

Constitution of the Staples Motley Education Association

Ratified May 22, 2012

Preamble

We, the members of the Staples Motley Education Association, Education Minnesota, National Education Association, and American Federation of Teachers, believing that the active participation of non-supervisory licensed educational personnel in the development of educational policy is essential for sound education in a democratic society, have joined together, as herein defined in this Constitution and Bylaws, for the purpose of exerting a collective and positive influence on education in Independent School District 2170.

Staples Motley Education Association shall provide a united voice for public education, leadership in educational innovation, dedication to Minnesota students and families, and an unwavering commitment to the welfare of our members.

Staples Motley Education Association shall be a local Organization that provides professional services to its membership by building and maintaining a strong, effective local, and by promoting instructional advocacy. Staples Motley Education Association shall be committed to democracy in the workplace and within the Organization.

If any provision of this Constitution and Bylaws conflict or violate the Constitution and Bylaws of Education Minnesota, National Education Association, or the American Federation of Teachers, the provisions of the State and National Organizations shall supersede those contained herein.

Article I (Name)

The name of this organization shall be the Staples Motley Education Association, hereafter known as the Association.

Article II (Purpose)

The purpose of the Association shall be to:

Section 1: Serve all teachers of Independent School District 2170 as the exclusive representative whenever such authority exists in accordance with MS Chapter 179A Public Employee Labor Relations Act.

Section 2: Represent its members in collective bargaining with ISD 2170 and to process grievances.

Section 3: Improve the professional, civic, economic, and social status of its members.

Section 4: Promote the improvement of public education.

Section 5: Establish and maintain an ongoing public relations effort within the teacher ranks and the community.

Article III
(Membership)

Membership in the Staples Motley Education Association shall be in accordance with the Constitution and Bylaws of Education Minnesota, National Education Association and the American Federation of Teachers. The membership year shall be September 01 through August 31. No one shall hold office in the Staples Motley Education Association who is not an active member of Education Minnesota, National Education Association and the American Federation of Teachers.

Section 1: Membership shall be restricted to teachers employed in whole or in part by Independent School District 2170. The word "teacher" as used herein shall mean any person who is certified where required, and a major part of whose time is in direct contact with students. Eligibility of full membership privileges in this Association shall be restricted to those teachers, as heretofore defined, who voluntarily pay the membership dues as established herein.

Article IV
(Officers and Board)

Section 1: It is recommended that the executive board of the Association consist of the following officers: a President, a Vice President, a Secretary, a Treasurer, a Membership Chair, a Web Editor/Communications Specialist, a Teacher Advocate representing each building in our district, and the Past President.

Section 2: In the event that there are less than eight members that occupy the nine positions listed in Section 1, "at large positions" will be filled to maintain a minimum of eight members, making up the Executive Council.

Article V
(Affiliation)

The Staples Motley Education Association is affiliated with Education Minnesota, National Education Association, the American Federation of Teachers and the AFL-CIO in accordance with the provisions of the Constitution and Bylaws of these bodies. Individuals will be members of Education Minnesota, National Education Association, the American Federation of Teachers and the AFL-CIO.

Article VI
(Rules for Amending)

Section 1: Any dues-paying member of the Association may introduce, in writing, a proposed amendment to this Constitution at any regular monthly meeting. The Secretary in the notice to the membership of the next monthly meeting shall include the text of the proposed amendment and announce that it shall be voted on at that meeting. A simple majority of those members present and voting at the next regular monthly meeting shall be required to adopt the amendment.

Article VII
(Ratification/Rejection)

Section 1: This Constitution shall be ratified or rejected by majority vote of the membership. It shall become effective immediately on ratification by the membership, should such ratification occur.

Section 2: The duration of this Constitution shall be continuous, or until changed.

Bylaws of the Staples Motley Education Association

Article I

Section 1: Robert's Rules of Order, Revised, shall be the authority on all questions of procedure not specifically stated in this Constitution and Bylaws.

Article II

(Duties and Emoluments of Office)

Section 1: The President shall be the recognized leader in all aspects of the Association for a term of two (2) years. He/She shall preside at all meetings of the Association and of the Executive Board unless other leadership is provided. He/She shall sign all vouchers authorized by the Executive Board or the membership. He/She shall appoint, with Executive Board approval, members of any committee formed to complete the objectives of the Organization. The emolument of the President shall be 4.400% of the base salary for each year payable from the Association treasury at the conclusion of each year of office. He/She, or a designated representative, shall attend all School board meetings during the school year. A more complete job description is listed in the appendix for all positions within the Association.

Section 2: The President Elect shall be recognized as a leader in all aspects of the Association in the absence of the President. He/She shall serve as assistant negotiator on the master contract committee. A person elected to this position will serve the first year as President Elect/Assistant Negotiator, followed by two (2) years as President (see Section 1), and a fourth year as Past President (see Section 3). The emolument of the President Elect shall be 2.0% of the base salary for each year payable from the Association treasury at the conclusion of each year of office. A more complete job description is listed in the appendix for all positions within the Association. This position will be elected in the spring of every even year.

Section 3: The Past President shall be a one year position and shall be filled as outlined in Section 2 above. The Past President shall perform all duties of the President Elect when that person is unable to fulfill duties. The Past President shall also serve as an ex-officio member of the Executive Board for one year. The emolument of the Past President shall be 0.75% of the base salary for each year payable from the Association treasury at the conclusion of each year of office. A more complete job description is listed in the appendix for all positions within the Association.

Section 4: The Secretary shall be responsible for creating and maintaining a record of all meetings of the Association and Executive Board for a term of two years. The emolument of the Secretary shall be 0.75% of the base salary for each year payable from the Association treasury at the conclusion of each year of office. A more complete job description is listed in the appendix for all positions within the Association.

Section 5: The Treasurer shall be responsible for the collection and accounting of all dues and assessments for a term of two years. He/She shall be the chairperson of the Association budget committee, and shall carry out such functions as requested by the President and those set forth in the Constitution, and/or Bylaws of the Association, and the appendix. The emolument for the Treasurer shall be 0.75% of the base salary for each year payable from the Association treasury at the conclusion of each year of office. A more complete job description is listed in the appendix for all positions within the Association.

Section 6: The Membership Chair shall be responsible for the annual membership drive, collection of all dues, as well as the responsibilities stated in the appendix for a term of two years. Membership Chair shall be 0.75% of the base salary for each year payable from the Association treasury at the conclusion of each year of office. A more complete job description is listed in the appendix for all positions within the Association.

Section 7: The Teacher Advocates shall serve as the building Member Rights representative. The emolument for the Teacher Advocate representing each building shall be 1.29% of the base salary for each year payable from the Association treasury at the conclusion of each year of office. A more complete job description is listed in the appendix for all positions within the Association.

Section 8: The Lead Negotiator will serve as chairperson of the Master Contract Negotiations Committee until a new Master Contract is ratified. The emolument for each Lead Negotiator shall be 3.3% of the base salary for each ratified contract, paid from the Association treasury at the conclusion of the negotiations process. This means that the contract has been ratified and all required reports have been filed with Education Minnesota. A more complete job description is listed in the appendix for all positions within the Association.

Section 9: The Negotiating Committee members (up to 4 people exclusive of the Lead and Assistant Negotiators) will serve with the Lead and Assistant Negotiators on the Negotiations Committee until a new Master Contract is ratified. The emolument for each committee member shall be 0.75 % of the base salary for each ratified contract, paid from the Association treasury at the conclusion of the negotiations process. This means that the contract has been ratified and all required reports have been filed with Education Minnesota. A more complete job description is listed in the appendix for all positions within the Association.

Section 10: The Web Editor/Communications Chair shall be responsible for entering and updating information on the SMEA website. The emolument for the Web Editor/Communications person shall be 0.75% of the base salary for each year paid from the Association treasury at the conclusion of each year of office. A more complete job description is listed in the appendix for all positions within the Association.

Section 11: Should any person in a leadership role within the Association fail to serve for a full year, the Executive Board may, at their discretion, authorize payment of a prorated share of the emolument to which the person would otherwise have been entitled.

Article III
(Terms of Office)

Section 1: All duly elected officers and members of the Executive Board shall take office on June 01 and shall serve until May 31 of the year in their election cycle in accordance with the following procedure, and subject to the exceptions noted during the period of transition. Election in odd number years will apply to: Membership Chair, Treasurer, and Motley and Staples Elementary Teacher Advocates. Elections during even numbered years will apply to; Web Editor, Secretary, High School Teacher Advocate, Lead Negotiator, and the President Elect.

- a) In the event of a vacancy in the office of the President, President Elect, Secretary, Treasurer, Membership Chair, Lead Negotiator, Web Editor/Communications Chair or Teacher Advocate, the vacancy shall be filled by means of a special election within thirty five (35) days of such vacancy occurring. Should a person be elected to fill a position via this method, the term of service begins immediately upon election.
- b) Any Association Officer may be impeached and removed from office for malfeasance or misfeasance in office in accordance with the following procedure.

Subdivision 1: A petition for impeachment alleging specific charges to bring about impeachment and removal from office shall be signed by not less than ten percent (10%) of the dues-paying membership, and presented at a regular monthly meeting.

Subdivision 2: A special membership meeting shall be called by the Executive Board within fifteen (15) calendar days of presentation of such petition. All Association members shall be furnished with the bill of particulars, and notified at least three (3) days in advance of the special meeting. The President shall preside at the special meeting unless the meeting concerns the office of the presidency in which case the President Elect shall preside.

Subdivision 3: The special meeting shall take place as a quasi-judicial hearing, with evidence taken under oath or affirmation. Immediately following the special meeting, a vote of the Association members present shall be taken and should the majority so vote, the Officer shall be removed from office.

- c) There shall be no bar to the number of terms that any elected member of the Association may serve.
- c) The only requirements for holding an Association position is recognized as demonstrated leadership, capability and willingness to do the job.

Article IV
(Executive Board)

Section 1: Upon the Executive Board shall rest the duties, responsibilities, and final authority for the conduct of the Association in all matters, except as stated otherwise in the Constitution and Bylaws; provided that they may at any time refer any matter to the entire membership for general consideration with the Board prescribing the manner of voting thereon, except where otherwise prescribed in the Constitution or Bylaws.

Section 2: The Executive Board, by a two-thirds vote, shall authorize the spending of money received from dues or contributions.

Section 3: The meetings of the Executive Board shall be held at the call of the President, or at the call of the majority of the Executive Board. It shall be the duty of the Board to act upon matters of business which are to be presented at the regular meetings of the Association and to fill vacancies which may arise between Annual Meetings.

Article V
(Association Leave)

Section 1: All requests for Association Leave (Master Contract Article IX) shall be referred to the President for approval according to the policies found within this document.

Article VI
(Nominations and Elections)

Section 1: Election Procedures. All elections shall be governed by applicable State and Federal Laws.

- a) All members shall receive information of upcoming elections with at least 30 days notice.
- b) Every voting member shall have a fair and equal opportunity to participate in the election without unreasonable impediment.
- c) A member shall be elected with a simple majority of the voting membership.
- d) Representatives of the competing candidates should be allowed to observe, but not actually participate in the counting of the ballots.
- e) The used, unused and challenged ballots, with the accompanying envelopes used to return the ballots, along with other documents related to the election, should be safely stored for one year, in case there is a challenge to the election.
- f) No Association funds may be used to support any candidate.

- g) The Association should comply with reasonable requests to distribute campaign literature, at the candidate's expense.
- h) Candidates have the right to inspect the membership list once every thirty (30) days prior to the election. No candidate can have preferential access to the list.
- i) There shall be an open nominations process for all elections.
- j) If there is only one candidate for a position, the election for the position may be waived, and the candidate declared elected. In order to waive such an election, at least 30 days must have been provided for nominations.

Section 2: The election of all Officers shall be conducted, by ballot, on a date to be determined by the executive board. The Executive Board shall have the power to make all necessary rules for carrying out the election.

Section 3: Contract Ratification and Strike Vote

Subdivision 1: Voting on the Master Contract

- a) An Election Board, made up of three (3) members of the Executive Board, exclusive of the President, Secretary, Treasurer Chair, and Membership Chair will be charged with the administration of all such elections and reporting, in writing, to the SMEA President the results of same. The written report will account for all Association members entitled to vote.
- b) Approval of the Master Contract occurs when a simple majority of the membership has registered their approval in accordance with the procedure outlined below.
- c) When a tentative agreement has been reached, a meeting shall be held for Association members only. At this meeting, a comprehensive written report of the language and financial terms of the tentative agreement shall be presented. Association members will be allowed to express themselves regarding the terms of the tentative agreement at this time. The ballot distribution process and voting timelines will also be explained at this meeting.
- d) In no case will a vote be taken where members are not given at least three (3) working days to consider their choices. The Teacher Advocate for each building is charged with notifying the membership as to when the ballots are to be turned in for tallying.
- e) The Treasurer and Membership Chair will be charged with preparing an envelope with each Association member's name written thereon. Contained in this envelope will be a plain envelope with a number printed thereon, and keyed to a membership list, which will be maintained by the Treasurer and Membership Chair, and a blank ballot.
- f) These envelopes will be delivered to the Teacher Advocates who will ensure that each Association member has been given the correctly labeled envelope.

- g) There will be two boxes used at each site during this election process. Members must complete their ballot and return it to the designated box in the sealed, numbered envelope.
- h) Upon conclusion of the vote, the Teacher Advocate from each building will deliver the envelopes which contained the ballots to the Membership Chair. No record of how an individual member voted is kept, however, the membership chair will keep individual ballots.
- i) Ballots and envelopes will be maintained for ninety (90) days after which they may be destroyed. The roster indicating the members of the Association who voted, by name, will become part of the Association records.
- j) Proxy and absentee ballots will be accepted. These may be obtained from the Membership Chair, who will make available the proper forms to allow for acceptance and counting.

Subdivision 2: Strike Procedures

- a) A strike authorization vote is defined as a vote on the question of whether the Association should hold a strike vote.
- b) Voting to authorize a strike may take place at a regular or special membership meeting. Of the members present and voting at such a meeting, a 75% majority is needed to authorize a strike vote.
- c) Upon “authorization of a strike vote”, a special meeting of the general membership shall be called by the President for the purpose of taking a strike vote. The date of this meeting shall be set by the President prior to adjournment of the meeting at which the strike authorization vote was granted.
- d) Notice of the date, time and location of the strike vote shall be disseminated by the Association Teacher Advocates from each building in the form of an individual flyer distributed in each teacher’s school mailbox.
- e) The strike vote shall be by secret ballot at the meeting called for this purpose.
- f) Of the members present and voting at such a meeting, a 75% majority is needed to authorize a strike.
- g) The President shall appoint a five (5) member Strike Committee.
- h) The Strike Committee shall direct all strike activities, including providing signs, organizing and assigning pickets, and such other items deemed necessary.
- i) The Executive Board or the President shall set the date of the strike.

Article VII
(Meetings)

Section 1: Meetings of the Association shall be held monthly as soon as possible following the monthly school board meeting. The President shall put out a call for agenda items five (5) days before the regular monthly meetings. The President shall publish, at least three (3) days in advance of the scheduled meeting, a bulletin listing the time and place for the meeting and the agenda items to be discussed and acted upon at the meeting, when known in advance.

Section 2: Special meetings

- a) Special meetings may be called by the President or the Executive Board without prior notice, but no official business may be transacted at such meetings.
- b) In addition, the President shall call a special meeting for a specific purpose upon the written petition of at least ten percent (10%) of the Association membership. The membership shall be given at least three (3) days written notice of special meetings, and an agenda of items to be discussed when meetings are scheduled under this section.

Article VIII
(Dues)

State and Federal dues will be assessed in accordance with the Dues Categories and Policies of Education Minnesota, National Education Association and the American Federation of Teachers. Local membership dues shall be determined by the Staples Motley Education Association in the following manner:

Section 1: On recommendation of the Executive Board the annual dues shall be approved by the membership at the first membership meeting of each year. Teachers entering the school district after September 1 will be assessed in accordance with the dues categories of Education Minnesota with the number of hours worked prorated over one school year. When teachers choose to fair share, the local can elect to forgive the local portion of the dues required by NEA, AFT, and Education Minnesota in order to avoid the need for an audit to be done by a CPA.

No net earnings shall result in a benefit of any member.

Article IX
(Quorum)

Section 1: A quorum for all meetings of the Association shall consist of members in attendance, after all members have been given at least three (3) days written notice of the meeting and an agenda of items to be discussed.

Article X
(Amendments)

Section 1: The Bylaws may be amended by a majority vote at any regular Association meeting, provided notice, in writing, of a proposed amendment shall have been filed with the Secretary and furnished to the membership in the written agenda announcing the meeting.

Article XI
(Delegates)

Section 1: Association members who attend professional meetings as delegates of the Association are eligible for reimbursement as defined in the policies section of the Staples Motley Education Association Constitution and Bylaws.

Article XII
(Waiver Provision)

Section 1: By majority vote of the attending Association membership, any portion of these Bylaws may be waived by voice or written ballot.

Article XIII
(Implementation and Expiration)

Section 1: These Bylaws shall be selectively implemented effective immediately upon ratification by the Association membership.

Section 2: In accordance with the Constitution of the Staples Motley Education Association, these Bylaws shall become null and void on a majority vote of the Association membership.

Article XIV
(Chain of command)

Section 1: If for some reason the President is unable to carry out his/her duties, the chain of command will rank as follows: 1st, President, 2nd President Elect, 3rd Past President, 4th Current or Immediate Past Lead Negotiator.

Appendix
(Responsibilities/Duties of SMEA local positions)

1. President
2. President Elect/Past President
3. Secretary
4. Treasurer
5. Membership Chair
6. Lead Negotiator
7. Negotiation team
8. Teacher Advocates
9. Web Editor/Communications Chair

Local President

Responsibilities/Duties

1. Serve as chief executive officer of, and official spokesperson for, the local:
 - To the membership
 - To the administration
 - To the community
 - To the Intermediate Organization, Education Minnesota, AFT, NEA.
2. Serve as the Chair of the Executive Board and perform all other job related obligations as set forth in the SMEA Bylaws/Constitution.
3. Appoint committee chairs and make committee assignments per local Constitution/Bylaws. Delegate responsibility and guide chairs in carrying out their duties.
4. Serve as ex-officio member of all committees.
5. Prepare for and conduct local meetings.
6. Involve the governance structure and total membership in the decision-making process.
7. In conjunction with the executive committee/board, develop goals to be completed during the year using the components of the Full Capacity Locals to assist in the planning.
8. Be aware of pending grievances, status of negotiations and happenings in the district.
9. Appoint and serve on the Meet & Confer Committee as provided in local Constitution/Bylaws.
10. Work with the treasurer to prepare and monitor a local budget. See that dues are forwarded and appropriate reports (for example, IRS) are filed.
11. Be accessible to members and their needs.
12. Know the Master Contract.
13. Attend appropriate training/leadership conferences at the intermediate, state or national levels.
14. Work with the At-Large Teacher Advocates in the local to establish a system to track and monitor grievances and grievances timelines.
15. Shall sign the Master Agreement based upon the direction of the vote of the bargaining unit.
16. Shall report the officer's names and addresses to Education Minnesota and national organizations as soon as election results are known.
17. In the year immediately following his/her presidency he/she shall serve a year as Past President. (for Past President duties see below)

President Elect

Responsibilities/Duties

1. Go to state sponsored negotiations trainings.
2. Assist the President in planning local meetings and local activities.
3. Shall serve as the Assistant Negotiator and work closely with the Lead Negotiator and the Negotiations Team.
4. Shall, with assistance from the Lead Negotiator, solicit members to serve on the Negotiations Team and recommend their approval to the Executive Board.
5. Shall serve as president of the organization in the two (2) years immediately following his/her one year term as President Elect.
6. In the year after his/her presidency he/she shall serve a year as Past President. (for Past President duties see below)
7. Shall serve as an ex-officio member of all councils and committees and instruct them in their responsibilities.
8. Shall be informed of local, state, and national organizations, their services, programs, constitutions, and activities.
9. Shall perform all duties of the president in his/her absence.
10. Shall perform such duties as may be assigned by the Executive Board or delegated by the president.
11. Shall serve a fourth year as Past President. (for Past President duties see below)
12. Shall assist in planning all SMEA professional and social activities.
13. Shall serve on the President's Executive Board.

Past President

Responsibilities/Duties

1. Assist the President in planning local meetings and local activities.
2. Shall perform all duties of the president in his/her absence.
3. Shall serve as an ex-officio member of all councils and committees and instruct them in their responsibilities.
4. Shall be informed of local, state, and national organizations, their services, programs, constitutions, and activities.
5. Shall perform such duties as may be assigned by the Executive Board or delegated by
6. Shall assist in planning all SMEA professional and social activities.
7. Shall serve on the President's Executive Board.
8. Shall be responsible for planning American Education Week activities.

Local Secretary

Responsibilities/Duties

1. Upon request, assist the president in preparing the agenda for meetings.
2. Distribute or post notices of meetings.
3. Attend monthly membership meetings recording minutes.
4. Keep a permanent record of Minutes from meetings and of any correspondence received or sent.
5. Keep Treasurer's Report with minutes as presented at meetings.
6. Maintain the local's archives with the Constitution/Bylaws, past and present officers, committee structures, etc.
7. Serve as a member of the President's Executive Board.
8. Attend appropriate meetings and training sessions with State and Intermediate organizations.
7. Perform all job related obligations as set forth in the SMEA Constitution/Bylaws.

Local Treasurer

Responsibilities/Duties

1. Receive, protect and care for, and disburse all funds of the local and keep an account of the same in accordance with the Treasurer's Handbook provided by Education Minnesota.
2. Assist in preparing a budget for the local, and serve as financial advisor to the local.
3. Prepare and submit monthly and annual financial reports to the local.
4. Verify accuracy of payroll deduction of dues with the local membership chairperson.
5. Establish the Fair Share amount to be paid annually.
6. Forward payment of dues to MMU and Education Minnesota.
7. Have financial records audited each year in accordance with Education Minnesota guidelines.
8. Prepare and file all necessary IRS forms as advised by the Education Minnesota treasurer.
9. Serve as a member of the President's Executive Council.
10. Perform all job related obligations listed in the SMEA Constitution/Bylaws.
11. Attend appropriate meetings and training sessions with State and Intermediate organizations.

Membership Chair

Responsibilities/Duties

1. Welcome new hires to the district with a personal as well as a written greeting.
2. Recruit/assign colleagues to serve as union mentors to the new hires.
3. See that new hires receive information about the union and are personally asked to become a member.
4. See that new hires learn about the community and the district.
5. Work with the human resources director or payroll person for the district to receive notice of new hires throughout the year and see to it the new hires are asked to become members (replacement staff, long-term subs, daily subs).
6. Act as a contact person for membership promotion.
7. Be responsible for the fall membership drive.
8. Order membership materials from Education Minnesota in the spring and see that they are distributed to the members.
9. Maintain membership rosters for the local and Education Minnesota and report additions, deletions, and changes three times each year to the local treasurer and the state.
10. Maintain computerized membership roster of the local according to building noting cash versus payroll deductions, and fair share list.
11. Work with the local treasurer to certify the correct dues amount to be forwarded to Education Minnesota.
12. Submit payroll deduction list to the district office and keep records of deductions.
13. Establish a process for the delivery of fair share notices and accompanying paper work (to the employer and the individuals). Contact fair share payers annually to recruit them as members.
14. Coordinate the development and implementation of programs for new hires.
15. Serve on the President's Executive Board.
16. Attend appropriate meetings and training sessions with State and Intermediate organizations.
17. Perform all job related obligations as set forth in the SMEA Constitution/Bylaws.

Lead Negotiator

Responsibilities/Duties

1. Serve as the main spokesperson in the negotiations process.
2. Shall, with assistance from the Assistant Negotiator, solicit members to serve on the Negotiations Team and recommend their approval to the Executive Board.
3. Be knowledgeable about the present contract
4. Be knowledgeable about the district's financial status.
5. Request and receive copies of all employer financial records available to the local.
6. Survey the membership regarding their needs/interests for contract proposals.
7. Return the survey results to the membership for refinement and develop the initial proposal for presentation on behalf of the bargaining unit.
8. Regularly report the status of negotiations to the membership.
9. Assist members in the interpretation of contract language as needed.
10. Serve on the Meet and Confer Committee.
11. Serve as a member of the President's Executive Board.
12. Perform all job related obligations ~~tasks~~ as set forth in the SMEA Constitution/Bylaws.
13. Attend appropriate meetings and training sessions with State and Intermediate organizations.
14. File all necessary reports with Education Minnesota upon ratification of the contract.

Local Negotiations Team

Responsibilities/Duties

1. Participate in strategy session involving language and/or financial as determined by the Lead Negotiator and the Assistant Negotiator.
 3. Be knowledgeable about the present contract.
 5. Assist in surveying the membership regarding their needs/interests for contract proposals.
 6. Perform tasks as assigned by either the Lead Negotiator or the Assistant Negotiator.
 7. Regularly report the status of negotiations to the membership.
 8. Assist members in the interpretation of contract language as needed.
 9. Serve on the Meet and Confer Committee.
 10. Serve as a member of the President's Executive Board.
 11. Attend appropriate meetings and training sessions with State and Intermediate organizations.
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Teacher Advocate Representative

Responsibilities/Duties

1. Listen to your members and refer them to the appropriate committee for needed assistance.
2. Act as a “problem solver” for the members. If necessary, process formal grievances through whatever steps are needed to get problems solved.
3. Keep members informed of their rights and responsibilities through present contract language, current statutes, and the Code of Ethics.
4. Police the master contract through familiarization with current language. Note where problems may occur within the contract and where new or revised language may be needed. Work closely with local’s negotiators.
5. Become involved with the negotiations process by either attending negotiations sessions or the planning sessions for proposed contract language.
6. Serve as a representative with members at disciplinary meetings with administrators or any other times as needed/requested.
7. Serve on the Meet and Confer Committee.
8. Keep members informed of activities, events, problems, and accomplishments.
9. Recruit new members to the local and assist new members in becoming familiar with the school district and the local. Promote 100% membership from your building.
10. Assist the membership chairperson in verifying correct names, addresses, and phone numbers of members.
11. Serve as the main source of communication to the members in your building.
12. See that appropriate union material is displayed on bulletin boards.
13. Develop the personal contact system for your building, and serve as the initiator of any messages to be sent through the system.
14. Distribute appropriate communications in your building.
15. Advise the president of concerns in your building.
16. Assist members in receiving help they may need for member rights, membership concerns, etc.
17. Help identify members who will serve on committees.
18. Represent your building at meetings of the President’s Executive Board.
19. Perform all job related obligations as set forth in the SMEA Constitution/Bylaws.
20. Attend monthly meetings of the membership.
21. Attend appropriate meetings and training sessions with State and Intermediate organizations.

Local Web Editor/Communications Chair

Responsibilities/Duties

1. Serve as liaison to Education Minnesota for website information.
2. Keep information on SMEA website up to date.
 - a. President's Message
 - b. Minutes of general and executive board meetings.
 - c. Dates/Times/Places of SMEA meetings.
 - d. Dates/Times/Places of Meet and Confer meetings
 - e. Dates/Times/Places of School Board meetings
 - f. Negotiations information including current SMEA Contracts and Constitution and By-laws.
 - g. Notify membership of information on local website and Education Minnesota links.
 - h. Other information as requested
3. Submit articles for publication to MN Update
4. Attend appropriate meetings and training sessions with State and Intermediate organizations.
5. Serve as a member of the President's Executive Board.

Executive Board

The responsibilities/duties of the Executive Board of this association shall be as follows:

1. To advise the Officers.
2. To present recommendations to the general membership.
3. To propose a budget and dues structure.
4. To authorize expenditures other than routine items of budget expenditure.
5. To reallocate moneys within the approved budget.
6. To authorize supportive bannering and picketing as necessary.
7. To follow the strike procedures in accordance with rules and procedure as established in this constitution and state statutes.
8. To instruct the President to establish special Committees when needed.
9. To make final approval of all Standing Committee chairpersons and members.
10. To initiate resolutions.
11. To formulate policy and to oversee the writing and updating of a policy manual.
12. To act for the membership in the interim between regular and/or special general membership meetings.
13. To establish the salaries of all employees of the SMEA.