**SHEPHERD EDUCATION ASSOCIATION CONSTITUTION**

ARTICLE I - NAME

Section 1 - The name of this association shall be the “Shepherd Education Association of the **Montana Federation of Public Employees**.”

ARTICLE II - PURPOSES

Section 1 - To work for the welfare of children and youth, the advancement of education, and the improvement of instructional opportunities for all.

Section 2 - To develop and promote the adoption of such ethical practices, personnel policies and standards of preparation and participation as mark a profession.

Section 3 - To improve professional, economic, social and civic status of its members and to negotiate and bargain to obtain such improvement.

Section 4 - To enable members to speak with a common voice on matters pertaining to the teaching profession and to present their individual and common interest before the employer and other legal authorities.

ARTICLE III - MEMBERSHIP

Section 1 - Active Members

a. Active membership in the association shall be open to all professional personnel employed by District 37 who hold an earned bachelor’s or higher degree, or hold a regular vocational and technical certificate, or, where required, hold or are eligible to hold a regular legal certificate and who agree to abide by the Code of Ethics of the Education Profession.

b. Active membership shall be continuous until the member ceases employment, resigns from the Association, fails to pay membership dues, or is suspended or expelled.

c. Active members of the Association shall also be members of the **Montana Federation of Public Employees** and the National Education Association.

Section 2 - Revocation of Membership - The Executive Board, in accordance with procedures adopted by the Representative Assembly, may suspend from membership or expel any member who had been found in violation of the NEA-**MFPE** Code of Ethics and may reinstate a member who has previously been suspended or expelled from the Association.

ARTICLE IV - OFFICERS

Section 1 - The officers of the Association shall consist of a President, a Vice President, a Secretary, and a Treasurer, or two Co-Presidents (one from K-6 and one from 7-12), a Secretary, and a Treasurer as approved by majority vote at a regular SEA meeting. **SEA officers will receive the following stipends: President, $500; Vice-President, $250, Secretary, $100; and Treasurer, $100.**

ARTICLE V - AFFILIATION

Section 1 - The Association shall affiliate with the National Education Association under its rules and the **Montana Federation of Public Employees** under its rules.

ARTICLE VI - AMENDMENTS

Section 1 - The SEA may adopt amendments to this Constitution by a two-thirds majority of those voting at a regular meeting, provided that amendments have been introduced at the preceding regular meeting of the SEA and that copies of proposed amendments have been distributed to members of the Association sufficiently in advance of the meeting to permit faculty discussion.

**BYLAWS**

ARTICLE I- MEETINGS

Section 1 - SEA - The SEA shall meet on the **1st Thursday** of each school month at **7:40** a.m. **and/**or **4:15** p.m. at the call of the President, or at the request of three members of the SEA.

ARTICLE II - POWER AND DUTIES OF OFFICERS

Section 1 - Co-President - The Co-Presidents shall share the duties described in Section 2 and 3 in this article.

Section 2 - President - The President shall preside over meetings of the SEA (and sit as a member of the Regional Council). The President shall appoint the chairperson and members of standing committees and special committees and be exofficio a member of all standing committees. He/she shall be the executive officer of the Association except when it employs an Executive Secretary. 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 shall perform other duties as directed by the SEA.

Section 3 - Vice President - The Vice President of the Association perform the functions usually attributed to the office. He/she shall meet periodically with committee chairpersons to discuss committee activity. He/she will assist them to identify recommendations for action by the SEA. The Vice President shall be in charge of membership. He/she shall organize and conduct unified local, state, and national membership enrollment and inform members of policies, programs, services and accomplishments of the Association. The Vice President shall assist the President in carrying out the work of the Association.

Section 4 - Secretary - The Secretary shall keep accurate minutes of all meetings of the SEA, shall maintain official files, and shall assist the President with Association correspondence.

Section 5 - Treasurer - The Treasurer shall hold the funds of the Association and disburse them upon authorization by the SEA. (Note” If a system of payroll deduction is in effect, only the transmittal clause would be required.) He/she shall maintain a current roll of members. He/she shall keep accurate account of receipts and disbursements shall report to each meeting of SEA and shall prepare an annual financial statement for publication to members as directed by the SEA. Such books and financial records shall be presented for annual audit as directed by SEA. He/she shall keep the President informed of financial condition of the Association. He/she may be bonded by the Association.

Section 6 - Terms and Succession

 a. The officers shall serve for one year and may be reelected without an intervening term.

 b. Whenever the offices of President and Vice President or Co-Presidents shall become vacant between elections, the remaining members of the SEA shall choose one of their number to serve as President pro tempore until SEA can fill the vacancies.

ARTICLE III - FACULTY REPRESENTATIVES

Section 1 - In each building, faculty members who are members in good standing of this Association shall elect or appoint for a term of one year, one Faculty Representative for each building. There shall be at least one representative from each building.

Section 2 - Faculty Representatives shall be members of the **MFPE**, the NEA, and shall maintain their membership in good standing during their term of service.

Section 3 - Delegates - Members will be elected according to the Region 7 by-laws to represent SEA at the Region 7 Meetings, Little Delegate Assembly and the Delegate Assembly. SEA shall pay room and board for Delegates to the Delegate Assembly.

ARTICLE IV - STANDING COMMITTEES

Section 1 - Meetings - Each standing committee shall meet at the discretion of the chairperson of the committee.

Section 2 - Reports - Chairpersons shall report items of action to the SEA.

Section 3 - Titles and Duties

a. The Negotiating Committee should consist of three or more SEA members in good standing, not all representing the same building, and serve a term of two (2) years. Committee members should attend training sessions on negotiating before beginning negotiations. Negotiating Committee shall negotiate with the employer on wages, hours, fringe benefits and other conditions of employment for all personnel in the negotiating unit. With the aid of appropriate standing committees, it shall prepare negotiation proposals to be approved by SEA prior to being placed before the employer. Upon reaching tentative agreement with the employer on all matters in negotiation, the Committee shall prepare and submit its report and recommendations to the members of the Association in the negotiation unit at a general meeting. The procedures for ratifying a negotiation agreement shall be developed by the SEA prior to negotiation. Members of the Negotiating Committee shall receive compensation for their time. The amount will be determined by the Executive Board each year, based on available funds and time spent.

ARTICLE V - SPECIAL COMMITTEES

Section 1 - Each year the President or Co-Presidents may appoint any special committees as may be necessary and shall discharge them upon completion of their duties.

ARTICLE VI

Section 1 - Nominations

a. The President or Co-Presidents will appoint a nominations committee during April with election to be held at the May meeting.

b. Members of the SEA may nominate other candidates from the floor.

Section 2 - Balloting - Members shall vote for officers by secret ballot, at a time and place determined by the officers. New officers will be installed during the last regular meeting of the year.

ARTICLE VII - AUTHORITY

 Section 1 - Roberts Rules Newly Revised shall be the parliamentary authority for the Association on all questions not covered by the Constitution and Bylaws and such standing rules as the SEA may adopt.

ARTICLE VIII - AMENDMENT

 Section 1 - These Bylaws may be amended by majority vote of those present at any regular meeting of the SEA provided that proposed amendments have been previously studied by the membership.

**Revised 4/2018**