

**The Constitution and Bylaws of the
Upper Dublin Education Association
(UDEA)**

Adopted April 30, 1986

Amended April 1988
April 1990
April 1991
November 1992
April 2006
April 2009

Constitution of the Upper Dublin Education Association

Article I: NAME

This organization shall be called the Upper Dublin Education Association. This organization is an integral part of the NEA, the PSEA, and the Mideastern Region of the State Association and maintains its relationships with other local associations of the Montgomery and Bucks counties through membership in the Mideastern Region Executive Committee.

Article II: PURPOSE

The purposes of this Association shall be:

Section 1: To promote the general welfare of the Upper Dublin School District; to protect and advance the interests and general welfare of its members; to foster professional zeal; and to advance educational standards.

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

Section 3: To promote membership in and cooperation with the Pennsylvania State Education Association and the National Education Association in carrying out the avowed objectives of the unified profession.

Article III: MEMBERSHIP

Section 1: Any person who holds educational certification and who is actively engaged in educational work in the public schools of the Upper Dublin School District may become an active member of this Association by agreeing to abide by the Code of Ethics, the Constitution and Bylaws adopted by the Association and by paying the annual dues of unified membership. Unified membership grants a person membership in the local, the state and the national association.

Section 2: Any member of the professional staff who holds membership in any organization other than the Upper Dublin Education Association which claims to represent the professional staff of the school district shall be ineligible for membership.

Section 3: Active membership shall be continued until the member leaves the school district or resigns from the Association.

Section 4: Retirees on disability, withdrawal, or superannuation retirement may be honorary members without payment of the Upper Dublin Education Association dues.

ARTICLE IV: OFFICERS

Section 1: The officers of this Association shall be president, 1st vice president, 2nd vice president, secretary, and treasurer.

Section 2: Officers are elected for a term of one year with the exception of the treasurer, who shall be elected for a term of two years. The officers shall enter upon their duties on the first day of June following their election. All officers will be nominated by open

nomination and contested positions elected by a secret, one-person/one-vote ballot. Election will be determined by the majority of the votes cast.

Section 3: A vacancy in the office of president shall be filled by the 1st vice president. The officers of the Association shall fill all other vacancies on the Executive Committee by selecting an active member of the Association to fill the vacant position until the next regularly scheduled election or the president may call for a special election to fill the vacancy immediately.

Section 4: Elections will be held at a specified time following the spring General Membership meeting.

Section 5: The names of all officers and their addresses shall be filed by the Association's secretary with the Mideastern Region's branch office of the PSEA immediately upon their election.

ARTICLE V: EXECUTIVE COMMITTEE

Section 1: The Executive Committee shall consist of the officers of the Association, two members-at-large elected by the general membership, the chief negotiator, and the contract administrator. In addition the president may include the chairpersons of each standing committee, i.e. Public Relations, Instruction and Professional Development, Membership, PACE, and Social Committees. It shall be the executive authority of the Association. It shall act for the Association between meetings of the Representative Council. Non-elected members shall be non-voting members of the Executive Committee.

Section 2: The Executive Committee shall meet monthly and at the discretion of the president and shall have the authority to make immediate decisions for which it shall be answerable to the Representative Council.

Section 3: Whenever a majority of the Executive Committee shall agree that an officer has been grossly negligent of the duties defined in the Bylaws or is incapacitated, they shall recommend to the Representative Council that the office be declared vacant. An officer so charged has the right to appear before the Representative Council and to bring legal counsel if desired. If the Council so votes by a two-thirds majority, then the office is declared vacant. The Council shall call for an election by the general membership to fill the vacancy for the unexpired term.

ARTICLE VI: REPRESENTATIVE COUNCIL

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

Section 2: The Representative Council shall consist of the Executive Committee, the chairpersons of standing committees, Building Representatives, chairpersons of special committees, delegates to the PSEA House of Delegates and the NEA Representative Assembly.

Section 3: The Representative Council shall meet at the discretion of the president but at least every two months.

Section 4: Any member of the Association who is not a member of the Representative Council may attend its meetings, shall sit apart from the voting body but may receive permission to speak.

Section 5: In contested elections, the Faculty (or Building) Representatives shall be elected through open nomination, by secret ballot and by a simple plurality of those voting.

Section 6: The election of Faculty (or Building) Representatives shall be in conformity with the one person-one vote principle. The representative to member ration shall be 1 to 20 with the minimum of 2 per building recommended.

Section 7: The term of Building Representatives shall be one year, beginning with their elections in the spring.

ARTICLE VII: GENERAL MEETINGS

Section 1: There shall be at least two meetings of the Association membership each year for the transaction of business and the adoption of Bylaws. The Executive Committee shall set the time and place of each meeting; provided, however, that the membership shall be given at least 10 days notice.

Section 2: One of the meetings must be in April or May to conduct the following business: nomination of officers and the adoption of the budget.

ARTICLE VIII: NON-PROFIT STATUS

The Association is not organized for profit and no part of its dues shall be inured to the benefit of any private member or individual, except that there shall be individual expenses paid as stipulated in the Bylaws.

ARTICLE IX: ELECTIONS AND BALLOTS

Section 1: An election must be held within seven (7) school days after a general meeting which involved the open nominations for the positions of officers in the Association.

Section 2: Any uncontested position may be voted on at the general membership meeting after nominations for all positions are closed. A majority of those members present at the meeting will be needed to elect.

Section 3: A day must be determined at the general meeting on which each building will conduct elections.

Section 4: Building Representatives will distribute secret ballots supplied by the Executive Committee to each active member and provide for appropriate collection.

Section 5: Members will have the length of the pre-determined school day to cast their votes.

Section 6: Amendments and revisions to the Constitution and the Bylaws must be placed on a secret ballot or passed by a two-thirds vote of the members present at a general membership meeting as stipulated in Articles X and XI.

ARTICLE X AMENDMENTS

Section 1: This constitution may be amended or revised by a two-thirds vote of the members present at a general membership meeting; provided that the proposed

amendment or revision has been filed with the Representative Council and submitted in writing to the members at least 14 days before a general membership meeting.

Section 2: No amendment to this constitution shall be enacted which contravene the Constitution of the Pennsylvania Education Association or that of the National Education Association.

ARTICLE XI BYLAWS

Amendments and revisions to the Bylaws can be made at a general meeting by a two – thirds majority vote of those present, with written notice of amendments in each building two weeks prior to the meeting.

THE BYLAWS OF THE UPPER DUBLIN EDUCATION ASSOCIATION

ARTICLE I: MEMBERSHIP

A. Active Membership

1. Active membership shall be available to any person who is actively engaged in educational work in the Upper Dublin School District. An active member must satisfy the following eligibility requirements:
 - a. membership in NEA and PSEA;
 - b. eligibility under applicable laws and regulations to serve in the educational position in which employed;
 - c. payment of annual unified dues for active members.
2. Association active members alone shall be entitled to vote, hold office in the Association governance structure, and be nominees as delegates to the PSEA and NEA conventions.

B. Reserve membership

1. Reserve membership shall be available to any active member who is on leave. A reserve member must satisfy the eligibility requirements of an active member except for the amount of dues paid which shall be full UDEA dues, and reduced PSEA and NEA dues in accordance with PSEA and NEA policies.

C. Maintenance of membership

1. All members must maintain their memberships for the duration of a collective bargaining agreement and may resign from the Association only during a period of fifteen days prior to the expiration of any such agreement. (Article XXVII of Contract and Act 195 Section III (18)).

ARTICLE II: BUDGET AND DUES

A. Establishment of budget and dues.

1. The Treasurer shall prepare a proposed budget which shall include a recommendation for the amount of UDEA dues.
2. The Treasurer shall present a proposed budget to the Executive Committee for review.
3. The Representative Council shall review and approve a proposed budget.
4. The General Membership shall adopt the final budget by a majority vote at the spring General Membership meeting.

B. Payment of dues.

1. Active and reserve members may pay dues by payroll deduction or cash. If a member elects to pay by cash, it must be done in one of the following ways: a single payment made by December 31 to the treasurer, or if the total dues are greater than the local association's dues, then they should be paid in two equal payments received by December 31 and April 1.
 - a. If any member fails to meet these payment requirements (after a 10 day grace period) then a finance charge of five (5) percent may ~~will~~ be charged. A member failing to pay dues and finance charges owed by June 30 will be liable to have his/her unified membership in local, state, and national associations revoked.
2. Payroll deductions must be made with the expressed, written authorization, signed by the member, on a form acceptable to both the Association and the School District. Such authorization shall be deemed in continuous effect until and unless it is revoked in writing by the member. Such revocation shall be accomplished on a form acceptable to both the Association and the School District.

ARTICLE III: EXECUTIVE COMMITTEE

A. The Executive Committee shall have the following powers and duties:

1. To carry out the mandates of the Representative Council, to establish Association policies which are not inconsistent with these mandates and to perform such other duties as may be required by the Constitution and Bylaws.
2. To establish special committees, and to define their functions, duties and powers.
3. To call special meetings of the Representative Council and General Membership by a majority of its voting members.
4. To allocate Association funds and to approve the expenditure of Association funds for purposes not expressly budgeted.
5. To delegate such duties as it deems appropriate.
6. To authorize an audit of the treasury.

B. A majority of the officers shall constitute a quorum of the Executive Committee.

ARTICLE IV: DUTIES AND POWERS OF OFFICERS

A. The President shall:

1. Represent the Association as spokesperson on policy matters.
2. Serve as the chairperson of the Executive Committee and the Representative Council.
3. Serve as an ex-officio member without vote on all standing and special committees.
4. Serve as a member of the District Liaison and Instructional and Professional Development Committee or appoint a designee to attend in his/her absence.
5. Communicate with the district representative, as determined by the

- contract to present the Association's items for the District Liaison Committee or appoint a designee to attend in his/her absence.
6. Appoint or dismiss chairperson of standing and special committees, special representatives on behalf of the Association, a Contract Administrator and a Chief Negotiator.
 7. Sign jointly with the Treasurer for disbursements of the General Fund.
 8. Prepare an agenda for each meeting of the Executive Committee and Representative Council.
 9. Be a delegate to the PSEA House of Delegates and the NEA Representative Assembly.
 10. Perform such other functions as may be approved by the Executive Committee or which are customarily assumed by the chief executive officer of an association, including the right to delegate certain duties to the officers.
 11. Attend monthly School Board meetings or appoint a designee to attend in his/her absence.
 12. Upon vacating the office, the president will consult with the incoming president as needed.

B. The 1st Vice President shall:

1. Assume all duties of the President in case of the absence, resignation, or removal of the President.
2. Be ex-officio member without vote of all standing and special committees.
3. Serve as a member of the District Liaison Committee.
4. Perform such duties as delegated by the President.
5. Be a delegate to the PSEA House of Delegates.

C. The 2nd Vice President shall:

1. Be ex-officio member without vote of all standing and special committees.
2. Serve as a member of the District Liaison Committee.
3. Perform such duties as are delegated by the President.
4. Should the position of President-Elect be vacant, be a delegate to the PSEA House of Delegates.

D. The Secretary shall:

1. Attend all Executive Committee meetings, Representative Council meetings and General Membership meetings.
2. Record minutes and prepare copies for appropriate distribution.
3. Assist the President with official Association correspondence.
4. Keep reserve members informed via the mail or email.
5. Maintain systematic files of letters received, copies of letters sent, records of the association, committee reports, and lists of officers, chairpersons, and committee members.

E. The Treasurer shall:

1. Serve in the preparation of the Association's annual budget.
2. Receive all monies of the Association and pay out the same to reimburse legitimate expenses.
3. Sign jointly with the President for all disbursements of funds.
4. Report to the Executive Committee monthly all Association receipts and disbursements and to the Representative Council the condition of the Treasury.
5. Perform such other duties as may be assigned by the Executive Committee.

ARTICLE V: DUTIES AND POWERS OF MEMBERS-AT-LARGE

A. Two voting members-at-large elected by the general membership shall:

1. Represent all members at all Executive Committee meetings and Representative Council meetings.
2. Represent the Association at the District Liaison committee at the request of the President.
3. Relay concerns of the members to the Executive Committee.
4. Assume such other duties as may be assigned by the Executive Committee.

ARTICLE VI: REPRESENTATIVE COUNCIL

A. The Representative Council shall have the following duties and powers:

1. To develop general policies of the Association and mandates for the Executive Committee.
2. To review and approve proposed Association budget and dues.
3. To determine whether a grievance should proceed to arbitration.

B. A majority of the Representative Committee members shall constitute a quorum of the Representative Council.

ARTICLE VII: BUILDING REPRESENTATIVES

A. The Building Representatives shall have the following duties and powers:

1. To attend all Representative Council meetings or designate an alternate.
2. To call meetings of the Association members in the building in order to discuss Association business.
3. Investigate member complaints, respond to the member and/or submit the complaint to a member of the Building Liaison committee for further action.
4. Assist in enrolling members in the Association.

5. Serve as a communication link between members and the Executive Committee, especially disseminating Association communications.
6. Gather names of those interested in new Building Representatives and Principal's Liaison committee members during the spring following the spring general membership meeting. If the positions are contested, conduct a building election.

B. Any faculty representative who is absent from two regularly scheduled Representative Council meetings in any year without providing an alternate may be removed from office by the majority vote of the buildings members, who shall fill the vacancy by a special election.

C. Building Representatives shall be elected by the active members in the building in conformity with the Constitution and the procedures developed by the Executive Committee.

ARTICLE VIII: BUILDING AND DISTRICT LIAISON COMMITTEES

- A. According to Article XI, section A of the contract, the Association shall select a Liaison Committee for each school building.
 1. The Committee shall consist of three (3) members for each building, unless there are over fifty (50) teachers in a building in which case there shall be five (5) members.
 2. The Committee shall be elected by a plurality of the voting members of a building through an election at the beginning of the school year.
 3. The Committee shall meet with the building Principal once monthly on all matters as specified in the contract.
- B. According to Article XI, section B of the contract, the president, vice-president, contract administrator, and three (3) other representatives of the Association shall meet with the district representative once monthly.
 1. The three other representatives will be appointed by the president.
 2. The Committee shall meet with the district representative on all matters as specified in the contract.

ARTICLE IX: COMMITTEES

- A. The Chairpersons of the committees shall be appointed by the president and shall be non-voting members of the Representative Council. All committee members shall be appointed by their respective chairperson.

B. Chairpersons of the standing committees will hold meetings of their committees at least once a month during the school term. The chairperson of a special committee will hold meetings as needed.

C. Standing Committees

1. Negotiations Committee – The Negotiations Committee shall review all existing economic and non-economic personnel policies and prepare a survey to be distributed to the membership to determine their requirements and develop a proposed package to be negotiated with the Board of School Directors by the Association’s Negotiations Team. The Negotiating Team shall be selected from this committee by the Chief Negotiator with the approval of the Representative Council.

2. Public Relations Committee – The Public Relations Committee shall assume responsibility for the UDEA publications, for relations with the press, radio, and television, and for all other public relations activities.

3. Membership Committee – This Committee shall organize an annual review of membership status and method of dues payment. Building Representatives and this Committee shall enlist, enroll, and orient new members. Also, Membership shall submit a monthly report to Executive committee.

4. Instructional and Professional Development Committee – The IPD Committee shall promote the educational objectives of the Association by its representation on the contractually–defined Instructional and Professional Development Committee. The committee shall work in accordance with contract language.

5. Social Committee – This Social Committee shall organize such social activities as may serve the needs of members and promote fellowship within the Association. It shall attend to all communications to sick or retired teachers as directed by the President.

6. Grievance Committee – The Grievance Committee shall assist and advise a grievant with regard to his or her grievance and shall make a recommendation to the Representative Council whether the grievance should be taken to arbitration. The chairperson of this committee is designated the Contract Administrator who serves as the official representative of the Association in all grievances.

a. The Contract Administrator shall serve on the Executive Committee, Representative Council, and the District Liaison Committee. He/she is responsible for the first attempt at resolving a grievance informally by presenting the matter to the appropriate administrator. Should the grievance not be resolved, the Contract Administrator shall be responsible for pursuing the grievance in accordance with the procedures of the contract.

7. Political Action Committee for Education - The P.A.C.E. shall inform the members about the political actions taken by the PSEA and NEA and promote a political action program for the Association. The committee shall also maintain information on all local, state and national legislative matters affecting the interest of the Association.
- D. Each standing committee shall be comprised of as many Association members as deemed necessary by the chairperson as approved by the Executive Committee. The length of term, the manner of filling vacancies and the method of removal of members for cause shall be established by the Executive Committee.
- E. Each year the President shall appoint special committees as may be deemed necessary by the Executive Committee or Representative Council and shall discharge them upon the completion of their duties. These committees shall operate according to guidelines approved by the Executive Committee.

ARTICLE X: GENERAL MEMBERSHIP

- A. The General Membership shall have the following powers and duties:
1. To elect officers of the Association;
 - a. 2. To ratify collective bargaining agreements negotiated by the Association as outlined in Article XIV.
 3. To give direction to the Representative Council on matters of Association and member concerns;
 4. To adopt a budget.
- B. A majority of active members present shall constitute a quorum at General Membership meetings.

Article XI: DELEGATES

- A. Delegates to the Conventions of the National Education Association (NEA), and the Pennsylvania State Education Association (PSEA) shall be elected consistent with the rules, procedures, constitution, and bylaws of the PSEA and NEA.
- B. Delegates to the PSEA House of Delegates will be elected in the spring to serve for the following Fall and Spring House of Delegates.

Article XII: AUTHORITY

- A. Robert's "Rules of Order" (Revised Edition) shall be the parliamentary authority for the Association on all questions not covered by the Constitution and Bylaws and such standing rules as the Representative Council may adopt.

ARTICLE XIII: EXPENSES

A. Expense Accounts

1. The Association shall reimburse officers, chairpersons, and any designated representative only in accordance with the amounts specified in the annual budget.

B. Authorization of payments

1. Expenses approved by the Executive Committee or the Representative Council will be paid by the Treasurer in advance or in response to request for payments.
2. Expenses incurred by an officer or a committee chairperson as a part of normal business for this person will be paid by the Treasurer without prior approval provided the amount shall be less than \$50. Treasurer may withhold payment pending further justification and approval by the Executive Committee.
3. Expenses in amount of \$50 or more must be approved by the President before being incurred by an officer or a committee chairperson.

ARTICLE XIV. CONTRACT RATIFICATION

- A. The Association will bargain with the school board's representative to establish a contract with the school board for educating in Upper Dublin following the laws, timelines, and procedures mandated by the state of Pennsylvania.
- B. When a tentative agreement is obtained with the school board, the members of the negotiation committee will present the agreement to the membership in a meeting held at a location accessible to all members. Twenty-four hour notice must be given to members before the meeting is held.
- C. Open discussion and questions, following Robert's Rules of Order, will be conducted by the UDEA officers and negotiation team.
- D. All members will be given a copy of the salary scale with all steps and a complete copy of any section of the contract where changes are being proposed. Changes will be noted in writing.
- E. Members must be given at least twenty-four hours to consider the tentative agreement before a secret one ballot, one vote election is held to determine if the contract will be accepted.

ARTICLE XV. SCHOLARSHIP

- A. The Association will award a scholarship to a deserving graduating senior who plans to become a professional educator.
- B. A special committee will administer the application process according to procedures approved by the Representative Council.
- C. The amount of the scholarship shall be determined during the annual budget and dues proposal and approval process.

ARTICLE XVI: PROFESSIONAL RIGHTS AND RESPONSIBILITIES

A. Actions at the local level:

1. The Executive Committee will consider any professional problem as it is reported in writing by a member or group of members. With the assistance of a Mideastern Region representative, it shall determine whether the problem is a grievable item, an ethics matter, a legal matter, or an issue for further investigation.
2. Should the matter not be grievable but be an ethics complaint, the member or group of members shall refine the charges and the Executive Committee will file these charges with the Mideastern Representative to the PR&R Commission.

ARTICLE XVII: AMENDMENTS TO THE BYLAWS

- ### A. Amendments and revisions to the bylaws shall be made in accordance with the provisions made in the constitution.

ADDENDA INFORMATION REGARDING PR&R

A. Definition of PR&R Services

1. All PSEA members are entitled to services of the PSEA Commission on Professional Rights and Responsibilities in protecting their rights as a teacher, and as a member of the Association.
2. The PR&R Commission is composed of representatives from all levels of educational practice, provided for in the PSEA's constitution and bylaws, to promote and enforce the Code of Ethics, and the Bill of Rights of the Education Profession.

B. Objectives of the PR&R Commission

1. Defend members of the teaching profession, school systems, and the cause of education against unjust attacks; investigate controversies involving teachers and schools.
2. Encourage the development and use of personnel policies that attract and hold competent professional personnel.
3. Aid in the improvement and extension of teacher tenure rights.
4. Protect the rights of members of the teaching profession and foster conditions of academic freedom.

5. Gather information about various individuals and groups who criticize or oppose education, and make resumes of their activities.
6. Investigate cases of alleged unethical conduct by members of the teaching profession and report to the Committee on Professional Ethics.
7. Conduct due process hearings and report to the PSEA Board of Directors the name of any member who violates the PSEA Code of Ethics.
8. Issue reports, opinions, and procedures in such other activities as are appropriate to the development of better understanding professional rights and responsibilities by the profession and the public.

C. Actions at the state level.

1. Actions of the PR&R Commission are governed by the PSEA Constitution and Bylaws and by procedures adopted by the House of Delegates.

NOTE: By a petition of any five members of the Association, any professional problem can be taken directly to the PR&R Commission.