CONSTITUTION

SUFFIELD EDUCATION ASSOCIATION

SUFFIELD, CONNECTICUT

June 2026

CONSTITUTION

ARTICLE I

The name of this organization shall be the SUFFIELD EDUCATION ASSOCIATION.

ARTICLE II
OBJECTIVES

Section 1. To advance the ideals of education.

Section 2. To co-operate with the Connecticut Education Association and the National Education Association in the advancement of the education profession in order to render the highest possible service to all members of the community.

Section 3. To improve its members professionally, socially, culturally, and economically.

Section 4. To develop a strong spirit of good will and fellowship among educators.

Section 5. To afford an opportunity for coordinated effort in the administration of the schools at all levels.

Section 6. To help citizens of Suffield realize the value of education in a democracy and its need for proper support.

Section 7. To take an active role in the identifying, sponsoring, and training of candidates for the teaching profession.

ARTICLE III
MEMBERSHIP

Membership in the SUFFIELD EDUCATION ASSOCIATION is not restricted because of sex, age, race, creed, color, marital status, or residence.

Section 1. Active Member: All personnel employed as professional educators by the Town of Suffield automatically becomes a member of the Association. Failure to pay the dues for the Suffield Education Association, the Connecticut Education Association, and/or the National Education Association forfeits membership in all three associations and all privileges of said membership. No individual holding dual membership in teacher associations (e.g., affiliates of the American Federation of Teachers) other than the National Education Association and its affiliates may hold office in the Association. Office for this purpose shall be defined as any position on the Executive Committee or the Representative Council. Further, no individual holding dual membership in teacher Associations (e.g. affiliates of AFT) other than

the National Education Association and its affiliates may be members of sensitive committees such as the Negotiating Committee and/or the Professional Rights and Responsibilities Committee (PR&R).

Section 2. Associate Members: Associate membership shall be available to all persons who are actively engaged in educational work of a professional nature who are not eligible for active membership. Upon payment of dues they may become associate members but will have no voting privileges nor hold an office.

Section 3. Honorary Members:Upon recommendation of the Executive Committee or the Representative Council, honorary membership may be extended to those persons who are deemed worthy of this distinction. However, honorary members shall have no voting privileges nor hold office.

ARTICLE IV
OFFICERS AND THE EXECUTIVE COMMITTEE

Section 1. Officers: The officers of the Suffield Education Association shall be the President, the Vice-President, the Secretary.

Section 2. The Executive Committee: The Executive Committee shall consist of the officers, the Chairpersons of the Negotiating, and the immediate past president who shall serve a term of two (2) years or until replaced by a new past president. In the event of death, resignation, disqualification, or unwillingness to serve in the office of the past president, the position will remain vacant.

Section 3. Term of office: The term of office for all officers shall be five (5) years on a rotating basis of President and Vice-President/Secretary. All officers may be nominated to succeed themselves without limit.

Section 4. The term of office of all elected officers shall begin on July 1 of the year during which elections occur.

Section 5. Ex-Officio Officer Transition Position: Upon completion of a full elected term (five years) as Secretary, Treasurer, Vice President, or President, an officer shall be eligible to serve for one (1) additional year in an Ex-Officio capacity for the purpose of mentoring, advising, and assisting the newly elected officer in the transition of duties and responsibilities. During this one-year Ex-Officio term, the former officer shall receive the full annual stipend associated with the position. The Ex-Officio officer shall serve in an advisory, non-voting capacity unless otherwise specified in this Agreement or the Association Constitution and Bylaws.

ARTICLE V
REPRESENTATIVE COUNCIL

Section 1. A Representative Council shall be the legislative group representative of the entire membership of the Association. The Representative Council shall be organized as follows: By the general meeting in May of each year the Representative Council member(s) and alternate(s) in each school, shall, after sufficient notice, conduct an election to choose Representative Council members and alternates for the ensuing year.

Representation on the Council

A. Each school shall have at most two representatives (except for the high school which has three representations), with three-year terms.
B. All members of the Executive Committee shall be members of the Representative Council with full voting powers.
C. All Chairpersons of standing committees shall be members of the Representative Council with full voting powers.

ARTICLE VI
MEETINGS

Section 1. General meeting

A. The Annual Meeting of the Association shall be held on the third Monday in May. This meeting shall be for the purpose of electing officers and representative council members.
B. If, for any reason the annual meeting cannot be held on the stipulated day, it shall be held within ten (10) work days of that date.
C. Other general meetings of the Association shall be held as deemed advisable by the President, at the request of a majority of the Executive Committee, a majority of the Representative Council, or on a written petition of twenty-five (25) members of the Association to the President. The person(s) initiating petition(s) will contact the President with a clear statement of the agenda. Petitions will contain the clear statement of purpose with name(s), address(es), and phone number(s) of person(s) initiating petition(s). The President shall schedule the meeting as soon as possible after adequate communication during the school year and with at least two weeks written notice to members during the summer recess.
D. All general meetings should be considered potential "action" meetings. No meeting should be considered "for information only".

Section 2. Representative Council Meetings

A. The organizational meeting of the Council shall be held as soon as possible after the opening of school.
B. Regular meetings shall be held except during July and August.
C. Special meetings of the Representative Council may be called by the President, on the advice of the Executive Committee, or by a signed petition of six (6) members of the Representative Council.

Section 3. Executive Committee Meetings

A. The first meeting of the Executive Committee shall be held within three weeks after the election of officers.
B. Other meetings shall be held at the behest of the President or by petition to the President of any two (2) members of the Executive Committee.
C. Meetings shall also be held as set forth in this constitution and these by-laws.

ARTICLE VII
ELECTIONS

Section 1. The positions that are open to run every three years are Representative, unless positions become open.

Section 2. The positions of (President) and (Vice President and Secretary) are run every 5 years unless positions become open.

Section 3. Any executive board position (Secretary, Vice President, or President) is open only to members who are currently serving on the board or as a building representative. If no one qualifies under these conditions, the position will be open to the general membership.

Section 4. All elections shall take place at the May general meeting.

Section 5. If you do not attend the general meeting in May, you will not be able to vote. No absentee voting.

ARTICLE VIII
AMENDMENTS TO THIS CONSTITUTION

Any member may seek to amend this constitution in the following manner:

A. A motion expressing the intent to amend the constitution shall be read to the Representative Council.
B. At the next regular meeting of the Representative Council the motion shall be voted upon by a majority of the officially recorded members of the Representative Council.
C. The motion must receive a favorable vote of two-thirds of the members present.

BY-LAWS

ARTICLE l
RULES OF ORDER

Section 1. Robert's Rules of Order shall govern in matters for which no specific provisions are made in this Constitution and these By-Laws.

Section 2. A copy of Robert's Rules of Order shall be available at all meetings of the Representative Council, at all meetings of the Executive Committee, and at all General Meetings.

Section 3. If possible, a parliamentarian appointed by the President, with the advice of the Executive Committee, shall be present at every meeting of the Association.

ARTICLE II
VOTING POWER OF THE REPRESENTATIVE COUNCIL

Each member of the Representative Council shall have one vote.

ARTICLE III
DUTIES OF THE REPRESENTATIVE COUNCIL

Section 1. The Council shall have the power to act on all matters affecting the establishment and maintenance of a desirable educational climate in the Town of Suffield.

Section 2. The Council shall represent the entire membership of the Association.

Section 3. The Council shall refer to the President any matter that requires publication.

Section 4. The Council shall refer to the proper committee any matter pertaining to that committee.

Section 5. The Council shall have the authority to recommend changes in local dues to the membership. It shall have the authority to decide on the manner of collection of dues and on the expending of funds.

Section 6. If for any reason a special meeting of the Council is called during the summer months, the representatives legal at the June meeting shall be legal during such a special meeting.

Section 7. The Council shall have the responsibility to delegate to the Executive Committee the right to hire lawyers, either on a retaining basis or on a case basis, as situations shall

warrant. The Council shall have the right but not the responsibility, of pursuing legal action on behalf of a non-member when to do so will aid the Association or its individual members.

Section 8. The Council shall have the right to request a meeting of the Executive Committee.

Section 9. In the event of a vacancy on the Council, the first alternate to that position shall become the council member, and an election shall be held to fill the alternate's vacancy.

Section 10. The Council, at the regular March meeting prior to the meeting to elect officers, shall choose from its membership a Nominating Committee. The Council shall post the list of nominees in their respective schools at least one week before the day on which an election is scheduled to be held.

Section 11. In the event of a vacancy in the positions of Vice-President, or Secretary the Council shall appoint an officer to fill the vacancy until the next general meeting when the Association shall elect a new officer.

ARTICLE IV
DUTIES OF THE REPRESENTATIVE COUNCIL MEMBERS

Section 1. When absence from a council meeting will be necessary, it shall be the responsibility of the council member to contact the legally appointed alternate so that the school may be fully represented. When an alternate attends in place of a council member, he/she shall have full voting privileges.

Section 2. It shall be the responsibility of the council member to insure circulation of the minutes of council meetings among the staff of his/her school. It shall be the responsibility of the council members and alternates to circulate and to distribute among the membership in their school all material, which the Council or the President may deem necessary or desirable.

Section 3. Each Representative shall have the responsibility of conducting the vote within each school for council members and alternates or for referenda. It shall be the responsibility of the council members or alternates to inform the President of any difficulty in conducting such balloting.

Section 4. The election of council members and alternates shall be conducted by the council members and alternates according to the procedures stated below:

A. Only those <u>active members</u> who have been members of the Association for a period of at least a full year shall be eligible to serve as council members and alternates.
B. Method of election: In each school, by May 1, an effort shall be made to have a sufficient number of teachers volunteer their names for consideration. On the day of election written ballots shall be used. Each teacher member shall vote for as many nominees as the number of council members allowed for that particular school. All

votes are to be counted in the presence of the candidates if they so desire. The results are to be tabulated according to the number of votes received. The top vote getter(s) will be elected Representative(s). The remaining names shall be classified as first alternate, second alternate.

Section 5. It shall be the responsibility of each council member to present any motion written out and signed by any member of the Suffield Education Association. On the regulation blanks for motions, he/she may indicate that the motion was requested by that individual. If such motion is seconded, the council member shall have no obligation to vote in favor of such motion.

Section 6. Any association member shall have the right to address the Council before it is called to order or after it has been called to order if there has been a suspension to the rules. Council members shall have the obligation of aiding any member in such matters. The Council shall have the right to limit the time devoted to a non-member of the Council.

Section 7. It shall be the responsibility of every council member and alternate to contact, within his/her school, every potential Association member and attempt to achieve one hundred per cent unified membership.

Section 8. It shall be the responsibility of council members and alternates to distribute membership application forms.

ARTICLE V
DUTIES OF THE EXECUTIVE COMMITTEE

Section 1. The members of this committee shall regard themselves at all times as the Standing Advisory and Emergency Committee of the entire association. In an emergency when action or a public statement is indicated, and an Executive Committee meeting is not scheduled, the President may contact as many members of the committee as possible for advice concerning proper action.

Section 2. The committee shall meet within ten (10) days prior to council meetings to discuss the agenda for such a meeting. The committee may be called together for a special meeting at any time at the request of the President or at the request of two members of the committee or a majority vote of the council.

Section 3. The committee shall be authorized to expend sums of money from the treasury for general routine purposes, but they shall not spend any sum in excess of one thousand dollars ($1000) unless authorized by vote of the council.

Section 4. The committee shall not approve expenditures in excess of the treasury balance unless the council has voted the authorization and has made provisions for the acquisition of the necessary funds.

Section 5. The committee shall instruct the Vice President (Treasurer) as to which banks shall be

the depository banks for the funds of the association.

Section 6. The committee shall act promptly in all matters referred to them by the council.

Section 7. The committee shall make all decisions relative to referendums. Referendums shall be held for the entire membership of the association.

Section 8. The committee shall specify the type and the frequency of reports to be made by standing and special committees. They shall inform themselves of the progress of all committees. The President, with-the advice of the committee, shall decide whether reports shall be made public.

Section 9. The committee shall propose a yearly budget prior to the May meeting with the advice of the council. The committee shall ensure the Vice President's (Treasurer's) books be audited on a yearly basis, and a report with recommendations shall be submitted to the Executive Committee.

ARTICLE VI
DUTIES OF THE PRESIDENT

Section 1. The chief duty of the President shall be to ensure that provisions of this constitution and these by-laws are strictly adhered to.

Section 2. The President shall be the presiding officer at meetings of the association, of the council, and of the executive committee. The President shall have the right to limit the time for any speaker and to limit the number of times a person may speak.

Section 3. The President shall ascertain whether each school is represented at each meeting of the council by its duly elected council member or alternate.

Section 4. The President shall receive compensation for reasonable expenses incurred in behalf of the Association. (Including but not limited to business dinners, office supplies, mileage, a cell phone, yearly cell phone plan and computer)

Section 5. The President shall have the responsibility of calling special general meetings of the association, the Executive Committee, or the Representative Council.

Section 6. The President shall act as the Chairperson of the Negotiating Committee.

Section 7. The President shall address the association at the yearly general meeting of the association of the happenings of the SEA for the year. This summary shall be included in the minutes. (which will be emailed and posted on the SEA website)

Section 8. The President shall be a member of all standing and special committees with full voting rights, with the exception of the nominating committee on which he/she cannot serve.

Section 9. The President shall meet with the CEA union serving representative when needed.

Section10. The President shall attend CEA(ie CEARA) and/or NEA meetings as the SEA representative.

Section 11. The President shall have monthly meetings with Suffield Superintendent.

Section 12. The President shall appoint committee chairs where needed.

Section 13. The President shall communicate regularly with all the members updating them on current issues of the NEA, CEA, and/or SEA.

Section 14. The President shall be the official spokesman for the Suffield Education Association. He/she alone has the authority to speak for the teachers of the Town of Suffield. The President shall release all articles representing the official position of the Association. The President shall clear for publication articles written by individual teachers, by groups of teachers, or by a committee speaking for the association. This shall in no way prevent individual teachers or groups of teachers from publishing articles and reports as individuals. The President shall prepare and release articles explaining or clarifying misrepresentation of official Suffield Education Association positions.

ARTICLE VII
DUTIES OF THE VICE-PRESIDENT

Section 1. In the absence of the President, the Vice-President shall preside at meetings and discharge those functions for which time limits are set by this constitution and these by-laws.

Section 2. In the event of the resignation, death, or disqualification of the President during his/her term of office, the Vice-President shall assume the duties of the office until such time as a special election for President can be held as per Article XI, section 2.

Section 3. The Vice-President shall create and update the association website and or newsletter on a monthly basis.

Section 4. The Vice- President shall serve as the Treasurer.

Section 5. The Vice-President (Treasurer) shall receive all dues and shall deposit such money in the specified bank(s).

Section 6. The Vice-President (Treasurer) shall have the right and responsibility to pay all dues to the Connecticut Education Association and the National Education Association at the appropriate times. No action on the part of the President, the Executive Committee, or the Representative Council is required to allow these disbursements.

Section 7. The Vice-President (Treasurer) shall make expenditures only on written orders from

the President on amounts up to five hundred dollars ($500.00), only on written orders from the President with the authority of the Executive Committee for amounts between five hundred dollars ($500.00) and one thousand dollars ($1000.00), and only on written orders from the President with the authority of the Representative Council on amounts over one thousand dollars ($1000.00), except as noted in Section 2 above.

Section 8. The Vice-President (Treasurer) shall provide a report of all receipts and expenditures, which is to be summarized at the yearly meeting.

Section 9. The Vice-President (Treasurer) shall provide a report at each Representative Council meeting, and he/she shall provide additional reports if requested by the President, the Executive Committee, or the Representative Council.

Section 10. The Vice-President (Treasurer) shall maintain a current list of all Active, Associate, and Honorary members and dues paid by them.

Section 11. The Vice-President (Treasurer) shall pay the stipends of all positions as outlined in the Appendix (No action on the part of the President or the Representative Council is required to allow this disbursement of funds.)

Section 12. The Vice-President (Treasurer) shall supervise all efforts to achieve maximum voluntary membership.

ARTICLE VIII
DUTIES OF THE SECRETARY

Section 1. The Secretary shall keep full and accurate minutes of the meetings of the Association, the Representative Council, and the Executive Committee and shall furnish copies of said minutes at the request of Executive Committee members. Copies of the minutes of Representative Council meetings shall be circulated by the Secretary among all the Representative Council members for distribution throughout every school through the association website.

Section 2. The Secretary shall compile an accurate list of the Representative Council, including first alternates, second alternates, etc., after the council meeting in September.

Section 3 The Secretary shall have the authority to determine which alternate from a school shall act for an absent council member if more than one alternate is present.

Section 4. The Secretary shall check the attendance at each meeting of the council.

Section 5. The Secretary shall have a copy of this constitution and these by-laws and a copy of Robert's Rules of Order at every meeting.

Section 6. The Secretary shall have the maker of any motion or resolution at any general

meetings of the Association write out the motion or resolution and sign his/her name. Such motions shall be preserved by the Secretary.

Section 7. The Secretary shall make a copy of all amendments to this constitution and these by-laws and affix them to the Secretary's copy of this constitution and these by-laws.

Section 8. In the absence of the Secretary at any meeting, the President shall appoint an acting Secretary.

Section 9. The Secretary shall serve as Membership Chair.

Section 10 The Membership Chair shall maintain a current list of all active, associate, and honorary members and dues paid by them.

Section 11 The Membership Chair shall update CEA with a current list of all active, associate, and honorary members and dues paid by them.

Section 12 The Membership Chair shall provide a report of membership at each representative council meeting, and he/she shall provide additional reports if requested by the president, the executive committee, or the representative council

Section 13 The Membership Chair shall supervise all efforts to achieve maximum voluntary membership.

ARTICLE IX
COMMITTEES: TYPES, STRUCTURE, AND FUNCTION

Section 1. Negotiating Committee

A. The Negotiating Committee shall consist of six members, the President and Vice-President as two of the members, and four of which are to be selected by the Representative Council from the Representative Council with a member from each school. If there are still members needed the rest shall be filled from the general membership of the Association.
B. The President shall act as the Chairperson on this committee, if he/she chooses. If not, the committee shall elect one of the other members as Chairperson or two as Co-Chairpersons.
C. The term of office of each member elected shall be three years.
D. Every three years at the May meeting of the Representative Council, the committee will be appointed.
E. In the event of a vacancy on the Negotiating Committee, the President, with the approval of the Representative Council, shall fill the position.
F. The function of the Negotiating Committee shall be to operate within the framework of the proposals submitted to them by the Representative Council, the Executive Committee, or any individual member of the Association. The Negotiating Committee shall negotiate the contract or other agreements with the Board of Education. The Negotiating Committee may ask the President to appoint groups to

advise and to assist. The final contract or agreement is subject to ratification of the general membership.

Section 2. The Professional Rights and Responsibilities Committee

A. The Professional Rights and Responsibilities Committee, hereafter referred to as the PR&R Committee, shall be appointed by the Vice-President from the membership, subject to the approval of the Representative Council. The membership of the committee shall be as broadly representative of the Association membership as is possible. The Vice-President will be the Chairperson of this committee. Since work of this committee is both confidential and sensitive, care must be exercised in the appointment of its members.
B. The PR&R Committee shall serve as the Grievance Committee under the procedures established in the contract or agreement entered into by the Association and the Board of Education of the Town of Suffield.
C. The PR&R Committee shall deal with all matters of ethical conduct on the part of all members of the Association. The PR&R Committee shall have special concern for the Code of Ethics of the education profession. The committee may decide on the loss of membership in the Association for serious infraction. All records involved in such a recommendation shall be open for examination by the Executive. Committee and the involved individual(s) or his/her representative. The committee may also recommend reinstatement of membership. Members have the right to appeal membership loss to the Representative Council.

Section 3. The Public Relations Committee

A. The Public Relations Committee shall be appointed by the President from interested Association members. They shall elect one of their members as Chairperson.
B. The Public Relations Committee shall be aware of all phases of education and shall make reports to the President and for publication. The Chairperson and the committee are enjoined from making public any report without the express consent and approval of the President.
C. The committee shall have the responsibility for supervising the production of a monthly newsletter.
D. The committee shall be responsible for pursuing means of communicating Association concerns to the community.
E. The committee shall be available to assist all other committees.

Section 4. The Scholarship Committee

A. The Scholarship Committee shall be appointed by the President from interested Association members. They shall elect one of their members as Chairperson.
B. The functions of this committee are as follows:
    1. To raise scholarship funds for deserving graduating students.
    2. To raise grant funds for students entering private pre-primary schools.
C. The committee shall notify the Representative Council of the total amount of money needed for awards.
D. The Council shall determine the amount of funds to be made available and shall direct the Vice-President (Treasurer) to allocate such funds to the appropriate awarding agencies.
E. Membership dues will be used to provide scholarships and/or grants, if needed.
F. Every child of a member in good standing shall receive a $100 scholarship in the year

of their high school graduation, provided they apply by June 1 of that year.

Section 5. The Social Committee

A. The Social Committee shall be appointed by the President from interested Association members. They shall elect one of their members Chairperson.
B. The committee will direct social activities and shall work jointly with other committees.

Section 6. Professional Development And Evaluation Committee

A. The committee will be made up of the President and two members of the association appointed by the President and the Representative Council.
B. Shall serve as part of a larger committee, the other members are appointed by the Super/Board of Education.
C. The committee will work on professional development activities for the district.
D. The committee will work on the teacher evaluation model for the district.

Section 7. Constitution Revision Committee

The President shall appoint a Constitution Revision Committee when such a need is apparent, and the President may retire the committee when its work has been completed.

Section 8. The Elections Committee

A. The Representative Council shall choose an Election committee from its membership at the regular March meeting prior to the election of officers. The committee shall elect one of its members as Chairperson.
B. At the General Meeting of the Association in May, the elections committee shall submit the names of its nominees-at least two if possible-for each elective office. Any member of the Association who has been active for one year and has expressed a desire to hold office shall be eligible for election. The committee shall give proper notice regarding the seeking of candidates.

Section 9. The President may, with advice of the Executive Committee, assign further responsibilities to any committee, but rights and responsibilities defined for one committee may not be defined for another standing or special committee without amendment to this constitution or these by-laws.

Section 10. The President, with the advice of the Representative Council (or the Representative Council by majority vote) may appoint special committees for any reason, so long as the duties of these committees do not intrude on the rights and responsibilities of the standing and special committees contained in this constitution and these by-laws.

ARTICLE X
DUES

Section 1. Changes in the annual dues for local membership shall be recommended to the general membership by the Representative Council. The recommended changes shall

be voted on byReferendum. The council shall decide how dues shall be paid. If dues are not paid or guaranteed on the date determined by the council, membership in the Suffield Education Association, the Connecticut Education Association, and the National Education Association shall be forfeited.

Section 2. Local dues are $115 per year.

ARTICLE XI
QUORUM

Section 1.

A. The members present at any general meeting of the Association called in accordance with Article VI of the constitution shall constitute a quorum for transaction of business.
B. During the summer recess, two-thirds of the membership at any general meeting of the association called in accordance with Article VI of the Constitution shall constitute a quorum for the transaction of business.

Section 2. Once a quorum is present at a general meeting of the Association [or of the Representative Council] and the meetings are called to order, if said quorum is not maintained because of the withdrawal of members from the meeting, the meeting shall proceed. All business coming before such a meeting shall be acted on and shall be valid except in the case of amendments to this constitution and these by-laws, and for impeachment of officers, as stated in Article XVI, Sections 3 and 4 below.

Section 3. Seventy-five percent of the membership of the Association as recorded by the Secretary shall constitute a quorum for the impeachment of officers and the quorum must be present when the vote is taken.

Section 4. A majority of the members of the Representative Council as recorded by the Secretary shall constitute a quorum for amendments to this constitution and these by-laws and the majority must be present when the vote is taken.

Section 5. A third of the members as recorded by the Secretary must be present at a meeting of the Representative Council for the transaction of all business.

Section 6. A majority of the members shall constitute a quorum for the transaction of any business at any meeting of the Executive Committee.

ARTICLE XII
IMPEACHMENT

Section 1. If any officer is accused of malfeasance or dereliction of duty, the Representative Council shall study all charges, investigate all documents, and make recommendations to the general membership.

Section 2. To vote an impeachment, seventy-five percent (75%) of the Association shall constitute a quorum, and the quorum must be present when the vote is taken- Two-thirds (2/3) of the quorum must vote in favor of the recommendation for the vote of impeachment to carry. Impeachment does not include loss of membership.

Section 3. The officer shall have all rights to counsel and to defense of his/her position.

ARTICLE XIII
AMENDMENTS TO THESE BY-LAWS

Any member may seek to amend these by-laws in the following manner:

A. A motion expressing the intent to amend these by-laws shall be read to the Representative Council
B. At the next regular meeting of the Representative Council the motion shall be voted upon by a majority of the officially recorded members of the Representative Council.
C. The motion must receive a favorable vote of two-thirds of the members present.

APPENDIX

Sample Agenda's (Use as needed)

Section 1. General Membership Meetings

1. Call to order and assurance of a quorum
2. Nominations from the floor (When electing reps only)
3. Update from the Memberships Chair
4. Update from the Vice-President (Treasurer)
5. Update from the President
6. Balloting
7.New Business
8. Announcing the result of the election and introduction of new officers.
9. Open Forum
10. Adjournment

Section 2. Special General Meetings

1. Call to order and assurance of a quorum
2. Agenda for the Special Meeting
3. Adjournment

Section 3. Representative Council Meetings

A.First meeting after the election.

1. Roll call of members and assurance of quorum
2. Explanation of duties and obligations
3. Such other business as may properly come before the meeting

B. Regular meeting

1. Roll call of the members and assurance of a quorum
2. Announcements
3. Correspondence
4. Report of the committees
5. Unfinished business
6. New business
7. Adjournment

STIPENDS

Position	# in position	Pay (yearly)
Building Representatives	9	$600
Secretary	1	$1,100
Vice President	1	$1,100
President	1	$8,500

Position	# in position	Pay (Only during negotiation year)
Negotiation Committee	5	$300
Negotiation Chair	1	$1000