

**EUGENE EDUCATION ASSOCIATION BYLAWS – 2011 – 2012**

**ARTICLE I NAME**

**A. Name**

The name of the organization shall be the Eugene Education Association (EEA).

**B. Affiliation**

The Eugene Education Association shall affiliate with the Oregon Education Association (OEA) and the National Education Association (NEA).

**ARTICLE II PURPOSE**

The purpose of the Eugene Education Association shall be to apply locally the mission of the National Education Association and the Oregon Education Association: *To fulfill the promise of a democratic society, the National Education Association and the Oregon Education Association shall promote the cause of quality public education and advance the profession of education, expand the rights and further the interests of educational employees, and advocate human, civil, and economic rights for all.*

Short and long-term goals and objectives to advance the purpose of the Association shall be developed by the Executive Board and adopted by the Representative Council.

**ARTICLE III MEETINGS**

General membership meetings may be called by the president/co-presidents or a majority of the Executive Board or Representative Council or a petition of one hundred (100) Eugene Education Association members.

**ARTICLE IV MEMBERSHIP**

**A. Classification**

- 1) An Active Member shall be any person who is engaged in, or who is on a limited leave of absence from, professional education. Active members shall hold a valid license required for employment. Active membership is limited to persons who support the principles and goals of the Association and maintain membership in the national and state affiliates.
- 2) An Associate Member shall be any person who is interested in advancing the cause of public education but who is not eligible for any other membership in the Association as defined by the OEA Bylaws.
- 3) A Substitute Teacher Member shall be any person who is engaged in substitute teaching in the Eugene School District, holds a license to substitute teach in Oregon, and is a member of Eugene Association of Substitute Teachers (EAST).
- 4) Fair Share Fee Payers shall be accorded the rights and privileges as required by law and as determined by the EEA.
- 5) Retired Members shall be any retired teacher. Retired members may attend all meetings, serve on committees and special task forces or do other Association work at the direction of the president/co-presidents. They may serve as members of the Executive Board and/or Representative Council.

**B. Dues**

- 1) Dues for active and associate members shall be established annually by the EEA Representative Council using a formula based upon the annual increase in salary.
  - a. Dues may be increased annually by the COLA received by licensed employees.
- 2) Fair Share Fee Payers shall pay 100% of the total dues established by EEA Representative Council.
- 3) Substitute Teacher dues shall be the annual amount established by EEA/OEA/NEA paid in a lump sum or payroll deduction based on one-tenth of the annual dues paid each month the substitute teacher member works.
- 4) Reduction-in-Force EEA dues shall be waived as long as they are on the District recall list and provided these members pay the annual OEA assessments and the EEA annual assessments.

**ARTICLE V OFFICERS**

**A. Officers**

The officers shall be president/co-presidents, Eugene and Bethel vice presidents, secretary and treasurer.

**B. Duties**

1) The president shall:

- a. be the official spokesperson for the Eugene Education Association and be responsible for internal and external communications of the Association;
- b. preside at general membership, Representative Council and Executive Board meetings;
- c. be an ex-officio member of all committees and task forces of the Association except the Elections Committee
- d. sign checks from the Association in conjunction with the treasurer;
- e. be a member of the Program/Budget Committee;
- f. carry out directives of the EEA Executive Board and Representative Council;
- g. serve as an NEA RA delegate; and
- h. serve as an OEA RA delegate.

2) The co-presidents shall:

- a. Two members may choose to run as a team for election as co-presidents sharing all responsibilities and remuneration assigned to that office. All bylaws and policies apply to the co-presidents;
- b. Should a sitting president choose to take a part time leave or desire to serve as a co-president, a special election will be held to select a co-president;
- c. In the event of one of the co-president's long term absence or resignation, the other co-president will assume the office until the next election cycle. If the remaining co-president chooses not to complete the term prior to the election cycle as president, Article V.B.3.f. would apply to fill the co-president vacancy;
- d. shall serve as NEA RA delegates;
- e. shall serve as OEA RA delegates;
- f. shall be ex-officio members of all committees and task forces of the Association except the Elections Committee; and
- g. either co-president will sign checks from the Association in conjunction with the treasurer.

3) The vice presidents shall:

- a. preside at meetings at the direction of the president;
- b. co-chair the Bylaws Committee;
- c. be ex-officio members of all other committees and task forces except the Elections Committee;
- d. create and distribute a year end evaluation form to be completed by all standing committee chairs;
- e. serve as OEA RA delegates; and
- f. in the event of the president's long term absence or resignation, the Bethel vice president shall assume the presidency in odd-numbered years and the Eugene vice president shall assume the presidency in even number years for a period not to exceed 45 days or until the results of a special election for a successor president is certified by the Executive Board.

4) The secretary shall:

- a. maintain accurate minutes and records of all general membership, Representative Council and Executive Board meetings; and
- b. be responsible for the printing and distribution of Representative Council and Executive Board minutes.

5) The treasurer shall:

- a. be bonded and sign checks from the Association in conjunction with the president/co-presidents;
- b. disburse funds as authorized by the budget;
- c. submit a written report of income, expenditures and monthly balance to the Representative Council and the Executive Board;
- d. be responsible for an annual audit of the Association's financial records; and
- e. be a member of the Program/Budget Committee.

**C. Term of Office**

The officers shall assume office July 15 in the year they are elected and the term of office shall be two years.

**D. Vacancies**

- 1) In the event of a vacancy for vice-president, secretary or treasurer, the president/co-presidents will appoint a member to complete the term. This appointment is subject to Executive Board approval.
- 2) In the event the office of president becomes vacant, the vice president, pursuant to Bylaw Article V.B.3.f, will temporarily assume office. The elections committee will conduct a special election to be completed within 45 days

of the vacancy. All rules for this special election will conform with EEA bylaws and policies. The newly elected president will serve out the remainder of the 2 year term.

3) If the office of president becomes vacant subsequent to the election of a president-elect, an election will not be held, and the president elect will assume office on July 15th of the current year.

E. Recall Procedures

1) Any member may initiate recall action of an officer by a petition signed by one hundred members. Two-thirds (2/3) of the number voting for that position in the most recent election shall be required for recall to be declared.

2) If the office of president is vacated and neither vice president is willing to assume the office, the Executive Board will appoint an interim president until an election can be held. The appointment must have a 2/3 vote of the Executive Board members present and voting.

## **ARTICLE VI EXECUTIVE BOARD**

A. Members

Members of the Executive Board shall be: president/co-presidents, Bethel vice president, Eugene vice president, secretary, treasurer, one secondary director from each high school area, one elementary director from each area, an EAST director, the EEA Oregon Education Association Board Director and the Minority Affairs Director.

B. Duties

1) The Executive Board shall:

a. determine interim EEA policy between Representative Council meetings and recommend items for action;

b. attend Representative Council as equal voting members;

c. present an annual program/budget proposal to the Representative Council at the March meeting;

d. approve all appointments made by the president/co-presidents of the Association.

e. hear reports from the committees and task forces;

f. meet with the Uniserv consultant at the beginning of the year to identify the EEA priorities and annual goals;

g. determine when the negotiated agreement of each bargaining unit be submitted to each respective bargaining unit for ratification;

h. consider requests for use of the Member Benefits Fund;

i. conduct an annual end-of-the-year evaluation of the EEA program; and

j. conduct an annual end-of-the-year review of the Uniserv consultant.

2) The Area Directors shall:

a. maintain contact with faculty representatives in their areas and provide for distribution of materials to them; and

b. present member concerns at Executive Board.

3) The Minority Affairs Director shall:

a. represent minority interests in local, state, and national affairs;

b. preside as chair or co-chair of the EEA Minority Affairs Committee;

c. serve as the liaison between the Executive Board/Representative Council and the EEA Minority Affairs Committee;

d. report to the Executive Board/Representative Council annually; and

e. coordinate MAC interests with the Executive Board/Representative Council.

4) The EAST Director shall:

a. represent guest teacher (substitute) interests in local, state, and national affairs;

b. report to the EAST group at least three times a year;

c. report to the Executive Board/ Representative Council annually; and

d. coordinate EAST efforts with the EAST chair or co-chairs.

5) The Officers shall:

a. annually establish a work plan for the Uniserv consultant and present it to the Executive Board prior to the December Executive Board meeting; and

b. annually conduct a review of the EEA-Uniserv Consultant work plan and update the Executive Board by the May Executive Board meeting.

C. Removal from office

1) Recall

Any member of an electoral region may initiate recall action of the director on the Executive Board by a petition signed by one hundred members of that region. A two-thirds majority of the number voting for that office in the most recent election shall be required in order for the recall to be declared.

2) Removal

With the approval of two-thirds of the Executive Board, any member of the Executive Board may be removed. The removed member of the Executive Board has the right to appeal the decision to the Representative Council or the Board of Review.

D. Vacancies

1) A vacancy exists when a member of the Executive Board resigns or is removed from the position. If a Board member has two consecutive unexcused absences, the position may be declared vacant by a two-thirds vote of the Executive Board.

2) The president/co-presidents shall fill all vacancies on the Executive Board with appointments from the appropriate area subject to approval of two-thirds of the executive Board. Appointments shall be for the remainder of the term.

3) When an elected or appointed area director transfers to a different area or level in the same district, he/she may complete the term in office.

4) When the EAST Director is employed and paying dues as an active member of the licensed bargaining unit, he/she may complete the balance of the term by either retaining membership in EAST or paying the monthly EAST local dues on a monthly pro-rata basis.

E. Term of Office

Members of the Board of Directors shall assume office July 15 of the year they were elected and the term of office is two years. Board of Directors members are elected by the following rotation:

EVEN YEARS: Minority Affairs, North secondary, South secondary, Sheldon elementary, Churchill elementary and Bethel elementary

ODD YEARS: substitute caucus, Sheldon secondary, Churchill secondary, Bethel secondary, North elementary, and South elementary.

F. Meetings

1) Regular Meetings

The Executive Board shall have at least one regular meeting each month except in July and August. All Executive Board meetings shall be open to all EEA members who may speak when recognized by the presiding officer. Non-EEA members may be invited to speak by the officers or an Executive Board member who has notified the president/co-presidents in order to place the speaker on the agenda.

2) Special Meetings

Special meetings may be called by the president/co-presidents of the Association or by a majority vote of the Executive Board members.

3) E-mail Vote

An e-mail vote is valid in situations where a decision needs to be made before the next regularly scheduled board meeting or during the summer break.

4) Quorum

Two-thirds of the total membership of the Executive Board must be present to conduct official business of the Board. An e-mail vote quorum consists of 2/3 of the total membership of the Executive Board

G. Executive Board Sub Committees

1) The Executive Board sub committee shall be the Program/Budget Committee.

2) Executive Board sub committees shall be appointed by the president/co-presidents.

3) Duties

a. The Program/Budget Committee shall develop a program and line item budget to present to the Executive Board at a spring meeting for consideration and recommendation to the Representative Council at its next regular meeting. Members of the Program/Budget Committee are: the president/co-presidents, treasurer, two representatives from the Executive Board and three representatives from the Representative Council. A quorum of five must be present to conduct business.

**ARTICLE VII STANDING COMMITTEES**

**A. Standing Committees**

The Standing Committees shall be: Benefits, Bylaws, Elections, Grievance, Human and Civil Rights, Instruction, Legislative, Minority Affairs, Negotiations, Membership, and Public Relations/ Community.

**B. Duties**

- 1) All Standing Committees shall:
  - a. submit proposed programs including proposed activities, a time line and a projected budget to the president/co-presidents when requested each year;
  - b. submit an oral and written progress report annually to the Executive Board;
  - c. complete a year end evaluation form;
  - d. present a list of rules of operation for the committee at the beginning of the school year; and
  - e. appoint sub committees if they are needed.
- 2) The Benefits Committees shall:
  - a. support and train JBC (Joint Benefits Committee) and JIBC (Joint Insurance Benefits Committee) licensed members.
- 3) The Bylaws Committee shall:
  - a. review bylaws and policies annually and ensure they are in compliance with the OEA/NEA Constitution and Bylaws; and
  - b. prepare bylaws and policies revisions to present for approval by the Representative Council.
- 4) The Elections Committee shall:
  - a. develop and present rules and time lines for conducting all special and regular elections to Representative Council for approval;
  - b. conduct all regular and special elections according to the adopted rules; and
  - c. report all special and regular elections results to the Association president/co-presidents and Executive Board.
- 5) The Grievance Committee shall:
  - a. administer the grievance procedure;
  - b. maintain the negotiated agreement;
  - c. develop a policy for submitting grievances to arbitration; and
  - d. develop a plan to involve and train new committee members.
- 6) The Instruction Committee shall:
  - a. provide programs for the education, training, orientation, and professional development of teachers;
  - b. administer the EEA Scholarship program;
  - c. function in an advisory role to the Executive Board on matters related to instruction, supervision and evaluation;
  - d. meet with Districts 4J and 52 to provide EEA’s perspective on instruction-related concerns, as necessary;
  - e. invite the OEA teacher liaison to the State Board of Education to report to Representative Council, as needed;
  - f. promote positive change in curriculum and instruction that includes accurate reflections of ethnic and multiracial contributions;
  - g. promote programs to encourage students of color to enter teaching; and
  - h. maintain a teacher-led professional development seminar series.
- 7) The Legislative Committee shall:
  - a. recommend action to the EEA on proposed educational legislation and promote EEA, OEA and NEA legislative goals;
  - b. maintain contact with legislators to support policies of the EEA, OEA and NEA; and
  - c. keep EEA members informed of political action.
- 8) The Minority Affairs Committee shall:
  - a. promote culturally diverse participation in Association activities;
  - b. represent minority interests in national, state, and local affairs;
  - c. promote positive change in the curriculum and instruction to include accurate ethnic and multi-cultural materials and goals; and
  - d. provide an active support system for minority educators within the EEA;
- 9) The 4J and Bethel Negotiations Committees shall:
  - a. represent the EEA in collective bargaining for wages, hours, terms and conditions of employment.
- 10) The Membership Committee shall:
  - a. educate and provide orientation for new EEA members;

- b. recruit new active members of the Association; and
  - c. provide member support.
- 11) The Public Relations/Community Committee shall:
- a. develop programs which promote the mission and goals of the Association to the community; and
  - b. establish communication with other community and labor organizations for mutual assistance and support.
- 12) The Human and Civil Rights Committee shall:
- a. promote the civil rights of teachers and students;
  - b. educate members on U. S. Government policies relating to human rights;
  - c. raise awareness of discrimination, human and civil rights, both domestic and foreign;
  - d. establish communication with other community and labor organizations for mutual assistance and support; and
  - e. provide curriculum and/or training for teachers on human and civil rights issues.

C. Composition of Standing Committees

1) Appointments of Committee Chairs

Standing Committee Chairs for all committees, except the Minority Affairs Committee, shall be appointed by the EEA president/co-presidents with the approval of two-thirds of the Executive Board. They shall be appointed for a two year term and may be reappointed. Chairs are appointed to only one standing committee.

2) Appointments of Committee members

Standing committee members shall be appointed by the EEA president/co-presidents and/or the committee chairperson. EEA members may serve on more than one committee. No member who is running for an elected office may serve on the Elections Committee.

D. Method of Removal

Committee chairpersons may be removed by the EEA president/co-presidents with approval of two-thirds of the Executive Board.

## ARTICLE VIII REPRESENTATIVE COUNCIL

A. Membership

Members of the Eugene Education Association Representative Council shall be active EEA members who have been elected by the individual building or by EAST as faculty representatives. Each unit (schools, sites, etc.) in the certified bargaining units may have one faculty representative and one alternate for every 25 members or portion thereof. EAST may have one representative and one alternate for each 60 members. If EAST membership is smaller than 180, there shall be a minimum of 3 representatives and 3 alternates. Terms of office shall be two years. Individual sites may choose to have co-representatives. There are no term limits.

B. Duties

1) The Representative Council shall:

- a. be responsible for setting the policy of the Association;
- b. approve the program budget presented by the EEA Executive Board;
- c. approve any changes in contract language by a two-thirds majority of the Representative Council members of the bargaining unit that is affected; and
- d. approve expenditures that are not included in the adopted budget.

2) Faculty Representatives and alternates shall:

- a. call meetings of their constituents on a regular basis in order to disseminate information of Association activities and to discuss issues that will come before the Representative Council;
- b. appoint such building or caucus committees as are needed;
- c. organize and oversee all required Association regular and special elections as directed by approved election rules;
- d. work to enroll new members; and
- e. represent their constituents at the EEA Representative Council meetings.

C. Vacancies

If the faculty representative or alternate is absent from two successive meetings without twenty-four hour notice, the president/co-presidents may declare the position vacant. If the position of faculty representative is declared vacant, the EEA president/co-presidents shall notify the members of the faculty advising them an election is necessary. The president/co-presidents may make interim appointments for the vacant position until an election is held by the faculty or until the beginning of the following school year.

D. Adjustments

If the EEA membership of a particular faculty increases or decreases after the spring election, the necessary adjustment in representation shall be made by November 30.

E. Term of Office

The term of office shall be two years. In buildings where two or more representatives are elected, their terms shall be staggered. Newly elected faculty representatives shall attend the June Representative Council along with the incumbent representatives. Assumption of full voting privileges shall begin on July 15 of the year the faculty representative was elected.

F. Removal from Office

1) Recall

Any member of an electoral group shall have the right to initiate a recall of its own representative(s) to the Representative Council by a petition signed by twenty-five percent of the electoral group. Upon presentation of the signed petition to the president/co-presidents, the electoral group will vote on the recall. Two-thirds of those voting shall be required to declare a recall.

2) Removal

The president/co-presidents, with the approval of two-thirds of the Executive Board, or the Executive Board, alone with two-thirds vote of the full Board, may remove from office any faculty representative who has failed in his/her duties as stated in the bylaws.

G. Meetings

1) Regular Meetings

Regular meetings shall be held once each month except July and August. A meeting may be canceled by the Executive Board. A calendar of the regular monthly meeting dates shall be presented at the first meeting of the school year.

2) Special Meetings

Special meetings may be called by the EEA president/co-presidents or a majority of the EEA Representative Council members.

3) Quorum

A quorum shall consist of at least one representative from each of two-thirds of the buildings. A quorum must be present to conduct business.

H. Boycotts and “No Shop” Decrees

1) A recommendation for a boycott or “no shop” decree may be initiated in either the Executive Board or the Representative Council.

2) If the boycott or “no shop” decree is initiated in the Executive Board, approval of two-thirds of the Executive Board members voting is required to recommend the boycott or “no shop decree” for consideration at the Representative Council.

3) Whether initiated at Executive Board or at Representative Council, a boycott or “no shop” decree will require approval of two-thirds of the Representative Council members voting to refer the action to the members of EEA for a binding vote.

4) A special election will be held within 30 days of the Representative Council vote recommending the boycott or “no shop” decree.

5) To sustain the recommendation to boycott or to declare a “no shop” decree, two-thirds of the members voting must approve.

6) The president/co-presidents will be responsible for organizing the election, and the Executive Board will act as the election committee to count, verify, and certify the vote.

7) Approval of two-thirds of the Representative Council will be required to formally cease the boycott or “no shop” decree.

**ARTICLE IX OEA/NEA DELEGATES**

A. Duties

1) OEA Representative Assembly Delegates shall:

a. attend Representative Assemblies to which they are elected;

b. attend all pre and post delegate caucuses; and

c. be bound to vote in agreement with positions adopted by the EEA Representative Council as official policy.

- 2) NEA Representative Assembly Delegates shall:
- a. attend Representative Assemblies to which they are elected;
  - b. attend Rep Council or Executive Board on a regular basis;
  - c. attend all pre and post delegate caucus; and
  - d. be bound to vote in agreement with positions adopted by the EEA Representative Council as official policy.

**B. Term of Office**

Delegates shall serve a term of three years. One-third of the delegates shall be elected each year. Alternates will be given delegate status when a delegate cannot fill the obligations and such appointments will be based on rankings according to election results. The Alternate will fulfill the remainder of the term.

**C. Delegate Adjustments**

1) Addition

If there is an increase in membership so that additional delegates are needed, they shall be selected from those candidates in order of votes received in the last election and shall serve for one year.

2) Reduction

If there is a decrease in membership and fewer delegates are authorized than were elected, the delegate elected at the last election with the fewest votes will be declared the first alternate for that year. That person will be named to a delegate position if the number increases the next year and will fulfill the elected term.

3) OEA Representative Assembly Attendance

In the event that neither an elected delegate nor alternate can attend the OEA RA, the president/co-presidents may appoint a member to serve as an alternate delegate for that year only. The EEA Representative Council must approve this appointment.

4) NEA Representative Assembly Attendance

In the event that an elected local NEA RA delegate chooses not to attend the NEA RA, the president/co-presidents may appoint a member to serve as an alternate delegate. The EEA Executive Board must approve this appointment. If the Executive Board does not approve an alternate delegate, funds equivalent to the NEA delegate stipend will be transferred to the leadership budget to send additional members to leadership conferences.

5) Effective 2011 – 2012, an EAST member elected to serve as an OEA RA delegate, NEA RA delegate, or Association officer must work in 4J a minimum of fifty (50) regular work days or one hundred (100) half days or any combination of regular work days and half work days which total a minimum of fifty (50) regular work days in the District through April 1 of the election year. To be eligible to attend RAs or remain as an Association officer in successor years, a previously elected delegate or officer must work a minimum of fifty (50) regular work days or one hundred (100) half days or any combination of regular work days and half work days which total a minimum of fifty (50) regular work days in the District through April 1. These requirements do not apply to the EAST Board of Directors seat.

**D. Unfilled Positions**

When there are fewer candidates filed than open positions, the president/co-presidents may appoint to fill the unfilled positions.

**ARTICLE X ELECTIONS**

**A. Procedures**

Elections will be conducted according to the rules developed by the Elections Committee and presented for adoption by the Representative Council.

**B.** Nomination for all officers shall be by petition with 15 signatures of EEA members.

**C. Ballot Order**

1) The order of names on the ballot will be alphabetical or reverse alphabetical order. In the 2000 officer elections, the order will be alphabetical. The 2002 ballot will be in reverse alphabetical order and this pattern will continue.

2) Special and interim elections will also alternate between alphabetical and reverse alphabetical order. Ballots from these elections will be retained in the EEA archives to determine ballot order. The first special or interim election after the Spring 2000 officer elections will be in reverse alphabetical order.

**D. Elections**

1) Only EEA members who work in the electoral area to be represented by a vice president shall vote for that vice president's position.

- 2) Only EEA members who work in the electoral area to be represented by the area director shall vote for that position.
- 3) Only EEA members in a particular building will nominate and elect faculty representatives from that building.
- 4) The Elections Committee will be responsible to tally the votes for each candidate.
- 5) Candidates who receive a majority of votes will be declared the winners. If a run-off election is necessary, the Elections Committee will develop time lines and procedures for a run-off.
- 6) Write-in candidates must receive a minimum of 15 votes in order to be declared victorious.
- 7) The final results will be reported by the Elections Committee. The formal report will be presented to the Executive Board and Representative Council no later than May.

## **ARTICLE XI UNISERV CONSULTANT**

### **A. Selection**

The UniServ Consultant shall be selected by the Executive Board under policies established by the OEA and consistent with NEA guidelines.

### **B. Duties**

- 1) The UniServ Consultant shall be directed by the OEA Administrative Rules and NEA UniServ Guidelines. (See Addenda A and B)
- 2) The Uniserv Consultant will annually review the progress of the EEA-Uniserv Consultant work plan and update the Executive Board by the May Executive Board meeting.

## **ARTICLE XII EUGENE ASSOCIATION OF SUBSTITUTE TEACHERS (EAST)**

### **A. Purpose**

EAST shall represent substitute teachers in their employment relations with District 4J and in Association activities.

### **B. Membership**

EAST membership shall be available to all substitute teachers.

### **C. EEA Representation**

EAST shall elect an Executive Board Director and one Representative Council representative and one alternate for every 25 members or portion thereof.

### **D. Method of Election**

Election of the Executive Board director and Representative Council representatives shall be by majority of the members of EAST who vote in that election.

### **E. Caucus Structure**

EAST Caucus shall develop its own organizational structure and committees, which must be approved by the EEA Executive Board.

### **F. Assessments**

EAST Caucus may assess its members for caucus expenses.

## **ARTICLE XIII EUGENE EDUCATION ASSOCIATION OF RETIRED TEACHERS**

### **A. Purpose**

EEA-R shall represent the interests of its members

### **B. Membership**

EEA-R membership is open to all NEA Affiliated retired teachers.

### **C. Caucus**

EEA-R shall develop its own organizational structure. It will manage internal functions including dues collection, meeting schedules, and communications with EEA officers.

### **D. Assessments**

EEA-R may assess its members for caucus expenses.

E. Representation

EEA-R shall elect a retired Bethel or 4J member to serve as a non-voting EEA Executive Board Director and as a non-voting member of the EEA Representative Council.

## **ARTICLE XIV BOARD OF REVIEW**

### **A. Purpose**

The Board of Review shall provide a forum for members of the Eugene Education Association who believe than an injustice has occurred. Members can receive a hearing and resolution of the problem.

### **B. Membership**

The Board of Review shall have five Association members: one past Association president who shall serve as chairperson; one former Association committee chair who has been a member of the Association for at least five consecutive years and three members from the Association at large.

### **C. Appointment**

Members of the Board of Review will be appointed by the president/co-presidents of the Association with the approval of a majority of the members of the Representative Council. Members of the Board of Review shall serve until the problem is resolved.

### **D. Method or Removal**

Members may be removed from office upon the vote of two-thirds of the members of Representative Council.

### **E. Duties**

The Board of Review, upon request, shall:

- 1) review actions taken by, and investigate conformance of, members, officials, committees and elected bodies of the Association regarding consistent application of the Association Code of Ethics, Bylaws, Policies or Rules.
- 2) review injustices caused by individuals or groups; and
- 3) review alleged unfair or inequitable actions of members, officers or committees of the Association.

### **F. Procedures for Complaints**

- 1) The EEA president/co-presidents shall prepare and make available a form to be used for initiating proceedings on all charges.
- 2) A written complaint may be filed against an individual by one or more EEA members, the Executive Board or the UniServ Consultant. A written complaint may be filed against a governing body by the Executive Board or ten percent of the Representative Council.
- 3) A copy of the charge shall be sent to the charged member or governing body within ten days of the date of filing or before it is reviewed by the Board of Review, whichever is sooner.
- 4) The Executive Board and Board of Review will develop procedures and time lines to ensure fair hearing and timely decision. An appeals process also will be developed.

## **ARTICLE XV RULES FOR AMENDMENT**

### **A. Proposals**

An amendment to these Bylaws may be proposed at any regular EEA Representative Council meeting. The proposed amendment must be printed and read to the Representative Council. The proposal shall be read at the second consecutive meeting of the EEA Representative Council and voted on at that time.

### **B. Adoption**

A proposed amendment must be adopted by a two-thirds vote of the membership of the Representative Council present and voting.

## **ARTICLE XVI PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised shall be the parliamentary authority on all questions of procedure not stated in these Bylaws.