





time with their preference taken into consideration.

Section 3. Any member of GEA may attend the Rep. Council meetings, but shall sit apart from the voting body. They may receive permission to speak.

Section 4. Attendance requirements for the GEA Rep. Council building reps. shall include attendance at all GEA Rep. Council meetings, or appoint a GEA member to replace them in their absence. Exceptions will be made for emergency situations at the discretion of the Council.

Section 5. The GEA Rep. Council building reps. are responsible for disseminating information to and from Rep. Council and their representative building.

ARTICLE VIII                      Negotiations Committee /Ratification of Agreement and  
Authorization for Strikes

Section 1. Membership of the negotiations committee and the negotiations chairperson shall be appointed by the Executive Board of the GEA and approved by the GEA Rep. Council. In the event that more than one person's name is submitted from a site, the Executive Board will choose based upon past GEA negotiations and building rep. experience.

Section 2. The negotiations committee shall attempt to have representation from each building, not including the chairperson. The chairperson shall have served at least one year prior to becoming chairperson. The GEA president will serve as a non-voting member.

Section 3. The president and the chairperson of the bargaining team shall be authorized to sign a legal, binding, yearly or multi-year agreement with the employing board only after completion of the following procedure at a general membership meeting:

- a. a report and recommendation by the bargaining team,
- b. a report and recommendation by the Executive Board,
- c. a written digest of the proposed agreement or changes shall be made available,
- d. discussion by the membership in attendance at general membership meeting,
- and
- e. a majority affirmative vote by secret ballot of the total active membership present and voting.

Section 4. Ratification of amendments to the negotiated agreement shall occur at a general membership meeting.

Section 5. Except in a work stoppage situation, at least a forty-eight (48) hour written notice of the ratification meeting is required. The notice shall specify the date, time, place and purpose of the meeting.



## ARTICLE IV

## Officers

### Section 1: The President shall:

- a. be elected by the membership and shall serve a period of two (2) years beginning August 1<sup>st</sup>.
- b. have at least two (2) full years of experience as an active member of one or more of the following positions within the past five (5) years: GEA building representative, or GEA Exec. Board member, or GEA Bargaining Team Member.
- c. represent the Association at the following meetings:
  1. all WEA MidState Rep. Council and Cluster meetings
  2. all Executive Board meetings
  3. all Representative Council meetings
  4. school board meetings on a rotating schedule
  5. if the president is unable to represent the association at any of the previous meetings, an Exec. Board member will be appointed to go in his/her place.
- d. preside at all official meetings and shall perform such duties as are customarily associated with the office
- e. prepare the Representative Council agenda
- f. notify the appropriate members as to the time and place of the Executive Board, Representative Council, and membership meetings
- g. appoint and/or discharge all committee members with the approval of the Executive Board (and/or Representative Council) and serve as an ex-officio member of all committees or designate someone to do so
- h. charge committees with their duties
- i. represent the Association at meetings with school district management
- j. prepare and submit an annual report of the Association activities to the **May** annual meeting following his/her term in office
- k. attend the WEA Leadership Academy when newly elected
- l. attend all relevant WEA trainings

### Section 2. The Vice-President shall:

- a. be elected by the membership and shall serve a period of two (2) years beginning August 1<sup>st</sup>.
- b. have a least one (1) full year of experience within the past five (5) years as an active GEA building representative, or GEA Exec. Board member, or GEA Bargaining Team Member.
- c. assist the president and shall act in the absence of the president.
- d. represent the Association at the following meetings:
  1. all Executive Board meetings
  2. all Representative Council Meetings
  3. attend school board meetings on a rotating schedule
  4. be chairman of Association elections
  5. be the chairman of the GEA scholarship committee
  6. be chairman of the bargaining support team (if possible)

7. attend the WEA Leadership Academy when newly elected
8. attend all relevant WEA meetings and trainings.

Section 3. The Secretary shall:

- a. be elected by the membership and shall serve for a period of two (2) years beginning August 1<sup>st</sup>.
- b. have a least one (1) full year of experience within the past five (5) years as an active GEA building representative or GEA Exec. Board member, or GEA Bargaining Team Member
- c. publish and edit the GEA newsletter (with input from the president and others)
- d. handle all correspondence for the Association
- e. organize and supervise files
- f. keep accurate minutes of all Representative Council, membership, and Exec. Board meetings
- g. distribute minutes of Representative Council and general membership meetings to all building reps. within thirty (30) days following meetings
- h. maintain the record of attendance at Rep. Council, Exec. Board, and other meetings and file copies of minutes of Association meetings. Retain and archive all minutes and records of attendance.
- i. keep all ballots for one year, not to be destroyed before the beginning of the following school year.
- j. acquire a temporary replacement to record minutes if unable to attend meetings
- k. develop a rotating school board meeting schedule
- l. attend school board meetings on a rotating schedule
- m. create and maintain a voting member list for each site.
- n. attend all relevant WEA trainings

Section 4. The Treasurer shall:

- a. be elected by the membership and shall serve for a period of two (2) years beginning August 1<sup>st</sup>.
- b. have a least one (1) full year of experience within the past five (5) years as an active GEA building representative or GEA Exec. Board member, or GEA Bargaining Team Member
- c. attend Exec. Board and Rep. Council meetings
- d. oversee the collection, transmittal, and disbursement of dues
- e. deposit all monies in a bank in the name of the Association
- f. notify the Association of the name of the bank in which dues are deposited
- g. hold all funds and disburse them accordingly upon the submission of vouchers approved by the Exec. Board
- h. sign all checks along with one other officer
- i. prepare and distribute a monthly financial report to the Executive Board and Representative Council
- j. report at each membership meeting

- k. prepare the books for an audit
- l. file the appropriate federal and state forms
- m. prepare and present an annual budget in September to the Executive Board and Representative Council
- n. attend school board meetings on a rotating schedule
- o. attend all relevant WEA trainings.

Section 5. Grievance Chairperson shall:

- a. be appointed by the Exec. Board and shall serve for a period of one (1) year beginning September 1<sup>st</sup>.
- b. have at least one (1) full year of experience within the last five (5) years as an active GEA building representative, or GEA Exec. Board member, or GEA Bargaining Team Member
- b. be the expert regarding the contract
- c. write all grievances with the approval of the President, Exec. Board, or UniServ Rep.
- d. attend all grievance hearings.
- e. attend all Exec. Board and Rep. Council meetings.
- f. Keep accurate records and files of all grievances and arbitrations.

Section 6. The Chief Negotiator

- a. be appointed by the Exec. Board and shall serve for a period of one (1) year beginning October 1<sup>st</sup> of the year prior to when we are bargaining.
- b. have at least one (1) year of Negotiations Team experience within the last six (6) years
- c. continue as chief negotiator if the negotiations are not concluded in August until the contract is signed and printed
- d. be spokesman of the Association for bargaining (unless he/she recommends that a UniServ staff member represent in his/her place)
- e. be leader of the development of the proposal
- f. be chief presenter of the proposal to the district
- g. attend and give a report to the Exec. Board and Rep. Council
- h. be the expert regarding the contract
- i. proofread the contract before it goes to print
- j. attend bargaining cluster meetings
- k. attend bargaining trainings

Section 6. Immediate Past President shall:

- a. serve for a period of one (1) year immediately following his/her term as president
- b. attend all Exec. Board and Rep. Council meetings
- c. assist the president
- d. attend labor management meetings if needed
- e. attend board meetings on a rotating schedule

## ARTICLE V

### Powers and Duties of the Executive Board

Section 1. The Executive Board shall be responsible for the management of the Association, approve all expenditures, carry out all policies established by the GEA Rep. Council, report its transactions and those of the Rep. Council to the members, and suggest policies for consideration by the Rep. Council.

Section 2. The Executive Board shall prepare an annual budget and submit it to the GEA Rep. Council for approval by a majority vote at their September meeting. Expenditures authorized by the Executive Board during the year shall be in accord with this annual budget, unless the budget has been changed by majority vote of the GEA Rep. Council.

Section 3. The Executive Board shall appoint a replacement for any office that becomes vacant. The appointee shall hold office until an election is held by the general membership.

## ARTICLE VI

### Powers and Duties of the GEA Rep. Council

Section 1. The GEA Rep. Council shall consist of one representative for each ten members (or major part thereof) for each building. Each building will have at least one representative. Members with duties in more than one building will be assigned according to where they work a majority of the time with their preference taken into consideration. Each representative shall give a representative vote of the faculty rather than a majority vote except when specifically directed by the Executive Board or by the GEA Rep. Council to “poll the teachers”. In such cases, the vote shall be registered as a numerical “yes” or “no” vote by individual teachers and this combined vote of all buildings shall determine the final outcome of the issue.

Section 2. The GEA Rep. Council will serve as the governing body of the GEA, formulating all policy within the limits of the Constitution and Bylaws, pass on all actions taken by the Executive Board and Rep. Council, pass on the annual budget and all budget changes.

Section 3. Powers not delegated to the Executive Board, the officers, the committees or others in GEA shall be vested in the GEA Rep. Council.

## ARTICLE VII

### Committees

Section 1. The president, with the assistance of the Executive Board, shall appoint such standing committees and special committees as will carry out the purposes of the GEA, WEA, and NEA.

Section 2. Standing Committees will function for the school year.



## ARTICLE VIII

### Elections

Section 1. Elections shall be held for offices of GEA by April 30<sup>th</sup> every other year (even years). Candidates for positions must submit their names by March 31<sup>st</sup>. Elections shall be by ballot of the membership.

Section 2. Elections shall be held for Representative Council positions of GEA by April 30<sup>th</sup> of each year. Candidates for positions must submit their names by March 31<sup>st</sup>. Elections shall be by ballot of the building. A vacant position will trigger the above voting procedures.

Section 3. In the event a vacancy is created during the year, an election will be held as soon as practical to fill said vacancy.

Section 4. Keep all ballots for one year, not to be destroyed before the beginning of the following school year.

## ARTICLE IX

### Authority

Section 1. Sturgis Standard Code of Parliamentary Procedure shall be the parliamentary authority for GEA on all questions not covered by the Constitution and Bylaws.

## ARTICLE X

### Amendment

Section 1. These Bylaws may be amended by a majority vote at any regular meeting of the GEA Rep. Council, providing that the proposed amendments have been previously studied by the Executive Board and that copies have been sent to each member of the Rep. Council at least ten days prior to the meeting. An amendment to the Bylaws may be proposed at any regular meeting of the GEA Rep. Council by any GEA Rep. Council member to be acted upon at one of the next two regular meetings of the GEA Rep. Council.

Section 2. A copy of the proposed amendment(s) shall be made available to each member of GEA at least ten days prior to action by the GEA Rep. Council. A majority vote of the GEA Rep. Council shall be required for adoption.