CONSTITUTION
Cowley County Community College

NOTE: Those sections marked with an asterisk are required either by KNEA Bylaw 6, Standards for Local Governance Affiliates, or by NEA Bylaw 8-7, Standards for Local Affiliates.

ARTICLE I. NAME, PURPOSE AND GOALS, AND AUTHORITIES AND GOVERNANCE.

Section 1. Name. The name of the association is the Cowley County Community College Education Association (CEA)

Section 2. Purpose and Goals. The purpose of this particular Unit shall be to implement all aims and goals of the state association on the community basis.
Said goals and aims are to promote better educational opportunities throughout the scope of its area; to foster understanding of the community junior college in the field of higher education and to encourage professional attitudes among its members.

Section 3. Governance. The governing body for the association shall be the Executive Council,

ARTICLE II. FISCAL AND MEMBERSHIP YEAR.

Section 1. Membership Year. For membership purposes, the official year of the CEA shall be September 1 through August 31.

Section 2. Fiscal Year. For fiscal purposes, the official year of the CEA shall be August 1 through July 31.

ARTICLE III. AFFILIATION.

Section 1. The CEA shall be affiliated with the Kansas National Education Association and with the National Education Association and shall comply with their standards for affiliates.

ARTICLE IV. MEMBERSHIP.

Section 1. All certified personnel who are actively engaged in educational work in the Cowley County Community College are automatically eligible for membership upon payment of the annual dues as herein provided.
Classes of Membership (1) Active (2) Retired

Section 2. Qualifications for Membership. Qualifications for membership are prescribed in the Bylaws.

Section 3. Membership Provisions and Limitations.

a. Membership is limited to those who support the purposes and goals of the United Education Professional and maintain membership in the Kansas NEA and NEA.

b. Members engage in teaching or in other educational work shall adhere to the Code of Ethics of the Education Profession.

c. The CEA shall not deny membership to individuals on the basis of race, creed, national origin, sexual orientation or marital status.

d. No member of the CEA may be censured, suspended, or expelled without a due process hearing which shall include an appropriate appellate procedure as defined by the Bylaws.

e. No member of the CEA shall be discriminated against in the right to vote, seek office, or otherwise participate in the affairs of the affiliate.

ARTICLE V. EXECUTIVE OFFICERS.

Section 1. Officers. The officers of the association shall be a president, vice-president, secretary, and a treasurer.

Section 2. Terms of Office. Terms of elected officers shall begin at the start of the first quarter of school and shall be for a two year duration. Terms of delegates shall be for two years. No officer shall serve in the same office for more than two consecutive years.

Section 3. Qualifications. The CEA Officers shall meet the qualifications prescribed by the Bylaws.

Section 4. Duties and Powers. The duties and powers of the CEA Executive Officers shall be prescribed by the Bylaws.

Section 5. Elections. Elections for the CEA Executive Officers shall be conducted with open nominations, secret ballot, with majority vote for each individual office. Other election procedures shall be prescribed by the Bylaws.

ARTICLE VI. GOVERNANCE OF THE ASSOCIATION.

Section 1. The Executive Council shall be the governing body of the association.

Section 2. Composition. Membership of the Executive Council shall be composed of the president. vice-president. the secretary, the treasurer, chairman of standing committees, and delegates to the Sectional and State Representative Assemblies

Section 3. Qualifications. The qualifications for members of the CEA governing body shall be prescribed by the Bylaws.

Section 4. Terms of Office. The terms of the office for members of the CEA Executive Council shall be prescribed by the Bylaws.

Section 5. Duties and Responsibilities. Duties and responsibilities of the CEA Executive Council shall be prescribed by the Bylaws.

Section 6. Elections. Elections of representatives to the CEA Executive Council shall be conducted with open nominations, secret ballot, and with majority vote for each individual office. Other election procedures shall be prescribed by the Bylaws.

Section 7. Quorum . A quorum for all meetings shall consist of 25 per cent of the paid-membership.

ARTICLE VII. DELEGATES TO STATE AND NATIONAL ASSEMBLIES.

Section 1. Delegates.

a. The CEA shall elect its delegate(s) and successor delegate(s) to the KNEA UniServ District and State Representative Assemblies based on oneperson one-vote principles, open nominations, secret ballot, and majority vote for each individual office, with proportional representation for classroom teachers and administrators. The CEA shall ensure ethnic-minority representation at least proportionate to its ethnic-minority membership. Other election procedures shall be prescribed by the Bylaws.

b. The number of delegate(s) and successor delegate(s) shall be determined by the KNEA in compliance with the one-person one-vote principle and based on the CEA membership as of January 15.

Section 2. Successor Delegates. Successor delegates shall serve in the absence of the regular delegate upon certification of the CEA.

Section 3. Term of Office. Delegates and successor delegates shall serve for a term of two years, beginning September 1.

Section 4. Qualifications. Active membership in the CEA, the KNEA and the NEA. A delegate must be employed by the school district (or institution of higher education) served by the local affiliate which elected the delegate.

ARTICLE VIII. COMMISSION/COMMITTEES.

Section 1. The following committees shall be an integral part of the Association.

Audit
Constitution
Social
Nomination and election
Negotiation and roundtable
Scholarship
Stirnaman award

Section 2. Appointments.

a. Appointment to commissions or committees shall be made so that ethnic-minority representation on commissions or committees shall be at least proportionate to ethnic-minority membership in the CEA.

b. All committee appointments shall be made by the President

Section 3. Term of Office. The term of office for members of the CEA commissions or committees shall be prescribed by the Bylaws.

Section 4. Qualifications. Eligibility for service shall be as prescribed by the Bylaws.

Section 5. Program. Each commission and committee shall operate within the framework as prescribed by the Bylaws.

Section 6. Ex Officio Members. The President serves as an ex offico member of all commitees except the nominating committee.

Section 7. Vacancies. Vacancies shall be filled by the appointment of the Executive council, with the exception of the office of President.

Section 8. Quorum . A quorum for all meetings shall consist of 25 per cent of the paid-membership

ARTICLE IX. AMENDMENTS OF CONSTITUTION AND BYLAWS.

Section 1. This Constitution may be amended or revised by a vote of two-thirds of the membership.

ARTICLE X. PARLIAMENTARY PROCEDURE.

The rules contained in Robert's Rules of Order, latest edition, shall govern the CEA except where otherwise specified by the Constitution and Bylaws.

BYLAWS

BYLAW 1. MEMBERSHIP

Section a. Active. 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. Active Membership is limited to persons who support the principles and goals of the United Education Professional and maintain membership in the KNEA and NEA.

Privileges of Active Membership shall include voting on all matters submitted to the membership, holding elective and appointive positions after meeting stated qualifications, and receiving services available to Active Members of the LEA, KNEA and NEA.

Section b. Retired. Retired Membership shall be open to any person who held Active Membership immediately prior to retirement, including the totally disabled. Retired Members shall have all the rights and privileges of Active Members except the right to vote and hold elective or appointive office.

Section c. Continuation of Membership. Active membership shall be continuous until the member leaves the school system, resigns from the association, or fails to pay membership dues.

BYLAW 2. DUE PROCESS PROCEDURES

Section a. The Board of Directors 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.

BYLAW 3. EXECUTIVE OFFICERS.

Section a. Qualifications.

A candidate for President, Vice-President, Secretary and Treasurer shall be an Active Member of the local, state and national associations. For membership on the Executive council one must be a member of the Cowley County Community Education Association.

Section b. Duties and Powers;

1. President. The president shall have the following powers and duties:
   1) Preside at all meetings of the Association and of the Executive Council.
   2) Be an ex officio member of all committees except the auditing and nomination committees.
   3) Appoint any special committees deemed necessary or desirable to implement the purposes and program of the association subject to the approval of the executive Council.
   4) Serve as a member of the Executive council during his term of office as a president. (Specify all duties, responsibilities, powers or limitations of powers.)

2. Vice-President. The duties of the vice-president shall be as follows:
   1) Preside in the absence of the president.
   2) Succeed to the office for the unexpired term of the president.
   3) Serve as program chairman for the Association.

3. Secretary. The secretary shall:
   1) Keep a record of the proceedings of all meetings of the Association and make written reports thereof to the Executive Council.

2) Carry on correspondence as directed by the president.
3) Serve as secretary to the Executive Council and prepare a copy of minutes to be distributed to each member.
4) Preserve in a permanent file all records and letters of value to the Association.
5) Keep an up-to-date list of all names and addresses of the membership.

4. Treasure. The treasure shall:
1) Receive all funds belonging to the Association and pay all bills authorized by the Executive Council.
2) Keep an itemized account of receipts and expenditures.
3) Make written financial reports to the Executive Council and to members of the Association.
4) Shall be bonded-the bond to be furnished by the Association.
5) Be responsible for collecting membership dues and submitting current listings to the secretary.

The treasurer's accounts shall be examined annually by an auditing committee of not less than three members appointed by the president. The report of the auditing committee shall be made available to the membership.

Section c. Elections. All officers shall be elected at the fourth quarterly meeting. The Executive Council shall establish procedures for conducting election procedures

BYLAW 4. GOVERNING BODIES.

Section a. Meeting. The Association shall hold, at a minimum, quarterly meetings. The Excecutive Council shall meet as needed to discuss issues important to the Association.

Section b. Qualifications. Candidiates for election to the CEA governing bodies shall be Active Members of the United Education Profession.

Section c. Term of Office. Members of the CEA Executive Council shall serve for a term of 2 years, beginning in the first quarter of the subsequent school year elected.

Section d. Duties and Responsibilities.
1) Setting policy and determing dues - proposal shall be made by the executive council to the Association, then follow proper Parliamentary procedures for vote.
2) Determing program and adopting budget shall be the responsibility of the Executive Council.
3) Ammending constitution and by laws – requires two-thirds vote of membership.
4) Appointing committees – when deemed necessary

Section e. Elections. Elections for Executive Officers shall be conducted with open nominations, secret ballot, with a majority vote for each individual office.

BYLAW 5. ELECTION OF DELEGATES TO STATE AND NATIONAL ASSEMBLIES.

Section a. KNEA delegates. Elections for KNEA delegates will take place in the fall at the first quarterly meeting and will serve a two year term.

Section b. NEA delegates. Elections for NEA delegates will take place in the fall at the first quarterly meeting and reported to KNEA in April and will serve a two year term.

BYLAW 6. COMMISSIONS AND COMMITTEES.

1. Audit Committee. The Audit committee shall consist of three members. The committee is responsible for the yearly review of the CEA finances.

2. Constitution Committee. This committee shall consist of three members and be responsible for the review and update of the constitution and review CEA procedures to insure that they are in line with the constitution.

3. Social Committee. The Social Committee shall be composed of two members. The committee is responsible for the refreshments for association meetings and other association functions

4. Nomination and Election Committee. This committee shall consist of two members and be responsible for preparing a list of nominations for election of officers.

5. Negotiation Committee. The negotiation committee shall be composed of three members serving a two year term. The committee is responsible for particpating in roundtable discussion and involved in the official negotiation process of the master agreement.

6. Scholarship Committee. The Scholarship Committee shall be composed of three members, each serving a two year term. The committee is responsible for the publication, interview and selection of the CEA education scholarship.

7. Stirnaman Award Committee. The Stirnaman award committee shall consist of three members. The committee is responsible for the publication and selection of the Stirnaman award receipient

8. Other Committees may be formed as deemed necessary by the Executive Council of the association.

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