

**CONSTITUTION  
OF THE  
SPRING HILL EDUCATION ASSOCIATION**

**ARTICLE I: NAME, CHARTER, AUTHORITIES AND GOVERNANCE**

**Section 1.1 NAME**

The name of this organization shall be the Spring Hill Education Association.

**Section 1.2 CHARTER**

This organization is chartered as an educational, non-profit organization by the *Kansas National Education Association (KNEA)* and legally named the Spring Hill Education Association.

**Section 1.3 AUTHORITIES AND GOVERNANCE**

- a. Government and control of the Spring Hill Education Association shall be vested in the regular membership acting through the Spring Hill Education Association.
- b. The Spring Hill Education Association (SHEA) may hold two scheduled *all member* meetings: *One in the fall and one in the spring.* The president, with the advice of the Executive Board, shall set the time and place of the meetings and propose the order of business. All members are welcome to attend monthly SHEA Executive Board meetings.
- c. Special meetings shall be at the call of the presidents, or the president shall call a special meeting upon the written request of a majority of members. One week prior notice shall be given to all members for all special meetings.

**ARTICLE II: PURPOSE AND PROGRAM**

**Section 2.1 PURPOSE**

The purpose of the Spring Hill Education Association is the support and advocacy of general educational interests of USD#230 and the state of Kansas, the collection and distribution of educational information and materials, and the mutual improvement of its members in all that pertains to the teaching profession.

**Section 2.2 PROGRAM**

The program of the Spring Hill Education Association shall emphasize the advancement of an independent, united teaching profession, professional excellence, economic security of all, adequate financing of public education, human and civil rights for educators and *students*, and leadership in solving local problems.

## ARTICLE III: FINANCES, FISCAL, GOVERNANCE, AND MEMBERSHIP YEAR

### Section 3.1 FINANCES

- a. The *Spring Hill Education Association* Executive Board will set local membership dues.
- b. All monies of the Spring Hill Education Association shall be deposited in the name of the Spring Hill Education Association, only in institutions covered by federal deposit insurance. All checks written on the account must have two officer signatures.
- c. The Spring Hill Education Association, through the Executive Board, shall be authorized to accept dues and acquire any other real property or money and administer these for purposes within the objectives of the Spring Hill Education Association.
- d. *The* Spring Hill Education Association, through the Executive Board, shall have the authority to borrow and to mortgage or pledge any or all of its holdings or securities if previously approved by the membership.
- d. The Spring Hill Education Association shall be a non-profit organization.
- e. The Spring Hill Education Association shall operate under an annual budget. The Executive Board shall submit a proposed annual budget to the membership for approval at the first general membership meeting of the school year.
- f. The Spring Hill Education will reimburse state and national dues in the amount of \$100 per officer for the offices of president, vice-president, treasurer and secretary. The aforementioned reimbursement shall be paid at the end of said school year.
- g. In a contract negotiations year, the lead negotiator will be paid in the amount of \$100. Additionally, active negotiating committee *members* shall be reimbursed for each session attended from the remaining budgeted balance. The aforementioned reimbursement shall be paid at the end of said school year.
- h. *Any expenditures that arise that are not included in the annual budget must be voted on and approved by the Executive Board.*
- i. *The Spring Hill Education Association will make no monetary contributions to any organization or charity that is not directly affiliated with USD#230. Exceptions may be made for special circumstances that arise (i.e. a donation to a charity in lieu of flowers for memorial services, or gifts for a retirement) only after said contribution is voted upon and approved by the Executive Board.*
- j. An independent financial review shall be completed and presented to the Executive Board at the end of each fiscal year.
- k. A proposed budget for the following year shall be drawn up at the end of the *current* year, and amended, if *necessary*, at the September meeting of the next year.

### Section 3.2 MEMBERSHIP YEAR

For membership *purposes*, the *official year of the Spring Hill Education Association* will be from September 1 through August 31.

### Section 3.3 FISCAL AND GOVERNANCE YEAR

The *official* fiscal and governance year of the *Spring Hill Education Association* will be from June 1 through May 31.

## ARTICLE IV: AFFILIATION

### Section 4.1 AFFILIATION

The Spring Hill Education Association shall be affiliated with the Kansas National Education Association (KNEA ) and the National Education Association (NEA), and shall comply with their standards for affiliates.

## ARTICLE V: MEMBERSHIP

### Section 5.1 CLASSES OF MEMBERSHIP

The Spring Hill Education Association offers *three* classes of membership; (1) Active, (2) Educational Support, (3) Retired.

### Section 5.2 QUALIFICATIONS FOR MEMBERSHIP

*Qualifications for membership are prescribed in the Bylaws*

### Section 5.3 MEMBERSHIP PROVISIONS AND LIMITATIONS

- a. Membership is limited to persons who *support the purposes and goals of the Spring Hill Education Association and maintain membership in the Kansas National Education Association (KNEA ) and the National Education Association (NEA).*
- b. *Members engage in teaching or in other education work shall adhere to the Code of Ethics of the Education Profession.*
- c. *The Spring Hill Education Association shall not deny membership to individuals on the basis of race, creed, national origin, sexual orientation or marital status.*
- d. All members who have retired from active service in the Spring Hill Unified School District #230 and who were members of the Spring Hill Education Association in their last year of active service in the Spring Hill Unified School District #230, shall be eligible for retired membership in the KNEA and NEA if eligible.
- e. No member may be censured, suspended, or expelled without a due process hearing by the Executive Board, *which shall include an appropriate appellate procedure as defined by the Bylaws.*
- f. Membership in the Spring Hill Education Association insures that no one will be discriminated against in the right to vote, seek office, or otherwise participate in the affairs of the association at any level.

**ARTICLE VI: EXECUTIVE OFFICERS**

**Section 6.1 GENERAL**

**The officers of the Spring Hill Education Association will be a president, vice-president, secretary, treasurer.**

**Section 6.2 TERMS OF OFFICE**

**The term of office for *all Executive Board officers* shall be for a period of one year *with no limit on the number of consecutive terms served*. Newly elected officers shall *assume* their respective *duties* on June 1 of the year of their election.**

**Section 6.3 QUALIFICATIONS**

***The officers of the Spring Hill Education Association shall meet the qualifications prescribed by the Bylaws.***

**Section 6.4 DUTIES AND POWERS**

***The duties and powers of the Spring Hill Education Association shall be prescribed by the Bylaws.***

**Section 6.5 ELECTIONS**

- a. Elections shall be conducted with open nominations, secret ballot, with majority vote for each individual office.**
- b. If only one person is nominated for a Spring Hill Education Association office, then ballots will not be distributed to members, and said nominee will take the office barring any objections from the active membership.**

## **ARTICLE VII: EXECUTIVE BOARD**

### **Section 7.1 GENERAL**

*The official governing body for the Spring Hill Education Association shall be the Executive Board.*

### **Section 7.2 COMPOSITION**

*The Executive Board of the Spring Hill Education Association shall consist of the executive officers, ~~an immediate past president~~, at least one Representative and Instructional Advocate from each of the buildings, Crossroads UniServ Representative, Political Action Advocate, Public Relations Chair, Professional Development Committee Chair, and Job Embedded Staff Development Chair*

### **Section 7.3 QUALIFICATIONS**

*The qualifications for members of the Spring Hill Education Association Executive Board shall be prescribed by the Bylaws.*

### **Section 7.4 TERMS OF OFFICE**

*Officers shall serve their respective terms as defined in the Bylaws.*

### **Section 7.5 DUTIES AND RESPONSIBILITIES**

- a. *The Executive Board shall meet **once a month**, or at the request of the president or a majority of its members who have at least a minimum of one year of teaching service.*
- b. *The Executive Board shall have full authority to speak and act for the Spring Hill Education Association between the meetings of the general membership, and to devise effective means for carrying out *the* recommendations of the general membership.*

### **Section 7.6 ELECTIONS**

- a. *Elections shall be conducted with open nominations, secret ballot, with majority vote for each individual office. Other election procedures shall be prescribed by the Bylaws. If only one person is nominated for a Spring Hill Education Association office, then ballots will not be distributed to members, and said nominee will take the office barring any objections from the active membership.*
- b. *The Executive Board shall fill vacancies that arise between elections with the exception of the office of president.*

### **Section 7.7 QUORUM**

*Members of the Executive Board in attendance at each meeting shall constitute a quorum.*

## **ARTICLE VIII: DELEGATES TO STATE AND NATIONAL ASSEMBLIES**

### **Section 8.1 DELEGATES**

- a. The Spring Hill Education Association shall elect its delegate(s) and successor delegate(s) to the State Representative Assemblies based on one-person one-vote principles, open nominations, secret ballot, and majority vote for each individual *position* with a quorum of members.
- b. The number of delegate(s) and successor delegate(s) shall be determined by the Kansas National Education Association (KNEA) in compliance with the one-person one-vote principle and based on the Spring Hill Education Association membership as of January 15.
- c. In accordance with the KNEA /Crossroads Program Plan, the Spring Hill Education Association president will be an automatic delegate to the Kansas Representative Assembly and the National Representative Assembly.
- d. In the event that the Spring Hill Education Association president is unable to attend a Representative Assembly (State or National), his/her delegate position will be open for election as described above.

### **Section 8.2 SUCCESSOR DELEGATES**

*Successor delegates shall serve in the absence of the regular delegate upon certification of the Spring Hill Education Association.*

### **Section 8.3 TERM OF OFFICE**

*Delegates and successor delegates shall serve for a term of one year, beginning November 1.*

### **Section 8.4 QUALIFICATIONS**

- a. Candidates must have one year of teaching service to be eligible.
- b. *Delegates and successor delegates must be active members of the Spring Hill Education Association, the Kansas National Education Association and the National Education Association. Delegates and successor delegates must be employed by USD #230.*

## **ARTICLE IX: COMMITTEES**

### **Section 9.1 GENERAL**

The president, with the approval of the Executive Board, may appoint all standing and ex-officio committees as necessary.

### **Section 9.2 TERM OF OFFICE**

Committees appointed by *the* Executive Board will serve for one year.

### **Section 9.3 QUALIFICATIONS**

All committees will be composed of Spring Hill Education Association members in good standing.

**ARTICLE X: AMENDMENTS OF THE CONSTITUTION AND BYLAWS**

**Section 10.1 AMENDMENTS**

**This constitution may be amended by a majority vote of the Executive Board. Members must receive written notification of proposed changes a minimum of one week before voting on the change.**

**ARTICLE XI: MEETING PROCEDURES**

**Section 11.1 PARLAIMENTARY PROCEDURE**

**Spring Hill Education Association meetings shall *operate* by the “reasonable use” of simplified Roberts Rules of Order.**

**Section 11.2 MEETING EXPECTATIONS**

**Members are to participate in deliberative meetings, make decisions in a timely manner, and otherwise act responsibly on behalf of their constituency.**