

BYLAWS

BYLAW 1: MEMBERSHIP

Section A: ENROLLMENT

New *members*' enrollment forms must be submitted to the USD#230 District office's designated agent by September 10.

Section B: ACTIVE MEMBERSHIP

1. *Active membership shall be open to any person who is engaged in or who is on a limited leave of absence from professional educational work. Active members shall hold a baccalaureate or higher degree, or the regular teaching, vocational or technical certificates required by their employment.*
2. *Active membership is limited to persons who support the principles and goals of the Spring Hill Education Association and maintain membership in the Kansas National Education Association (KNEA) and the NEA (National Education Association).*
3. **Privileges of active membership shall include voting on all matters submitted to the membership, holding elective and appointed positions after meeting stated qualifications, and receiving services available to active members of the Spring Hill Education Association, KNEA and NEA.**

Section C: EDUCATIONAL SUPPORT

1. *Educational Support Professional membership shall be open to any classified employee of USD#230.*
2. *Educational Support Professional membership is limited to persons who support the principles and goals of the Spring Hill Education Association and maintain membership in the Kansas National Education Association (KNEA) and the NEA (National Education Association).*
3. *Educational Support members shall have all the rights and privileges of active members.*

Section D: RETIRED

1. *Retired membership shall be open to any person who held Active membership immediately prior to retirement.*
2. *Retired members shall have all the rights and privileges of Active members.*

Section E: CONTINUATION OF MEMBERSHIP

1. Active membership shall be continuous until the member leaves the school system, resigns from the Association, or fails to pay membership dues.
2. Enrollment in *the Spring Hill Education Association* will be continuous unless intent to terminate membership in the association is submitted in writing by the certified employee.
3. Members resigning from the *Spring Hill Education Association* must provide written notification to the Executive Board for the following year by May 15. A reminder will be distributed in April.

BYLAW 2: DUE PROCESS

Section A: PROCEDURES

1. *The Spring Hill Education Association Executive Board shall have the authority to censure, suspend or expel members for violations of Constitution Article V Sections 3 (a) and (b). Charged members shall have the right to a hearing affording procedural due process.*
2. *The Spring Hill Education Association Executive Board may provide due process to charged members by referring charges to the KNEA Board of Reference for hearing, decision, and appeal, as provided by the KNEA Constitution and Bylaws and the rules adopted pursuant thereto.*
3. The KNEA Board of Reference shall have appellate jurisdiction over unresolved matters.

BYLAW 3: EXECUTIVE OFFICERS

Section A: QUALIFICATIONS

1. *A candidate for president, vice-president, secretary and treasurer shall be an Active member of the Spring Hill Education Association.*
2. Officers shall have a minimum of one year teaching service in Spring Hill USD#230.

Section B: DUTIES AND POWERS

1. **President** – Conducts meetings, develops meeting agenda, corresponds with members and is the main contact for *Crossroads UniServ*.
2. **Vice-President** – ~~Responsible for membership and~~ Conducts meetings in absence of president.
3. **Secretary** – Records minutes of *Executive Board* meetings and other correspondence as necessary.

4. **Treasurer** – *Responsible for membership*, receives and deposits checks from USD#230 members, makes required payments to KNEA and NEA, or other payments as necessary, and provides monthly budget reports.

BYLAW 4: EXECUTIVE BOARD

Section A: QUALIFICATIONS

1. *Candidates for Executive Board positions shall be Active Members of the Spring Hill Education Association.*
2. *Crossroads Representatives shall have a minimum of one year teaching service in Spring Hill USD#230.*

Section B: TERM OF OFFICE

Members of the Spring Hill Education Association Executive Board shall serve for terms of one year, with no limit on consecutive terms served, beginning on June 1.

Section C: DUTIES AND RESPONSIBILITIES

1. **Crossroads Representative**
Attends Crossroads UniServ meetings and reports back to the SHEA Executive Board.
2. **Individual Building Representatives**
Each building will have at least one representative who will attend meetings of the Executive Board as the president deems necessary. The building representative will distribute information for SHEA to all members in the building. The building representative will distribute ballots for elections, and any or all other authorized information or surveying of members.
3. **Individual Building Instructional Advocates**
Each building will have at least one instructional advocate who will attend meetings of the Executive Board as the president deems necessary. The instructional advocate will assist members in instructional matters, such as evaluation, building procedures, QPA, licensure, etc. They will also keep in close contact with early career educators in the district.
4. **Political Action Advocate** – *subscribe to “Under the Dome” and send out reports to members on legislation that affects education. Serve as a liason between the Crossroads Political Action Committee and SHEA.*
5. **Public Relations Chair** – *contacts the media or district communications director when necessary to promote SHEA and its members. Assists in production and distribution of flyers and communications to members. Is responsible for the newsletter.*

6. ***Professional Development Chair** – keeps SHEA members informed about professional growth opportunities, and the actions of the district Professional Development Committee.*
7. ***Job Embedded Staff Development Chair** – assists SHEA members in the JESD process, and keeps SHEA informed about issues dealing with JESD.*

Section D: ELECTIONS

1. A nominating committee or a nominating chairperson appointed by the president shall prepare a slate of candidates. This committee or person shall:
 - a. verify that nominees meet qualifications
 - b. secure consent of nominees to have names placed in nomination
 - c. distribute ballots to building representatives
 - d. count the ballots and submit the results to the Executive Board.
2. All members should be informed of their right to submit additional candidates for office other than those submitted by the nominating committee.
3. Election of officers and Executive Board of this Association shall be by secret ballots sent to the individual schools and conducted by the current year's building representative. The balloting shall occur during the month of May or an alternate month, if approved by the Executive Board.
4. When there are no candidates to serve *in a particular position on the Executive Board*, the president may then appoint members to fill these positions following KNEA guidelines. The Executive Board shall confirm the appointments.

BYLAW 5: ELECTION OF DELEGATES TO STATE AND NATIONAL ASSEMBLIES

SECTION A: KANSAS REPRESENTATIVE ASSEMBLY

- 1. In accordance with the KNEA/Crossroads Program Plan, the SHEA president will be an automatic delegate to the Kansas Representative Assembly. In the event that the SHEA president is not able to attend the Representative Assembly, his/her delegate position will be open for election.**
- 2. When there are no candidates to serve *as representatives to* the State Representative Assembly, the president may then appoint representatives following KNEA guidelines. The Executive Board shall confirm the appointments.**

SECTION B: NATIONAL REPRESENTATIVE ASSEMBLY

- 1. One of the members of the SHEA *Executive* Board will represent the Spring Hill Education Association at the NEA Representative Assembly. In accordance with the KNEA/Crossroads Program Plan, the SHEA president will be an automatic delegate to the National Representative Assembly. In the event that the SHEA president is not able to attend the Representative Assembly, his/her delegate position will be open for election.**
- 2. The Kansas National Education Association will pay the delegate expenses *to the National Representative Assembly* when the local association meets the minimum membership *requirement*. *If* the local association fails to meet the minimum membership *requirement*, the delegate may petition the *SHEA Executive* Board for expense assistance not to exceed \$200.**