IX. EXECUTIVE BOARD ELECTIONS

1. Nominations
 - A. In January the Head Association Representative of each School faculty will submit to the Elections Committee the names of those persons who either indicate or exhibit leadership potential.
 - B. The Elections Committee will contact all persons named to begin developing a slate of candidates for Executive Board positions.
 - C. Nominations may be made to the Elections Committee by any member, either for himself or another, provided the consent of the person nominated has been obtained.
 - D. Based upon the positions to be filled, the Elections Committee shall prepare a tentative slate of candidates for offices of President, Vice-President, Secretary, Treasurer, WEAC Director and Members-At-Large to serve on the Executive Board.
 - E. The Elections Committee shall deliver its slate of candidates to the Representative Assembly at the February meeting.

Nominations from the floor may be tendered during the meeting; nominations will close upon adjournment of the meeting.

2. Balloting - Over three (3) working days in March, set by the Executive Board, members shall vote for Executive Board members by ballot in accordance with procedures developed by the Elections Committee and approved by the Representative Assembly.
3. Results - The Elections Committee shall report results to the President who shall cause them to be published.
4. WEAC Director - Election for the WEAC Director shall be held concurrently with the elections for standing committees.

X. THE NEGOTIATING TEAM

1. Membership
 - A. The Negotiating team shall consist of six (6) individuals and the Executive Director who may serve as Committee spokesman, but shall have no voting privileges. If necessary, a resource person or persons may also serve, but shall have no voting privileges.
 - B. The team shall be appointed by the President with the approval of the Executive Board.

2. Duties

- A. The Negotiating team shall have the authority to accept, reject or modify proposals in negotiations with the Board of Education in an effort to reach a tentative agreement.
- B. The Negotiating Team shall submit the tentative agreement with the Board of Education to the Executive Board prior to the Membership ratification vote.

XI. MASTER CONTRACT RATIFICATION VOTE

- 1. Upon completion of negotiations, the tentative agreement shall be presented by the Executive Board to the membership for a vote on ratification.
- 2. A General Meeting of the membership shall be held as soon as practical for the purpose of presenting and considering the tentative negotiated agreement.
- 3. All members shall be notified of the time(s) and location(s) to consider the tentative negotiated agreement.
- 4. The vote on ratification shall be determined by secret ballot at the general meeting(s).
- 5. With the exception of absentee voters, only those members present, in good standing and having proper identification, may cast one vote.
- 6. Absentee ballots shall be made available at the Association office, to members in good standing and having proper identification, not more than two (2) days prior to the ratification vote assembly.
- 7. To be valid, all absentee ballots must be received at the Association office by 3:00 p.m. on the day of the ratification vote or at the general meeting(s) by the close of balloting.
- 8. A simple majority of the votes cast is necessary for either the passage or defeat of the tentative negotiated agreement.
- 9. Votes shall be tabulated immediately, announced to those present, and the results shall be communicated to each building.

XII. IMPASSE PROCEDURE

If an impasse exists between the Green Bay Education Association and the Green Bay Board of Education after all established and reasonable efforts toward solution have been exhausted, the Executive Board shall call a general meeting of all members at which the issue shall be presented and discussed and a decision made as to what course of action the organization shall follow.

XIII. SERVICE AFFILIATE ORGANIZATION STANDARDS

1. The GBEA may affiliate a service affiliate if it meets the following minimum standards:
 - A. The service affiliate shall be a self-governing organization with governance documents compatible with those of GBEA.
 - B. The service affiliate shall have the same membership year as that of GBEA.
 - C. The affiliate shall not be required to join organizations to which GBEA is affiliated.
 - D. Each service affiliate shall be assessed a per capita service fee equal to fifty percent (50%) of the GBEA dues, plus fifty percent (50%) of the NEA UniServ subsidy, plus fifty percent (50%) of the WEAC UniServ subsidy, plus fifty percent (50%) of the WEAC legal rebate that would be received by the Association if those service affiliate members were under the same dues provisions as regular GBEA/UEP members.

XIV. AMENDMENT

The Bylaws may be amended by majority vote at any regular meeting of the Representative Assembly present and voting provided that proposed amendments have been previously distributed to the Executive Board and that copies have been sent to Representatives, two (2) calendar weeks in advance of the meeting.