

CONSTITUTION AND BY LAWS PUTNAM CITY ASSOCIATION OF CLASSROOM TEACHERS

ARTICLE I – NAME, OBJECTIVES, AND AUTHORITY FOR GOVERNANCE

Section 1. The name of this organization shall be the Putnam City Association of Classroom Teachers hereinafter referred to as the Association.

Section 2. The objectives of the Association are to support the goals of education excellence, promote the welfare of teachers and students and to serve as an advocate for educators among the patrons and School Board of the Putnam City Schools and citizens of the State of Oklahoma.

The Association shall have all power necessary and proper to take action for the attainment of these goals. The Association shall receive, hold, and administer funds and property as a non-profit organization under Oklahoma laws.

Nothing in this Constitution shall be construed to prevent the Association from pursuing the objectives which are consistent with the goals of the Oklahoma Education Association and the National Education Association.

Section 3. The Association shall be governed by this Constitution and other such actions consistent therewith, as may be taken by the PCACT Representative Assembly, Executive Committee, other duly constituted and empowered committees, or membership of the whole.

ARTICLE II – AFFILIATION

Section 1. The Putnam City Association of Classroom Teachers shall be an affiliated local association of the Oklahoma Education Association.

Section 2. The Putnam City Association of Classroom Teachers shall be an affiliated local association of the National Education Association.

ARTICLE III – MEMBERSHIP

Section 1. Membership in the Association shall comprise two classes of membership.

- ~~A.~~ A. Active membership shall be open to any certified teacher devoting the major part of his/her time to classroom teaching or allied work considered as teaching on the local salary schedule, ~~provided such person shall have no power of rating over other teachers in service, with the exception of teacher consultants.~~ (There are no teacher consultants in PC District.)
- ~~B.~~ ~~Associate membership shall be open to any retired teacher who has held active membership in the association immediately prior to retirement.~~ B. Membership shall be open to certified substitute teachers. (to bring in line with OEA/NEA)

Section 2. Active members of the Association shall also be members of the Oklahoma Education Association and the National Education Association.

Section 3. Rights and Limitations

- A. The Right to vote and to hold elective office or appointive position shall be limited to active members.
- B. All active 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.
- C. ~~Associate members shall receive Association publications as requested.~~ (No longer needed)
- D. C. The Association shall not deny membership to individuals on the basis of race, color, creed, national origin, political affiliation, physical handicap, sex, age, or religion. to anyone eligible for membership. (Better wording)

Section 4. The membership year shall be consistent with the membership year of the National Education Association.

Section 5. Membership Dues

- ~~A.~~ A. The annual membership dues of the Association shall be ~~determined by the members of the Association.~~ 0.0031 of the base salary of bachelors step 0 of the previous year. (to provide for the increase in cost of doing association business and providing services to members)
- B. A simple majority vote of those Association members voting shall be required for any change in dues.
- C. The annual membership dues for ~~Associate members shall be \$1.00.~~ certified substitute teachers shall be one half (1/2) of the annual membership dues. (Associate member section deleted; sub membership added in line with OEA/NEA)
- D. The method of remittance of dues shall be established by the Executive Committee.

Section 6. Membership Meetings

- A. Meeting of the membership shall be held at the call of the President or two-thirds (2/3s) vote of the PCACT Representative Assembly.
- B. A quorum of all meetings of the membership shall consist of thirty-three (33) percent of the active members.

ARTICLE IV – OFFICERS AND THEIR DUTIES

Section 1. The elected officers of the Association shall be the President, Vice-President, Recording Secretary, Treasurer, and five to seven (5-7) Members-at-Large. *(to allow for more participation of the membership)*

Section 2. Any active member of the Association may serve as an elected officer.

Section 3. Terms of Office

- A. The President shall be elected for a term of two (2) calendar years. ~~No person shall serve in the office of President for more than two (2) consecutive terms.~~ *(to allow flexibility in the office of President and to allow the election process to determine terms)*
- B. Officers except President shall be elected for a term of one (1) year.
- C. Such terms shall begin on June 1.

Section 4. The President shall be the chief executive officer of the Association and its policy leader. The President shall:

- A. Represent the Association as spokesperson on all Association matters or assign, at the President's discretion, responsibility for such representation;
- B. Appoint, except as provided in this Constitution all committee chairpersons with the advice and consent of the Executive Committee;
- C. Serve as an ex-officio member of all committees except the Election Committee;
- D. Review Association policies and make recommendations to be considered by the Executive Committee;
- E. Prepare the agenda for all meetings of the Executive Committee, PCACT Representative Assembly, and the Membership;
- F. Preside at all meetings of the Executive Committee, PCACT Representative Assembly, and the Membership;
- G. Call regular and special meetings of the Executive Committee, PCACT Representative Assembly, and the Membership;
- H. Sign all contracts and other instruments approved by the Executive Committee;
- I. Serve as a delegate to the OEA Delegate Assembly;
- J. Serve as a delegate to the NEA Representative Assembly;
- K. Maintain a complete membership roster of all active members;
- L. Coordinate the activities of staff personnel;
- M. Delegate duties not already specified by this Constitution to the officers; and
- N. Fulfill such other duties as the office requires and as are consistent with the Constitution.

Section 5. The Vice-President shall:

- A. Act for the President when the President is unable to perform the duties of the office;
- B. Fulfill such other duties as the office requires and as are consistent with this Constitution;
- C. Serve as a delegate to the OEA Delegate Assembly;
- D. Serve as a delegate to the NEA Representative Assembly; and
- E. Serve as an ex-officio member of all committees except the Election Committee.

Section 6. The Recording Secretary shall:

- A. Be responsible for preparing records of all official meetings and the distribution of the minutes of all such meetings; and
- B. Maintain a record of attendance at Executive Committee meetings and PCACT Representative Assemblies.

Section 7. The Treasurer shall:

- A. Receive all funds and be responsible for their safekeeping and accounting;
- B. Present a monthly financial report to the Executive Committee and the PCACT Representative Assembly;
- C. Keep an itemized account of receipts and expenditures of the Association;
- D. Disburse monies as authorized by the Executive Committee and the PCACT Representative Assembly, or the Membership;
- E. Prepare an annual budget to be submitted to the Executive Committee and the PCACT Representative Assembly for approval;
- F. Assist in training the incoming Treasurer; and
- G. Arrange in conjunction with the Executive Committee for an audit of the books at the end of the year.

Section 8. The Members-at-Large shall:

- A. Attend Executive Committee meetings;
- B. Attend PCACT Representative Assembly meetings; and
- C. Fulfill such other duties as specified by the Executive Committee.

Section 9. Vacancies

- A. In case of a vacancy in the office of President, the Vice-President shall succeed to the office and shall serve for the remainder of the term;
- B. In case of vacancy in the office of Vice-President, Recording Secretary, Treasurer or Member-at-Large, the Executive Committee, with the approval of the PCACT Representative Assembly, shall appoint a member to fill the un-expired term of that office;
- C. In case of a vacancy on the Negotiations Team, the President, with the approval of the Executive Committee, shall appoint a member to fill the position; and
- D. In the event of the resignation, death, or ineligibility of a candidate elected to office at any time after the election and prior to the commencement of the term, the position shall be declared vacant and filled by the Executive Committee subject to approval by the PCACT Representative Assembly.

Section 10. Recall of Officers

- A. Recall proceedings against an officer may be initiated by written petition submitted to the PCACT Representative Assembly by at least fifteen (15) percent of the active membership or by a majority vote of the Executive Committee.
- B. The PCACT Representative Assembly shall, by majority vote, appoint a special five (5) member hearing panel to review the merits of the charges against the officer named in the recall petition.
- C. The hearing shall be held within ten (10) days of the appointment of the hearing panel. Within five (5) days of the hearing, the panel shall submit a written report to the PCACT Representative Assembly.
- D. At the regular or special called meeting following the receipt of the report the PCACT Representative Assembly shall approve or disapprove a recall election.
- E. The recall election shall be held within five (5) days. The ballot shall state: “the office of _____ (appropriate office) shall be declared vacant. Yes _____ No _____.
- F. Upon affirmative action of (2/3s) two thirds of those Association members voting, the office shall be declared vacant.
- G. The recall election shall be conducted by Association Representatives in a manner prescribed by the PCACT Representative Assembly

ARTICLE V – ASSOCIATION REPRESENTATIVES AND THEIR DUTIES

Section 1. All Association Representatives and Alternates shall be active members of the Association.

Section 2. Term of Office

- A. Association Representatives and Alternates shall be elected for one (1) year term prior to the ~~May~~ last meeting of the PCACT Representative Assembly. (*Allow for flexibility of last meeting – could be April or June*)
- B. The term shall begin June 1 following the election.

Section 3. Each Building site shall be responsible for the election of its own Association Representative(s) and Alternate(s).

Section 4. Association Representatives shall:

- A. Serve as members of the PCACT Representative Assembly
- B. Inform members of their professional rights and responsibilities;
- C. Report all decisions of the Executive Committee and the PCACT Representative Assembly to their building site;
- D. Conduct a membership campaign in their building;
- E. Conduct all Association elections;
- F. Assist in identifying potential leaders; and
- G. Assist in obtaining consultants for entry-year teachers.

ARTICLE VI – PROFESSIONAL NEGOTIATIONS TEAM (PNT)

Section 1. Duties and Responsibilities

- A. The PNT shall be selected as follows:
 - At a date designated by the Executive Committee, an ACT member may apply for a position on the Professional Negotiations Team.
 - The PNT shall consist of five (5) members and shall be balanced between elementary and secondary as much as possible. (*current practice*)
 - The Executive Committee shall serve as the PNT interview committee. This committee shall interview members applying for the PNT. Any Executive Committee member applying for the PNT shall not serve on the PNT interview committee.
 - The Executive Committee shall present the final list to the PCACT Representative Assembly for approval.
 - The Association President shall be an ex officio member of the Professional Negotiations Team.
- B. Term of service shall begin upon approval of the PCACT Representative Assembly and continue until a new PNT is selected and approved the following year. (*clarification*)

Section 2. Duties and Responsibilities

- A. It shall be the responsibility of the Professional Negotiations Team to represent the interests and concerns of the membership in negotiations with the Board of Education and/or its representatives.
- B. The Team shall obtain the advice and consent of the Executive Committee on all items to be submitted for negotiation.

- C. The Team shall report to the Executive Committee and PCACT Representative Assembly on a timely basis regarding negotiations.

Section 3. Removal

- A. If for any reason a member of the Team fails to properly perform his/her role, the Executive Committee may remove such person from the Negotiations Team.
- B. In case of a vacancy on the PNT, the President, with the approval of the Executive Committee, shall appoint a member to fill the position.

ARTICLE VII – EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of all elected officers and the Immediate Past President.

Section 2. All members of the Executive Committee shall be active members of the Association.

Section 3. Meetings

- A. The Executive Committee shall meet at least six (6) times during the school year.
- B. Special meetings may be held at the call of the President or at the call of a majority of the members of the Executive Committee.
- C. A majority of the voting members of the Executive Committee shall constitute a quorum.

Section 4. Attendance

- A. Members of the Executive Committee shall attend regularly scheduled meetings.
- B. Failure of an elected officer to attend two consecutive regularly scheduled meetings without valid reason may cause his/her position to be declared vacant.
- C. The Executive Committee shall use its own discretion concerning valid reasons for absences and shall make a recommendation to the PCACT Representative Assembly concerning a declaration of vacancy.

Section 5. The duties of the Executive Committee shall be:

- A. To make decisions consistent with the provisions of this Constitution and actions of the PCACT Representative Assembly;
- B. To study needs and develop recommendations to the PCACT Representative Assembly regarding the welfare of the Association;
- C. To prescribe qualifications, employ, fix salaries, and outline duties of all employees;
- D. To submit to the PCACT Representative Assembly an annual budget for the Association;
- E. To approve and supervise the expenditures of funds in accordance with approved budget;
- F. To cause an annual audit of Association funds to be made;
- G. To report to the membership important actions and decisions affecting the Association;
- H. To accept, reject, or approve the recommendations of the President;
- I. To accept, reject, or approve the recommendations of the committees;
- J. To fill vacancies within its own membership which may arise between annual elections;
- K. To fulfill such other duties as the Executive Committee or PCACT Representative Assembly requires and are consistent with this Constitution
- L. To assist with a review of the Association at least once every five (5) years to assure its compliance with OEA and NEA standards;
- M. To guarantee that no member shall be denied membership without a due process hearing with an appropriate appellate procedure; and
- N. To make every effort to guarantee that ethnic minorities shall be included in the governance bodies in the same proportion as they are in the membership.

ARTICLE VIII – PCACT REPRESENTATIVE ASSEMBLY

Section 1. Composition

- A. The PCACT Representative Assembly shall consist of one Representative or Alternate from each building site for each fifteen (15) members or major fraction thereof (the dividing line shall be 23, 38, 53, 68, etc.)
- B. The Alternate shall serve in the absence of the PCACT Representative.
- C. Members of the Executive Committee shall be members of the PCACT Representative Assembly.
- D. OEA and NEA Delegates shall be non-voting members of the PCACT Representative Assembly.

Section 2. All members of the PCACT Representative Assembly shall be active members of the association.

Section 3. Meetings

- A. The PCACT Representative Assembly shall meet at least six (6) times during the school year.
- B. The time and place of each meeting shall be set by the President.
- C. Special meetings shall be held at the call of the President or upon written request of twenty-five (25) percent of the PCACT Representative Assembly.

- D. A quorum shall consist of fifty (50) percent plus one (1) member of those elected to be members of the PCACT Representative Assembly. Once a quorum is established a majority of those members shall constitute a quorum as the meeting progresses.

Section 4. Attendance

- A. Members of the PCACT Representative Assembly shall attend regularly scheduled meetings.
 B. Due notice of all meetings shall be given.
 C. Should a building be un-represented for two (2) CONSECUTIVE REGULARLY CALLED MEETINGS WITHOUT VALID NOTICE, the Executive Committee shall take action as deemed necessary.

Section 5. The duties of the PCACT Representative Assembly shall be:

- A. To enact a program and establish policies and objectives to be implemented by the Executive Committee;
 B. To call a general meeting of the membership upon two-thirds (2/3s) vote of the PCACT Representative Assembly.
 C. To approve the annual budget of the Association;
 D. To act on all elective office appointments;
 E. To act on proposals, recommendations, and resolutions; and
 F. To fulfill such other duties as the PCACT Representative Assembly requires and as are consistent with this constitution.

ARTICLE IX – COMMITTEES

Section 1. There shall be the following standing committees: Public Relations, Member Rights, Membership, Communications, Legislative, and Elections. (*current practice and to align with OEA Centers*)

Section 2. The President shall appoint special committees as deemed necessary.

Section 3. The extent of powers and responsibilities of any committee shall be determined by the Executive Committee and by this Constitution.

Section 4. Each committee chairperson shall report to the President the activities of each meeting of the committees.

ARTICLE X – ELECTIONS

Section 1. Association elections shall be held in accordance with the one-person-one-vote principle.

Section 2. Schedules and procedures for all elections of the Association shall be developed by the Election Committee with advice and consent of the Executive Committee.

Section 3. Mechanics of Elections

- A. Elections shall be conducted by secret ballot by the active members of the Association.
 B. Elections shall be conducted by the Association Representatives who shall be responsible for the distribution, collection, and tabulation of ballots for all Association elections.
 C. All ballots shall be forwarded to the Chair of the Election Committee and shall be retained for a period of sixty (60) days following an election after which time the ballots will be destroyed if the election is not contested.
 D. Results of elections shall be posted in each building no later than two (2) weeks after any election.
 E. If any member of the Election Committee is on the ballot, that person shall abstain from participation in the collection and counting of ballots.

Section 4. Officer elections shall be held following the end of the first semester and before the close of the school year.

Section 5. Filing for Elected Office, OEA Delegate, and NEA Delegate Positions

- A. Any active member of the Association may file for elected office, OEA Delegate or NEA Delegate positions.
 B. There shall be a two (2) week filing period.
 C. At the next regular or special called meeting of the PCACT Representative Assembly following the filing period, the list of those filing shall be read. Additional nominations may be made from the floor of the PCACT Representative Assembly.
 D. A list of all candidates for elected office, OEA Delegate, or NEA Delegate shall be posted in all buildings at least one (1) week prior to the elections.

Section 6. Election of Officers

- A. Election of officers shall be by majority vote of those Association members voting.
 B. Runoff elections shall be held as necessary until there is an election for each position by a majority vote. The runoff ballot shall list those candidates who received the highest number of votes on the previous ballot (though not elected), listing at least one more candidate per position than the position requires.

Section 7. Election of OEA Delegates

- A. Delegates shall be elected for a two (2) year term.

- B. The President and Vice-President shall be elected as delegates to the Oklahoma Education Association Delegate Assembly.
- C. The remainder of the delegates shall be elected in accordance with the provisions set forth in the Constitution and Bylaws of the Oklahoma Education Association.

Section 8. Election of NEA Delegates

- A. The President and Vice-President shall be elected delegates to the Representative Assembly of the National Education Association.
- B. The remainder of the delegates shall be elected in accordance with the provision set forth in the Constitution and Bylaws of the National Education Association.

ARTICLE XI – AMENDMENTS

Section 1. Amendments to the Constitution may be proposed by one or more of the following methods:

- A. By petition signed by at least fifty(50) active members;
- B. By majority vote of the Executive Committee;
- C. By majority vote of the PCACT Representative Assembly.

Section 2. The Constitution Committee shall study the proposal and draft appropriate language.

Section 3. The proposed amendment to the Constitution shall be presented in writing and read to the PCACT Representative Assembly.

Section 4. If approved by the PCACT Representative Assembly, the text of the proposed amendment shall be printed and sent to all members at least ten (10) days prior to its proposed adoption.

Section 5. Upon approval of two-thirds (2/3s) of those Association members voting, the amendment shall become effective immediately.

ARTICLE X11 – PARLIAMENTARY AUTHORITY

~~Hugh Cannon's Concise Guide to Rules of Order~~ Robert's Rules of Order, Revised, shall be the Parliamentary authority for the Association on all questions not covered by the Constitution and such standing rules as the Executive Committee may adopt. (*align with OEA/NEA and current practice*)

THIS CONSTITUTION SUPERSEDES ANY PREVIOUS CONSTITUTION AND ALL PROVISIONS AND AMENDMENTS THEREOF. (REVISED 1990)

(REVISED 1998)

(REVISED 1999)

(REVISED 2002)

(REVISED 2005)