

CONSTITUTION of the READING EDUCATION ASSOCIATION

ARTICLE I: Name

Section 1. The name of this organization shall be the READING EDUCATION ASSOCIATION; referred to hereafter as the "Association".

Section 2. This organization is a local association of the Pennsylvania State Education Association (PSEA) and a member of the Unified Profession.

Section 3. This organization is an integral part of the National Education Association (NEA), the Pennsylvania State Education Association (PSEA), and the Eastern Region of the state association and maintains its relationships with other local associations.

ARTICLE II: Purposes

Section 1. The purpose of this Association shall be to promote the general educational welfare of the Reading School District; to protect and advance the interests and general welfare of its members; to foster professional zeal; to advance educational standards; and to foster professional associations between all entities.

Section 2. The Association will enable members to speak with a common voice on matters pertaining to the teaching profession and present their individual and common interests before the School Board and other legal authorities.

Section 3. The Association shall promote membership in and cooperation with the Pennsylvania State Education Association (PSEA) and the National Education Association (NEA) in carrying out avowed objectives of the Unified Profession.

Section 4. This organization is not organized for profit and no part of its earnings shall inure to the benefit of any private members or individual.

Section 5. The Association shall adopt the Code of Ethics of PSEA.

ARTICLE III: Membership

Section 1. Active membership shall be available to professionals actively employed in the Reading School District and in the bargaining unit represented by the Association.

Section 2. Membership shall be dependent upon the payment of full and complete annual dues to the National Education Association (NEA), Pennsylvania State Education Association (PSEA), and the Reading Education Association (REA).

Section 3. Members on approved leave will be able to continue membership upon the payment of dues to NEA, PSEA, and the REA, as deemed appropriate by the respective organizations.

Section 4. Retirees of the Reading School District who were in good standing in the Association at the time of their retirement shall be considered as life members of the Association without further payment of membership dues.

Section 5. All rights, titles, and interests of a member in and to the property of the Association shall end upon retirement or termination of membership.

Section 6. The membership year shall be from September 1st through August 31st.

ARTICLE IV: Fiscal Year

Section 1. The fiscal year of the Association shall be consistent with the Collective Bargaining Agreement between the Association and the Reading School District.

Section 2. An audit of the Association's financial records will take place annually. An independent party or organization without any Association affiliation will conduct the audit. The Association Treasurer will be responsible to provide all the Association books to the auditing group and will report the written results of the audit to the Representative Council at the next meeting following the issuance of the report. The report will be open for review in the Association office for a period of 30 calendar days following the Representative Council meeting.

ARTICLE V: Officers

Section 1. The officers of this Association, who must be members in good standing, shall be: President, Vice-President, High School Officer, Citadel Officer, Middle School Officer, West Elementary School Officer, East Elementary School Officer, Special Services Officer, Secretary, Treasurer, and Membership Officer (Assistant Treasurer).

Section 2. The High School Officer shall be a high school person; the Citadel Officer shall be an intermediate high school person; the Middle School Officer shall be a middle school person; the West Elementary School Officer shall be an elementary person who shall represent education professionals at this level who work in buildings located on or West of 6th Street; the East Elementary School Officer shall be an

elementary person who shall represent education professionals at this level who work in buildings located on or East of 7th Street. An Elementary School Officer does not necessarily need to work on the same side of the city which he/she represents. The Special Services Officer shall be a Special Education certified person.

Section 3. The local dues of all officers shall be waived by the Association as described by the By-Laws. All other dues of all officers shall be reimbursed by the Association as described by the By-Laws.

Section 4. All elected officers shall assume office at a transition meeting with all outgoing or sustaining officers during the June Executive Board meeting. The President shall recognize and afford an opportunity to speak to all outgoing officers at the June Representative Council meeting which follows this transition meeting.

Section 5. The names of all officers and their addresses shall be filed by the Association's Secretary or Office Manager with the Eastern Region Branch Office of the Pennsylvania State Education Association (PSEA) immediately upon their election.

ARTICLE VI: Executive Committee

Section 1. The Executive Committee shall consist of all the officers of the Association.

Section 2. The Executive Committee shall be the executive authority of the Association.

Section 3. The Executive Committee shall meet twice a month. One of these meetings shall be with the Representative Council.

ARTICLE VII: Representative Council

Section 1. The legislative and policy forming body of this Association shall be the Representative Council.

Section 2. The Representative Council shall consist of the Executive Committee of the Association and one or more faculty representatives from each building, who shall have been elected in accordance with the one person-one vote principle.

Section 3. Any member of the Association who is not a member of the Representative Council may attend its meetings and may be recognized by the chair, but shall not have the right to make or second a motion or vote.

Section 4. Whenever a majority of the entire Representative Council agrees that an elected or appointed officer of the Association has been grossly negligent in performing the duties defined in the By-Laws, the Representative Council shall vote by secret ballot for impeachment of the officer. If two-thirds of the Representative Council vote to impeach, the office shall be declared vacant and the Representative Council shall immediately notify the Executive Committee to hold an election or appoint a replacement to fill the unexpired term.

Section 5. If an elected or appointed officer is incapacitated or for any valid reason is unable to perform their duties for a period that exceeds two months, the president will have the right to appoint a replacement as approved by the Representative Council.

Section 6. Each building shall be permitted one elected Association representative for each twenty (20) Reading Education Association (REA) members or major fraction (11/20) thereof.

Section 7. An Association representative shall be elected for a term of one (1) year.

Section 8. Whenever possible, the composition of the Representative Council shall reflect ethnic minority representation in proportion to the Association's ethnic minority membership.

ARTICLE VIII: Meetings

Section 1. Representative Council: The Representative Council shall meet once a month during the school year. The President, at the request of Council members from five different buildings, may call special meetings of the Representative Council.

Section 2. General Membership Meetings: The President shall arrange meetings of the membership each year for the discussion of professional issues whenever necessary. The President shall notify the membership of the time and place of the meetings at least ten (10) days in advance. Additional meetings of the general membership may be held at the call of the President or upon written petition of one hundred (100) members of the Association.

Section 3. Contract Ratification: A special meeting of those full dues-paying Association members who are members of the bargaining unit shall be called by the President for the purpose of approving any contract negotiated under the provisions of Act 195, the Pennsylvania Public Employee Relations Act. A majority vote, by secret ballot, of those members present shall be required to ratify or approve any such contract.

Section 4. Special Meetings: Special meetings of the Representative Council may be held at the call of the President or upon written request from 10% of the Faculty Representatives. Business to come before special meetings must be stated in the call, which shall be made in writing to each Representative. Only business stated in the request shall be included on the agenda.

ARTICLE IX: Quorum

Section 1. At least one Faculty Representative from at least 50% of the represented buildings in the district must be present in order to constitute a quorum for Representative Council.

Section 2. A quorum for general meetings of the membership shall consist of the members present at any such meeting.

Section 3. A majority of the members of the Executive Committee shall constitute a quorum for all meetings of the Executive Board.

ARTICLE X: Amendments

Section 1. The Constitution may be amended by a two-thirds vote of the members voting in a special vote held at each building. Proposed amendment(s) must be posted in each building at least two (2) weeks prior to the vote.

ARTICLE XI: By-Laws

Section 1. By-Laws not inconsistent with this Constitution shall be adopted by a two-thirds majority vote of the members voting in a special vote held at each building.

Section 2. The provisions of any section of the By-Laws may be suspended for a single meeting by two-thirds vote of the members present.

ARTICLE XII: Recall

Section 1. A petition for a vote to recall an officer must be signed by at least 25% of the REA Membership and must be presented at Representative Council for consideration. The Executive Committee, minus the officer whose position is at question for recall, shall establish and hold a districtwide recall vote within two weeks of said Representative Council meeting. An officer of the Association can be recalled from office by a two-thirds vote of the Association members who cast a ballot.

Section 2. Representative recall shall be executed by a recall petition signed by two-thirds of the building membership. This petition must be submitted to the appropriate REA Officer, who shall inform the President and the recalled Faculty Representative of said petition. The appropriate Officer shall hold elections for a new Faculty Representative in that building within two weeks, in accordance with the By-Laws of this Association.

ARTICLE XIII: Compliance Provision

Section 1. This Association's Constitution and By-Laws shall conform to and be consistent with the Constitution and By-Laws of the PSEA.

BY-LAWS of the READING EDUCATION ASSOCIATION

ARTICLE I: Membership

Section 1. Any person who holds educational certification and who is actively engaged in educational work may become a professional member of the Association by agreement to abide by the Code of Ethics of the Education Profession by maintaining unified membership.

Section 2. Any employee of the Reading School District who acts as an agent of the Board of School Directors in negotiations with this Association may be declared ineligible for membership in the Unified Profession by a majority vote of the membership.

Section 3. Professional membership shall be continuous until the member leaves the school district, ceases to meet the requirements for membership, or resigns from the Association as per the Collective Bargaining Agreement between the Reading Education Association and the Reading School District.

Section 4. No member other than a currently elected or appointed officer, committee chairperson, or Faculty Representative shall assume to execute the official business of the Association, including but not limited to offering other members representation or guidance in the grievance process.

Section 5. Upon recommendation of the local Professional Rights and Responsibilities Committee containing evidence that written notice and a detailed written statement of charges have been supplied to the alleged violator, the Representative Council of the local Association may initiate procedures to censure, suspend, or expel any member for violation of the Code and other conduct believed to be contrary to the Constitution, By-Laws, or policy of the Association. The procedure shall be initiated by a written request of the Representative Council of the local Association requesting a hearing to be conducted by the commission of Professional Rights and Responsibilities of the PSEA. The hearing committee shall schedule a due process hearing within thirty (30) days after receipt of the request with at least ten (10) days notice to all parties involved. Within fifteen (15) days after the hearing, the State Commission on Professional Rights and Responsibilities shall make its recommendation in writing to the Board of Directors of PSEA.

Section 6. The Representative Council shall have the power to reinstate a member who has previously been suspended or expelled from the Association.

ARTICLE II: Dues

Section 1. The Executive Committee of the REA shall set the annual dues of this Association with the approval of the Representative Council of the REA.

Section 2. All dues shall be collected by payroll deduction. Only those members who have paid cash dues previously will be allowed to continue to pay cash dues to the Association, until at which time they select payroll deduction or miss the cash dues deadline.

Section 3. Cash dues payers will be notified by the Membership Officer as to their due date and amount of the unified dues to be paid in cash.

Section 4. PSEA/NEA and REA membership forms must be sent to the Membership Officer.

ARTICLE III: Officers

Section 1. PRESIDENT: The President shall preside over meetings of the Executive Committee, Representative Council, and the General Membership. He/she shall appoint the non-elected chairpersons of standing and special committees, and shall be an *ex officio* member of those committees. The President shall represent the Association before the public either personally or through delegates and shall perform all other functions usually attributed to this office. He/she shall attend and submit a written report at Executive Committee and the Representative Council meetings. It is strongly recommended that the President attend (or have attended) the PSEA Grievance School at Gettysburg College in order to effectively handle the grievances of the REA.

Section 2. VICE-PRESIDENT (GRIEVANCE): The Vice-President shall serve as the Grievance Officer of the Association. The Vice-President shall function as the chairperson of the Professional Rights and Responsibilities Committee and shall attend and present a written report on Grievance activities at each meeting of the Executive Committee and the Representative Council. It is strongly recommended that the Vice-President attend (or have attended) the PSEA Grievance School at Gettysburg College in order to effectively handle the grievances of the REA. He/she shall attend and submit a written report at Executive Committee and the Representative Council meetings.

Section 3. SECRETARY: The Secretary shall keep accurate minutes of all meetings of the Executive Committee, Representative Council, Superintendent's Advisory Committee, and General Membership. He/she shall prepare such minutes for reproduction and distribution; shall maintain official files; and shall perform any other duties as attributed to this office. He/She shall attend and submit minute reports at Executive Committee and the Representative Council meetings.

Section 4. TREASURER: The Treasurer shall hold the funds of the Association and disburse them accordingly upon authorization by the Representative Council. He/she shall keep accurate accounts of receipts and disbursements; shall present a written report at each meeting of the Executive Committee and Representative Council updating the financial condition of the Association; shall present an annual financial statement for review by the members of the Association and prepare for an independent audit each year. He/she shall keep the President, Executive Committee, and the Representative Council informed of the financial condition of the Association.

Section 5. MEMBERSHIP OFFICER (Assistant Treasurer): The Membership Officer shall serve as the Membership Coordinator and is responsible for communicating dues status for all members, full and fair share payers. He/she will annually correlate membership payment status and disperse all membership materials. He/she will collect cash dues payments from those members eligible; shall coordinate membership status with the district payroll department; shall coordinate all membership information with PSEA; shall attend and submit a written report at Executive Committee and Representative Council meetings.

Section 6. HIGH SCHOOL Officer: The High School Officer, who shall be a high school-level member, shall represent the interests, concerns, and contractual issues of Association members and Faculty Representatives who work at those levels. He/she shall communicate those concerns to the appropriate district administrative personnel. He/she shall hold monthly scheduled meetings with the High School Faculty Representatives. He/she shall conduct yearly Faculty Representative elections in the buildings in which he/she serves, as per Article VII, Section 1 of these By-Laws. He/she shall attend and submit a written report at Executive Committee and Representative Council meetings. It is recommended that the High School Officer attend (or have attended) the PSEA Grievance School at Gettysburg College in order to understand the grievances of the REA.

Section 7. MIDDLE SCHOOL Officer: The Middle School Officer, who shall be a middle school-level member, shall represent the interests, concerns, and contractual issues of Association members and Faculty Representatives who work at that level. He/she shall communicate those concerns to the appropriate district administrative personnel. He/she shall hold monthly scheduled meetings with the Middle School Faculty Representatives. He/she shall conduct yearly Faculty Representative elections in the buildings in which he/she serves, as per Article VII, Section 1 of these By-Laws. He/she shall attend and submit a written report at Executive Committee and Representative Council meetings. It is recommended that the Middle School Officer attend (or have attended) the PSEA Grievance School at Gettysburg College in order to understand the grievances of the REA.

Section 8. CITADEL Officer: The Citadel Officer, who shall be a Citadel member, shall represent the interests, concerns, and contractual issues of Association members and Faculty Representatives who work at that level. He/she shall communicate those concerns to the appropriate district administrative personnel. He/she shall hold monthly scheduled meetings with the Citadel Faculty Representatives. He/she shall conduct yearly Faculty Representative elections in the buildings in which he/she serves, as per Article VII, Section 1 of these By-Laws.

He/she shall attend and submit a written report at Executive Committee and Representative Council meetings. It is recommended that the Citadel Officer attend (or have attended) the PSEA Grievance School at Gettysburg College in order to understand the grievances of the REA

Section 9. WEST ELEMENTARY Officer: The West Elementary Officer, who shall be an elementary-level member in any building throughout the district, shall represent the interests, concerns, and contractual issues of Association members and Faculty Representatives who work in elementary buildings on or West of 6th Street. He/she shall communicate those concerns to the appropriate district administrative personnel. He/she shall hold monthly scheduled meetings with the Elementary Faculty Representatives from these schools. He/she shall conduct yearly Faculty Representative elections in the buildings in which he/she serves, as per Article VII, Section 1 of these By-Laws. He/she shall attend and submit a written report at Executive Committee and Representative Council meetings. It is recommended that the West Elementary Officer attend (or have attended) the PSEA Grievance School at Gettysburg College in order to understand the grievances of the REA.

Section 10. EAST ELEMENTARY Officer: The East Elementary Officer, who shall be an elementary-level member in any building throughout the district, shall represent the interests, concerns, and contractual issues of Association members and Faculty Representatives who work in elementary buildings on or East of 7th Street. He/she shall communicate those concerns to the appropriate district administrative personnel. He/she shall hold monthly scheduled meetings with the Elementary Faculty Representatives from these schools. He/she shall conduct yearly Faculty Representative elections in the buildings in which he/she serves, as per Article VII, Section 1 of these By-Laws. He/she shall attend and submit a written report at Executive Committee and Representative Council meetings. It is recommended that the East Elementary Officer attend (or have attended) the PSEA Grievance School at Gettysburg College in order to understand the grievances of the REA.

Section 11. SPECIAL SERVICES Officer: The Special Services Officer, who shall be a Special Education certified teacher, shall represent the interests, concerns, and contractual issues of Association members and Faculty Representatives who work in Special Education and/or in ESL. He/she shall coordinate all efforts between REA and the Reading School District regarding Special Education and ESL issues. He/she shall seek to meet regularly with the director of Special Education and the director of ESL of the Reading School District. It is recommended that the Special Services Officer attend (or have previously attended) the PSEA Grievance School at Gettysburg College in order to understand the grievances of the REA.

Section 12. RETIREE LIAISON: The President may appoint, with Representative Council approval, a retired Reading Education Association member, representing either the Reading Education Association of Retired Teachers (REART) or the Reading Association of School Retirees (RASR), to attend all regularly scheduled monthly Executive Committee meetings. The Retiree Liaison's purpose will be to communicate Association business and pertinent educational information to and from his/her retiree organization. This person will be an ex-officio (unelected/non-voting) member of the Executive Committee.

Section 13. The term for all officers shall be two years with the right of re-election.

Section 14. In the case of a presidential vacancy, the Vice-President shall be the President of the Association and shall fulfill the unexpired term of the President. If the Vice-President is unwilling or unable to serve as President of the Association, a member shall be nominated and elected by the Executive Council. (Executive Council will look first at Grievance experience within REA, then attendance of PSEA Grievance School at Gettysburg College, and finally at REA Officer experience when submitting nominations.)

Section 15. In the case of a vacancy of an elected position other than the President, the position shall be filled for the remainder of the membership year upon appointment by the President, recommendation of the Executive Committee, and approval by the Representative Council. This position shall be placed on the ballot for the subsequent Association general election.

Section 16. All Officers must inform and provide a reason to the President or the Office Manager if they cannot attend an Executive Board or Representative Council meeting.

Section 17. Officers must attend 16 out of 20 yearly Executive Board and Representative Council meetings, collectively, in order to meet the minimum qualification for fulfillment of duties. The President may excuse two additional absences if the misses are due to illness.

Section 18. All officers shall be exempted from paying local dues to the Association. Additionally the officer's PSEA and NEA dues (up to a maximum of \$599) shall be paid by the Association, as governed by the Association fiscal policy, upon fulfillment of their duties as described in the By-Laws. Any changes in payment of dues, compensation, or honorariums must be approved by the Representative Council. Officers who have not fulfilled their duties, as determined by the President of the Association and affirmed by a majority vote of Representative Council, shall not be entitled to payment of their dues to PSEA or NEA and shall be responsible for paying local dues to REA by June 30 of the current school year to remain a member in good standing.

ARTICLE IV: Standing Committees

Section 1. The following are the standing committees of the REA: Member Welfare, Political (PACE), Sick Bank, Communications, Health and Safety, SAC, IPD, Social, and Labor Relations.

Section 2. The President shall, with Representative Council approval, be able to appoint standing committee chairs to serve as members of the Representative Council of the Reading Education Association for the entire membership year, or the remainder thereof. As members of the Representative Council, these standing chairs shall submit a monthly written report for Executive Committee and the Representative Council meetings. Standing committee chairs must attend 8 out of 10 Representative Council meetings, and 8 out of 10 Standing Committee Chair meetings, in order to meet the minimum qualification for fulfillment of duties. The President may excuse two additional absences if the misses are due to illness.

Section 3. The reimbursement for standing committee chairs shall be \$599, and shall be paid by the Association, as governed by the Association fiscal policy, upon fulfillment of their duties. Any changes in payment of dues, compensation, or honorariums must be approved by the Representative Council.

Section 4. The President should endeavor to have nominees for each committee for confirmation/election at the first Representative Council of the school year.

ARTICLE V: *Special Committees*

Section 1. The President shall appoint as needed, special committees and committee chairs as may be necessary in any given year and shall disband those committees upon completion of their duties. These committees shall operate according to rules approved by the Representative Council. Any compensation for said committee chairs shall be equal to that of Faculty Representatives, and shall be paid in June, pending completion of special chairperson duties. (Examples of past special committees are: Negotiations, Nominations and Elections, Special Education, Grievance, and Constitution and By Laws)

Section 2. By their nature certain special committees may be in session over several years (ie Negotiations). The chair person shall be compensated each year the committee is in session as governed by the conditions set in Article V, section 1 (completion of duties for that given year).

Section 3. No committee of the Association or sub-group within the membership shall have the right to formulate Association policy.

Section 4. No public statements shall be issued by any committee or sub-group without prior approval of the statement by the Executive Committee and/or the President.

Section 5. Action contrary to this shall result in the withdrawal of recognition by the Association of any status or recommendation of the committee or sub-group.

ARTICLE VI: *Powers of the Representative Council*

Section 1. The Representative Council shall be responsible for the management of the Association: approving the budget; approving of dues for the Association; acting on reports of officers, chairs, and committees; approving resolutions and other policy statements; and adopting procedures for implementing the Code of Ethics of the Education Profession and those to be followed in suspending and expelling members for cause or reinstatement.

ARTICLE VII: *Faculty Representatives*

Section 1. In each school building embraced by the membership of this Association, faculty members who are members in good standing shall elect for a term of one year one faculty representative to the Representative Council for each twenty (20) members or major fraction (11/20) thereof, in accordance with the one-person one-vote principle. Those representatives shall be eligible for re-election. There shall be at least one representative from each building. Elections shall be conducted by the acting building level Association Officers between the May and June Representative Council meetings, and the representatives shall take their seats at the June meeting of the Representative Council.

Section 2. The Faculty Representative shall call Association meetings of his/her building faculty to discuss Association business; shall assist the Membership Officer (Assistant Treasurer) in the enrollment of members in the local, state, and national associations; shall maintain a two-way communication within the building; shall be responsible for submitting recommendations to the Representative Council as they may be called for the building faculty; shall communicate monthly building updates to the appropriate Officer; and shall submit recommended policies of the Representative Council to the membership for their information, and when called for, their ratification.

Section 3. Faculty Representatives shall be members in good standing of the Unified Profession.

Section 4. In the case of a vacancy by resignation, retirement, disability, relocation, or death, the President shall appoint a temporary replacement until the appropriate Officer can hold an election, no more than two weeks later, to fill the position. Reimbursement of local dues for the elected Faculty Representative will be on a prorated basis.

Section 5. The duties of the Faculty Representatives shall be as follows:

- (a) To become informed on the programs of the Association, local, state, and national.
- (b) To act as liaison between the Representative Council and the members in their buildings.
- (c) To carry out all duties and functions of the Representative Council.
- (d) To attend 8 of 10 Representative Council meetings (Or 80% of meetings if elected during the course of the year)
- (e) To keep an accurate building membership list.
- (f) To keep an accurate building election(s) for officers and delegates and return ballots as required.
- (g) To hold monthly meetings in their building.
- (h) To promote public education advocacy in their building.
- (i) To submit monthly reports to their respective Association Vice-Presidents
- (j) To inform the REA Office Manager or Member Welfare Officer about births, marriages, hospitalizations, and deaths of the immediate relatives of building members.
- (k) To represent building members in building level grievances and to inform the Grievance Officer as to the status of these grievances.
- (l) To work with building administrators in addressing concerns regarding building procedures and operations.

Section 6. Faculty Representatives shall have their local dues reimbursed at the June Representative Council meeting as per established attendance requirements as recommended by the Executive Committee and approved by the Representative Council.

Section 7. In the case that a building has no members wishing to run to serve as Faculty Representative, the President shall appoint a building member to this position.

Section 8. If a Faculty Representative fails in their duties as a Representative (of the By-Laws, Article VII, Section 5) the President and/or Executive Board have to power to recommend dismissal from the Representative Council. A meeting shall be held within 2 weeks between the Faculty Representative and the Executive Board where both sides shall have the opportunity to make their case. The recommendation of the Executive Board must be affirmed by the Representative Council. (Attendance at Representative Council, By-Laws, Article VII, Section 5, subsection d, shall not be the sole cause of dismissal from Representative Council)

ARTICLE VIII: Elections

Section 1. A Nominations and Elections Chairperson/Committee will be appointed by the President or his/her designee. This chairperson/committee shall conduct the elections for Officers, NEA delegates, PSEA delegates, and Eastern Region delegates as described in Article VIII, Section 3 of the Association By-Laws. No officer or candidate up for election or intending to run for office of the Association or delegate status shall serve on the Election Committee.

Section 2. Active Association members in good standing shall be permitted to hold elected positions as defined in the Constitution.

Section 3. Election procedures are defined as:

(a) The president or his/her designee will appoint and announce the Nominations Chairperson/Committee Members at the February Representative Council meeting.

(b) The Nominations Committee Chairperson will announce and publish to the Rep Council all REA Executive Committee positions up for election as well as openings for all delegate positions at the March Representative Council meeting.

(c) Anyone wishing to run for an office or a delegate position must complete the Intent to Run form to submit their name and proper credentials to the Nominations and Election Committee. These forms will be disseminated to all Faculty Representatives at the March Representative Council meeting for circulation within the membership.

(d) All Intent to Run forms must be received in the REA office no later than 3:00 p.m. on the last school day of March in each election year, at which time the Election Chair will establish the ballot order through drawing lots in the presence of at least two witnesses.

(e) The Election Chair will announce the ballot at the April Representative Council meeting. Names of all candidates for all positions shall be placed on the ballot for election, even if candidates are running unopposed.

(f) Candidates will be allowed to campaign for five school days prior to the election date. District e-mail may not be used for campaigning purposes.

(g) Ballots will be delivered to each Faculty Representative the week of the election.

(h) The election will take place in each building on the day of the May Representative Council meeting. Faculty Representatives are responsible to oversee the election process in their building. If a Faculty Representative is listed on the ballot as a candidate for officer or delegate, another Association member must oversee the election and deliver the completed ballots to Representative Council.

(i) All ballots must be hand delivered to the Nominations Committee Chairperson or a previously designated Nominations Committee Member at the May Representative Council meeting by 5:00 p.m.

(j) Under the supervision of the Nominations Committee Chairperson or previously designated Nominations Committee Member, ballots will be counted at the conclusion of the May Representative Council meeting, by any REA member in attendance whose name does not appear on the ballot.

(k) The Nominations Committee Chairperson or a previously designated Nominations Committee Member shall verbally declare the results of the election at the conclusion of tabulating the votes. Candidates will be allowed to remain at the location of the Representative Council meeting until after such an announcement is made.

(l) The Nominations Committee Chairperson or a previously designated Nominations Committee Member shall contact the REA Communications Officer and the REA Office Manager no later than the following morning with election results.

(m) Election results will be posted on the Association website by the Communications Officer or REA Office Manager no later than 48 hours after votes are tabulated.

Section 4. All voting for officers and delegates shall be done by secret ballot by the general membership. All voting shall be done in compliance with the one person, one vote principle. Members on leave will be provided with a ballot for absentee voting. Procedures will be followed as indicated in Article VIII, Section 3 of the REA By-laws.

Section 5. Any write-in votes that are cast on the ballot shall be ruled ineligible.

Section 6. No officer or candidate whose name appears on the ballot will be allowed to count or tally votes.

Section 7. The Communications Officer or REA Office Manager shall report and publish the results of the election on the Association website. New and re-elected officers shall assume their duties at the June Executive Committee meeting.

Section 8. Beginning with the May 2015 election, all officers shall be elected in the same election. For the May 2015 election all officers shall be elected regardless of the remaining time in their current term. The term for all Officers shall be two (2) years with the right of re-election with elections each odd year.

Section 9. The REA President, Vice-President, Special Services Officer, Secretary, Treasurer, and Membership Officer, will be elected by the entire membership. High School Officer, Middle School Officer, Citadel Officer, and both Elementary Officer will be elected by their respective membership.

Section 10. Positions for Elementary Vice-Presidents shall not be designated as East or West on the ballot. Rather, ballots shall instruct elementary members to vote for two candidates for Elementary Officer. At the June Executive Committee, the candidate receiving the most votes shall choose whether to serve as West or East Officer. The next highest vote-getter for Elementary Officer shall assume duties for the other side of the city. In the case that less than two candidates run to serve as Elementary Officer, the vacant position shall be filled by presidential appointment, subsequent to the June Executive Committee meeting, as per Article III, Section 15 of these By-Laws.

Section 11. In the event that there is only one(1) nominee running unopposed, the chair shall declare such nominee elected by having the REA Secretary cast the ballot. [**Acclamation:** Robert's Rules of Order] (**approved @ 11-12-2015 Rep Council meeting**)

ARTICLE IX: Voting Rights

Section 1. Only full dues-paying members of the Association in good standing shall have the right to vote on matters of business pertaining to the Association, including, but not limited to, Association elections and ratifications of the Collective Bargaining Agreement.

ARTICLE X: Negotiations

Section 1. The Chief Negotiator shall be appointed by the President and approved by the Executive Committee and Representative Council no later than the September of a bargaining year, which shall be defined as the final school year covered by the current Collective Bargaining Agreement.

Section 2. The Chief Negotiator shall create and submit a Bargaining Questionnaire to be distributed to the entire active membership of the Association. This questionnaire shall survey member concerns and shall include an opportunity for members to volunteer to serve on the Negotiations Committee. Faculty Representatives shall collect and submit these completed questionnaires to the Chief Negotiator no later than the October Representative Council meeting of a bargaining year.

Section 3. The Chief Negotiator shall assemble the Negotiations Committee, which shall consist of those volunteers from the active membership of the Association who declared their interest, as per Article X, Section 2 of these By-Laws. This shall be limited to one representative from each building. The Chief Negotiator shall establish and announce meeting dates, times, and locations for this Committee to convene and conduct business. This Negotiations Committee shall create the formal negotiations proposal from the input of the Bargaining Questionnaires, as per Article X, Section 2 of these By-Laws, and shall be disbanded upon completion of the Formal Negotiations proposal.

Section 4. Members of the Negotiations Committee shall have the right to declare to the Association President and the Chief Negotiator their interest in running to serve on the Formal Negotiating Team. A deadline for such declarations shall be set by the Chief Negotiator at the first meeting of the Negotiations Committee. Other than the President and Grievance Officer, only those Negotiations Committee Members who have attended at least 75% of the Negotiations Committee meetings shall be eligible to serve on the Formal Negotiating Team.

Section 5. The Formal Negotiating Team shall consist of the Chief Negotiator, President, Vice-President, and Secretary plus additional At Large representatives from the Negotiating Committee to a maximum of 6 persons. The President and Chief Negotiator shall have the power to appoint interested members of the Negotiating Committee to serve on the Negotiations Team. The Negotiations team should have representatives from as many levels (Elementary, Middle, High School, etc) as possible, and this should be used as a criteria when appointing the final At Large members to the Team. All members of the Negotiating Team must have met the attendance requirements of the Negotiations Committee, as per Article X, Section 4 of these By-Laws.

Section 6. In the case that a member of the Formal Negotiating Team is found to be negligent in his/her duties, the Negotiations Chair may request that the President holds a vote for removal of said member from the Negotiations Team. All Formal Negotiating Team members other than the President, Chief Negotiator, and charged member shall vote on this motion. The vote must be unanimous in order for removal to occur, in which case, the President may appoint a replacement, pending Representative Council approval.

Section 7. With Representative Council approval, the President may relieve the current Chief Negotiator of his/her assignment for negligence or dereliction of duties, and reappoint the position.

Section 8. In the event of a vacancy of an At Large member of the Formal Negotiating Team, the President, with the approval of the Representative Council, may fill that vacancy according to Article X, Section 5.

Section 9. The Formal Negotiating Team shall be disbanded upon ratification by the Association membership of a Collective Bargaining Agreement, as per Article XVII of these By-Laws.

ARTICLE XI: Delegates

Section 1. Delegates to the NEA, PSEA, and Eastern Region shall be the elected officers of the Association. All remaining delegate positions shall be appointed by the association President and approved by Representative Council. Delegate appointees shall be members of Representative Council and/or members of Standing Committees.

Section 2. By virtue of the office, the President of the Association shall serve as a delegate to all NEA Representative Assemblies (NEA-RA) and PSEA State and Region House of Delegates. Due to NEA-RA registration deadlines, in the case of a new REA President being elected in May,

he/she shall offer the honor of attending the NEA-RA that year to the outgoing REA President. If the outgoing President declines the offer, then the incoming President shall be given this opportunity.

Section 3. Delegates are expected to fulfill their roles as delegates at all conventions, including attendance at all state caucus meetings and business sessions. Any exceptions must be approved in advance by the REA President.

ARTICLE XII: Membership Meetings

Section 1. There shall be at least one general membership meeting of the REA each year. The President shall set the date, time, and location of the meeting. The membership shall be notified at least 10 calendar days prior to the meeting.

ARTICLE XIII: Approval of the Budget

Section 1. The budget of the REA must be presented and approved by a simple majority vote of the Representative Council present at the first Representative Council meeting of the fiscal year.

ARTICLE XIV: Cancellation of Meetings

Section 1. The President may cancel and/or reschedule any REA meeting, if necessary.

ARTICLE XV: Fiscal Policy

Section 1. All expenses of the Association are to be guided by the REA fiscal policy as approved by the Representative Council. Expenses such as parking, maid, and bellhop services will be reimbursed by the REA when the appropriate voucher is submitted to the treasurer within two weeks of the return date.

Section 2. Operational Expenditures

(a) The authorization of reoccurring expenses less than or equal to \$750.00 shall be made by the Representative Council at the September Representative Council meeting each year. All expenses in excess of \$750.00 must be presented to the Representative Council at its monthly meeting with the exclusion of rent, utilities, and social monies for meetings.

(b) The authorization of one-time expenditures shall be made by the Executive Committee as they occur and shall be reported to Representative Council at its next meeting. Such expenses may include, but shall not be limited to office equipment.

(c) Conventions / Conferences / Trainings

1. PSEA Eastern Region House of Delegates

- a. REA shall send the President and no less than ten other delegates (up to the maximum allowed as per PSEA policy and the yearly REA budget) to the PSEA Eastern Region House of Delegates for one day.
 1. If less than ten REA members run to serve as a PSEA delegate in any given year, the President shall appoint members to serve in the remaining available positions, and shall notify Representative Council of said appointments.
- b. Mileage and tolls shall be paid to driver at the current IRS rate, in full if carpooling with another delegate, or at one-half the current IRS rate if driving alone. Delegates will try to make all attempts to travel in at least double occupancy cars. Registration and meal expenses shall be paid in advance by REA. Meals shall be paid at the package rate determined by the Eastern Region by the REA.
- c. If REA provides transportation for said conference or convention, mileage and tolls will not be reimbursed.

2. PSEA Eastern Region Leadership Conference

- a. The President shall appoint, at his/her discretion, delegates to the Eastern Region Leadership Conference.
- b. An REA member may also attend this conference on behalf of and at the expense of Eastern Region PSEA

3. PSEA Winter House of Delegates

- a. REA shall send the President and one other delegate to the Winter PSEA House of Delegates for two evenings
- b. Delegates shall receive one day of Association release time for the Winter House.
- c. Mileage and toll monies shall be paid to drivers at the current IRS rate, in full if carpooling with another delegate, or at one-half the current IRS rate if driving alone, upon submission of an expense voucher to the REA Office or Treasurer. Delegates will try to make all attempts to travel in at least double occupancy cars. Rooms shall be reserved and paid by the REA. Daily meal reimbursement shall not exceed the daily rate as set by PSEA, and will be provided to the delegate upon submission of receipts and an expense voucher to the REA Office Manager or Treasurer.
- d. All receipts and expense vouchers must be submitted to the REA Office Manager or Treasurer

within two weeks after the House of Delegates adjourns, or else the delegate forfeits all reimbursements.

- e. If REA provides transportation for said conference or convention, mileage and tolls will not be reimbursed.

4. PSEA Spring House of Delegates

- a. REA shall send the President and no less than five other delegates (up to the maximum allowed as per PSEA policy and the yearly REA budget) to the Spring PSEA House of Delegates for one evening.
- b. Delegates shall receive one day of Association release time for the Spring House.
- c. Mileage and toll monies shall be paid to drivers, at the current IRS rate, in full if carpooling with another delegate, or at one-half the current IRS rate if driving alone, upon submission of receipts and an expense voucher to the REA Office Manager or Treasurer. Delegates will try to make all attempts to travel in at least double occupancy cars. Rooms shall be reserved and paid by the REA. Daily meal reimbursement shall not exceed the daily rate as set by PSEA, and will be provided to the delegate upon submission of receipts and an expense voucher to the REA Office or Treasurer.
- d. All receipts and expense vouchers must be submitted to the REA Office or Treasurer within two weeks after the House of Delegates adjourns, or else the delegate forfeits all reimbursements.
- e. If REA provides transportation for said conference or convention, mileage and tolls will not be reimbursed.

5. NEA Representative Assembly

- a. REA shall send no more than three local delegates (including the President) to the NEA Representative Assembly, as allowable by the yearly REA budget.
 - 1. Any REA member may run as a state delegate and attend at the expense of PSEA. If a locally-elected member is also elected as a state delegate, he/she must attend as a state delegate, and his/her local delegate position shall be afforded to the next highest vote-getter.
- b. To offset anticipated expenses, an advance of \$500 will be provided to the delegate prior to the convention by the REA president or his/her designee. This amount shall be deducted from the travel and expense voucher.
- c. Daily meal reimbursement shall not exceed the daily rate as set by PSEA. Tips are to be included in this amount. Rooms and/or flights will be reserved and paid for by the REA. Expenses such as parking, maid, and bellhop services, as well as meal expenses which meet PSEA guidelines, will be reimbursed by the REA, less the \$500 advance, when the appropriate receipts and expense vouchers are submitted to the Office Manager or Treasurer within two weeks of the return date.
- d. Mileage rates shall be the current IRS/PSEA rate. If a personal car is used in preference to air travel for a distance exceeding 500 miles, the maximum reimbursement will be the cost of the allowable flight as determined by PSEA. Flights shall be reimbursed or paid for at the coach class rate. Whenever possible, the REA Office Manager, REA Treasurer, or REA President shall arrange all flight details for local delegates. If flying, local delegates will not be reimbursed for automobile travel to and from the airport.
- e. Individuals selecting a private room when roommates from the local are available will be reimbursed at half the double occupancy rate.
- f. Delegates who wish to extend their stay by arriving earlier or staying later than the days designated as allowed by PSEA may do so at their own expense.

6. Gettysburg Leadership Training

- a. When no PSEA scholarship is available, the REA President shall appoint attendees to Gettysburg, as allowable by the yearly REA budget, who have demonstrated a willingness to work for the Association.
- b. Mileage and tolls shall not be reimbursed.
- c. All registration and lodging arrangements for those representing REA shall be made through the REA Office.
- d. Attendees opting not to use the meal plan provided by PSEA shall personally incur all food expenses.

7. Additional Conferences

- a. The President may appoint and, if needed, grant Association release days to delegates or attendees to other PSEA/NEA leadership conferences, at no additional cost to REA, unless otherwise preapproved by the Executive Committee and Representative Council. Such conferences may include but are not limited to the Political Institute, Collective Bargaining

Trainings, Urban Conferences, Website Trainings, or PSEA state or region committee meetings.

Section 3. President's Honorarium

(a) The honorarium is to cover expenses incurred by the President in the pursuit of his office and shall be used to cover general expenses such as mileage, tolls, meetings, parking, professional communications, and other miscellaneous expenses.

(b) No voucher will be required.

(c) The honorarium shall be \$300.00 per month of the school year (August-May) paid in 10 equal installments at the end of each month. \$50.00 per month of this honorarium shall be for reimbursement of the cost of conducting Association business using a personal mobile device. If the President needs to be provided a mobile device, this honorarium shall decrease to \$250.00 per month.

Section 4. Audit

(a) An annual audit shall be done by a Certified Public Accountant who will also prepare the taxes.

(b) The same CPA may be used to prepare taxes and payroll, at the discretion of the Treasurer.

Section 5. Treasurer's Honorarium

(a) The honorarium is to compensate the Treasurer for significant hours required to complete the audit

(b) The honorarium shall be \$500.00 paid once yearly after the successful completion of the audit.

Section 6. REA Scholarship

(a) The REA scholarship that has been established for a student pursuing a career in education shall be in the amount of \$1500. In the case of a tie, the tie will be broken by examining the extra-curricular activities of the applicants, along with an interview by the scholarship committee. This scholarship will be presented by an Executive Committee member at the annual awards assembly held at Reading High School.

(b) The REA scholarship that has been established for the child of an REA member pursuing a higher education degree shall be in the amount of \$1500. In the case of a tie, the tie will be broken by examining the extra-curricular activities of the applicants, along with an interview by the scholarship committee. This scholarship will be presented at the REA's annual retirement dinner by the REA president or his/her designee.

Section 7. Fair Share

Those bargaining unit members who decide not to become full dues-paying members shall still be have their fair-share of dues deducted, as per the procedures set forth by PSEA and those in the collective Bargaining Agreement between the Reading School District and the Reading Education Association.

Section 8. Credit Card

The REA shall have a credit / debit card, preferably through the PSEA Member Benefits endorsed company. The president and treasurer shall be the only persons authorized to use said card.

Section 9. Officers, Chairs, and Representatives Dues

(a) Representatives' dues of the REA shall be reimbursed in accordance with Article VII, Section 6 of these By-Laws.

(b) Payment of the Officers' dues shall be done in accordance with Article III, Section 18 of these By-Laws. The exception is the dues of the President, which are paid by PSEA, and which therefore shall not be deducted.

(c) Payment of Standing Committee Chairs' dues shall be made in accordance with Article IV, Section 3 of these By-Laws.

(d) Payment of Special Committee Chairs' dues shall be made in accordance with Article V, Section 1 of these By-Laws.

Section 10. Flowers and Gifts

(a) Flowers or a gift will be sent upon the hospitalization or two week absence due to illness of any REA member. Cost will not exceed \$50.00 plus tax.

(b) Flowers or a gift will be sent to the REA member upon the death of his/her spouse/partner or child, not to exceed \$60 plus tax.

(c) Cards will be sent to any REA member upon the death of his/her parent, stepparent, sibling, grandparent, or grandchild.

(d) Cards will be sent to any REA member upon his/her marriage or upon the birth of his/her child.

(e) Flowers or a gift will be sent to the family of an REA member upon the death of the REA member. Cost will not exceed \$60 plus tax. In lieu of flowers, a donation may be made to the charity requested by the member's family.

(f) In special circumstances and at the direction of the Executive Committee, flowers or a gift will be sent to a member. The cost will not exceed \$40 plus tax.

Section 11. Refund Policy

No refunds will be made for convention expenses after the monetary deadline set. Any advanced monies will be returned to the Association if a member is unable to attend the event.

Section 12. Retiring Officers

Any retiring officer will receive the same gift that retirees receive in June.

Section 13. Miscellaneous

The Association Main Office shall be run by an Office Manager, who shall be paid on a bi-weekly basis and shall receive a W-2 form at the end of every year.

ARTICLE XVI: Grievance Policy

Section 1. The purpose of this grievance policy is to achieve a sound and fair settlement of all grievances that are of merit to avail eligible bargaining unit employees of the rights guaranteed under contract and law. This grievance policy shall reflect the language in the current Collective Bargaining Agreement between the Reading Education Association and the Reading School District.

Section 2. All bargaining unit employees of the Reading School District are certified for representation by the Reading Education Association.

Section 3. A grievance is defined as a claim by an employee or employees regarding the meaning, interpretation or application of any position of the Collective Bargaining Agreement or that the local school board or its agents have acted inequitably in the application of the terms of the Collective Bargaining Agreement.

Section 4. Procedures:

(a) Grievances shall be processed in accordance with the Collective Bargaining Agreement between the Reading Education Association and the Reading School District.

(b) Any bargaining unit employee may contact his/her REA Faculty Representative to investigate or have a grievance filed on his/her behalf and to represent him/her during the initial stage of the grievance process.

(c) The Vice-President shall be immediately notified by the Faculty Representative of any grievance which is unresolved at the initial level.

(d) All written grievances shall be executed by the Vice-President.

(e) Investigations required to properly cite violations and properly file grievances will be conducted by the Vice-President.

(f) If the Association Vice-President is not satisfied with the disposition of the grievance at the School Board Level, the Grievance Committee, which shall be made up of the REA President and all Level Officers, as per Article XVI, Section 6 of these By-Laws, shall meet and review the grievance. The Vice-President shall not cast a vote except in the case of a tie.

(g) If the Grievance Committee determines that appealing the grievance to Arbitration is in the best interest of the Association, the committee shall make such recommendation to the Reading Education Association Executive Committee. If the Executive Committee concurs, the Vice-President will submit the grievance to Arbitration, as provided for in the Collective Bargaining Agreement.

(h) If the Grievance Committee determines that appealing the grievance is not in the best interest of the Association, the Vice-President will notify the aggrieved in writing of the decision not to pursue the matter to arbitration. The aggrieved has the right of appeal in accordance with Article XVI, Section 5, Part F of these By-Laws.

Section 5. Rights of Individuals

(a) Exercise of the grievance procedure shall not be construed to deny to any employee the right of access to the courts or to any governmental agency.

(b) Nothing contained herein will be construed as limiting the right of any member having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association prior to the Vice-President being contacted to execute a written grievance, provided the adjustment is not inconsistent with the terms of the existing Collective Bargaining Agreement, and subject to the Association's collectively bargained right to be present at all stages of the Grievance Procedure.

(c) Individuals have the right to exercise all statutory rights guaranteed under the Constitution of the United States, the Pennsylvania Labor Relations Act, Act 195 and other applicable law.

(d) All employees have the right to ask for assistance from their Faculty Representatives and the Vice-President in detecting when a violation is suspected, and in writing, filing, and processing grievances of merit.

(e) The President of the Association and the Vice-President shall be informed of any adjustments in accordance with Article XVI, Section 5, Part (b) of these By-Laws.

(f) If the Grievance Committee decides not to proceed with a grievance to Arbitration, the aggrieved has five (5) teacher duty days by postmark in which to appeal the action in writing to the Vice-President and the Reading Education Association President. The Grievance Committee must then reconsider the merits of the grievance and report the findings to the aggrieved. During reconsideration of the grievance, the grievant has the right to be present and to speak on his/her behalf.

Section 6. Grievance Committee

(a) The Grievance Committee will be chaired by the Vice-President and consist of the Reading Education Association President and all Association Level Officers.

(b) All voting will be done by secret ballot and all present, with the exception of the Vice-President, will vote. Should the results be a tie, the Vice-President will have the tie-breaking vote.

Section 7. All grievances involving Association members are property of the Reading Education Association and are to be guided by these By-Laws. Therefore, at no time shall a member contact PSEA or NEA personnel at the region, state, or national level regarding an open or pending grievance without the written consent of the Reading Education Association President or Vice-President.

ARTICLE XVII: Ratification of a Collective Bargaining Agreement

Section 1. All active, full dues-paying members of the Reading Education Association, including long-term substitutes as well as official leave members, are eligible to vote on the Collective Bargaining Agreement by secret ballot of the membership attending said meeting called for that purpose. Members on leave will be allowed to attend and vote at this meeting. These members will be notified of a ratification meeting by the REA Office Manager at least two days in advance.

Section 2. All active members will be invited and strongly encouraged to attend any informational meeting(s) prior to the ratification meeting.

Section 3. All active members will receive a complete copy of the proposed agreement by or at said meeting. Information regarding the proposed agreement shall not be shared with non-members of the Association until a ratification vote has been taken.

Section 4. The acceptance of the Collective Bargaining Agreement shall be by a simple majority of those members voting by secret ballot no earlier than 24 hours after the informational meeting.

ARTICLE XVIII: Amendments

Section 1. These By-Laws may be amended by a majority vote of the Representative Council.

ARTICLE XIX: Authority

Section 1. Robert's "Rules of Order" (revised edition) shall be the parliamentary authority for the Association on all questions not covered by the Constitution and By-Laws and such standing rules as the Representative Council might adopt.

*Approved by REA Representative Council on
Approved by PSEA Eastern Region on
Approved by REA General Membership on*