

By-Laws

CCA EXECUTIVE BOARD

STANDING RULES

1. Duties of the Committee:

- A. The Executive Board is empowered to operate the business of the Association when the Representative Assembly is not in session.
- B. The Executive Board may direct any committee to study the concerns of the membership or to implement action.
- C. The Executive Board may assist the President in preparing the agenda for the Representative Assembly.
- D. The Executive Board will receive reports from the committee chairpersons and/or the board liaison.
- E. The Executive Board shall attend an annual training/planning session as scheduled by the president.
- F. The Executive Board *shall fulfill, at a minimum, 85% of the duties outlined under their position duties.*
- G. *The Executive Board shall divide the county worksites and follow the express duties outlined under their position duties.*
- H. *The Executive Board shall attend Board of Education Committee and Board of Education meetings.*
- I. *The Executive Board shall attend meetings with the Superintendent with Superintendent.*

2. Meetings

The Executive Board shall meet monthly or at the call of the President or at the request of three of the members of the committee.

3. Attendance

- A. The officers will attend all business meetings of the Executive Board and the Representative Assembly.
- B. Any officer who must be absent from any of the meetings should notify the President prior to the meeting.
- C. Each member of the Executive Board shall attend meetings of the Executive Board. Members absent for cause shall notify the President of the absence as soon as possible prior to the meeting. Executive Board members absent for *more than half of the regular* meetings may be replaced by the Representative Assembly upon recommendation of the Executive Board.

4. Duties of the Officers:

A. The President:

1. Preside over meetings of the local association.
 - a. Executive Board
 - b. Representative Assembly
 - c. Other meetings where the business of the association will be discussed
2. Suggest policies and plans for work for all committees
3. Attend School Board meetings and committee meetings of the Board
4. Act as spokesperson for local association
5. Assist in *Educator* Rights matters and member concerns
6. Set agenda(s) for all business meetings
7. Establish monthly meetings with Administration
8. Oversee FCPE operations
9. *Recommend* committee chairpersons to *Association Representatives*
10. *Suggest policies and plans of work for all committees on vital problems of the profession*
11. Visit schools to enhance the visibility of the Association
12. Recruit editor for and contribute to CCAE Newsletter
13. Direct the workflow of the clerical staff in conjunction with the NCAE professional staff
14. Oversee monthly membership reconciliation process
15. Serve as an ex-officio member of all CCAE Committees
16. Assign a designee and/or assist all other officers where needed to contact other worksites
17. *Recruit a representative for each of his/her assigned worksites*
18. *Contact representative(s) from assigned worksites as needed for any Association business such as:*
 - a. *Representatives that miss Association meeting*
 - b. *Organize groups from assigned worksites to attend Cumberland County Board of Education meetings as needed*
 - c. *Organize group from assigned worksites to participate in FCPE and PAC events as needed*
19. *Follow the Executive Board Guidelines*

B. The Vice-President:

1. *The Vice-president shall perform all duties belonging to the office of President in his/her absence*
2. *Shall be the Membership Committee Chairperson*
3. *Shall be on the Executive Board*
4. *Attend CCS School Board meetings and committee meetings*
5. *Suggest policies and plans for work for all committees to the president*
6. *Assist in Educators Rights matters and members concerns*

7. *Assist in setting agenda for all business meetings*
8. *Attend meetings with Superintendent*
9. *Recruit for and contribute to CCAE Newsletter from assigned worksites*
10. *Assist with monthly membership reconciliation process*
11. *Recruit a representative for each of his/her assigned worksites*
12. *Contact representative(s) from assigned worksites as needed for any Association business such as:*
 - a. *Representatives that miss Association meeting*
 - b. *Organize groups from assigned worksites to attend Cumberland County Board of Education meetings as needed*
 - c. *Organize group from assigned worksites to participate in FCPE and PAC events as needed*
13. *Attend an annual training/planning session as scheduled by the president*
14. *Follow the Membership Committee Guidelines*

C. The Secretary shall keep a record of the proceedings of all business meetings of the Executive Board and the Representative Assembly and shall perform all other duties subject to the job of the Secretary.

1. *Shall be the Communication Committee Chairperson*
2. *Shall be on the Executive Board*
3. *Attend CCS School Board meetings and committee meetings*
4. *Suggest policies and plans for work for all committees to the president*
5. *Assist in Educators Rights matters and members concerns*
6. *Assist in setting agenda for all business meetings*
7. *Attend meetings with Superintendent*
8. *Recruit for and contribute to CCAE Newsletter from assigned worksites*
9. *Assist with monthly membership reconciliation process*
10. *Recruit a representative for each of his/her assigned worksites*
11. *Contact representative(s) from assigned worksites as needed for any Association business such as:*
 - a. *Representatives that miss Association meeting*
 - b. *Organize groups from assigned worksites to attend Cumberland County Board of Education meetings as needed*
 - c. *Organize group from assigned worksites to participate in FCPE and PAC events as needed*
12. *Attend an annual training/planning session as scheduled by the president*
13. *Follow the Membership Committee Guidelines*

D. The Treasurer shall account for all funds belonging to the Association, pay all dues and bills as directed by the President, keep an itemized account of receipts and expenditures and make a monthly written report of the same to the Executive Board and the Representative Assembly meetings.

1. *Shall be the Budget and Finance Committee Chairperson.*

2. *Shall be on the Executive Board*
3. *Attend CCS School Board meetings and committee meetings*
4. *Suggest policies and plans for work for all committees to the president*
5. *Assist in Educators Rights matters and members concerns*
6. *Assist in setting agenda for all business meetings*
7. *Attend meetings with Superintendent*
8. *Recruit for and contribute to CCAE Newsletter from assigned worksites*
9. *Assist with monthly membership reconciliation process*
10. *Recruit a representative for each of his/her assigned worksites*
11. *Contact representative(s) from assigned worksites as needed for any Association business such as:*
 - a. *Representatives that miss Association meeting*
 - b. *Organize groups from assigned worksites to attend Cumberland County Board of Education meetings as needed*
 - c. *Organize group from assigned worksites to participate in FCPE and PAC events as needed*
12. *Attend an annual training/planning session as scheduled by the president*
13. *Follow the Membership Committee Guidelines*

E. The Parliamentarian

1. *Shall be the Professional Rights & Responsibilities Committee Chairperson*
2. *Shall be on the Executive Board*
3. *Attend CCS School Board meetings and committee meetings*
4. *Suggest policies and plans for work for all committees to the president*
5. *Assist in Educators Rights matters and members concerns*
6. *Assist in setting agenda for all business meetings*
7. *Attend meetings with Superintendent*
8. *Recruit for and contribute to CCAE Newsletter from assigned worksites*
9. *Assist with monthly membership reconciliation process*
10. *Recruit a representative for each of his/her assigned worksites*
11. *Contact representative(s) from assigned worksites as needed for any Association business such as:*
 - a. *Representatives that miss Association meeting*
 - b. *Organize groups from assigned worksites to attend Cumberland County Board of Education meetings as needed*
 - c. *Organize group from assigned worksites to participate in FCPE and PAC events as needed*
12. *Attend an annual training/planning session as scheduled by the president*
13. *Follow the Membership Committee Guidelines*

F. The At-Large Members

1. *Shall be on the Executive Board*
 2. *Shall represent their respective areas for all business of CCAE*
 3. *Attend CCS School Board meetings and committee meetings*
 4. *Suggest policies and plans for work for all committees to the president*
 5. *Assist in Educators Rights matters and members concerns*
 6. *Assist in setting agenda for all business meetings*
 7. *Attend meetings with Superintendent*
 8. *Recruit for and contribute to CCAE Newsletter from assigned worksites*
 9. *Assist with monthly membership reconciliation process*
 10. *Contact representative(s) from assigned worksites as needed for any Association business such as:*
 - a. *Representatives that miss Association meeting*
 - b. *Organize groups from assigned worksites to attend Cumberland County Board of Education meetings as needed*
 - c. *Organize group from assigned worksites to participate in FCPE and PAC events as needed*
 11. *Attend an annual training/planning session as scheduled by the president*
 12. *Follow the Membership Committee Guidelines*
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5. Monies:

- A. All vouchers presented to the Treasurer for payment shall be approved by the President or the Vice-President in the absence of the President. Any members requesting payment must present a disbursement form approved by the President or Vice-President in the absence of the President.
- B. All checks shall be signed by the Treasurer and President or the *Vice-President in the absence of the President. In emergencies, when the Treasurer is unable to be located to sign checks the President and Vice-President shall be able to sign the check.*

The Executive Board Officers and Committee Chairpersons shall have the authority to spend only the amount of money allotted to them in the budget.

- C. There shall be an annual audit *by a certified public accountant* and copies shall be given to all members of the Executive Board.
- D. The treasurer shall be bonded yearly.
- E. *A credit card will only be used to make reservations for hotel and travel expenses for the sole business of CCAE, and in instances where a check cannot be accepted. The Executive Board will have final approval of all reservations made with this credit card. It shall remain locked in the filing cabinet with only two keys available. The President and Treasurer shall have keys to the filing cabinet.*

6. Non-compliance of Duties:

Procedure:

- A. *Any CCAE officer failing to comply with position duties shall receive written notice from the CCAE president.*
- B. *After 30 days of 1st written notice, a second written notice of non-compliance will be given to the CCAE officer and the Executive Board.*
- F. *If there is still non-compliance of position duties then the Executive Board will recommend to the Representative Assembly dismissal of said position.*

7. Executive Board Vacancies:

- A. Vacancies on the Executive Board shall be filled by the Representative Assembly
- B. Nominations shall close at 5:00 p.m. after 14 days of notice of the vacancy is sent by email, with read receipt to the Association Representatives. Mailed nominations must be postmarked by the deadline above. Nominations may also be made using the digital nomination form provided. All nominations will be made to the place directed to in the vacancy notice.
- C. The election shall be held at the beginning of the next scheduled Representative Assembly meeting following the close of nominations.
- D. Candidates will be given two minutes each to present their candidacy to the Representative Assembly prior to voting.
- E. Should only one candidate file by the deadline, that person shall be declared elected.
- F. Should vacancies occur within 180 days of the next election, then the vacancy will remain open until the next election.

REPRESENTATIVE ASSEMBLY

STANDING RULES

1. The Representative Assembly (*RA*) is the governing body of this Association. It will transact all necessary business of the Association. The Representative Assembly is the policy-making body of the Association. Any member of the Representative Assembly may propose new policy or changes in existing policy.
2. Association Representatives will be selected by each worksite prior to the end of the school year. If an Association Representative is not elected the President and/or Vice-President, will work with the members at that worksite to appoint a representative.
3. All meetings of the Association, except where specifically provided in these standing rules or a governance document that supersedes these rules, shall be open to all members for attendance and non-voting participation.
4. Only officers and Association Representatives (*AR*) may vote. Each of those persons has one vote. Alternates may represent their worksites in the absence of the Association Representative. Alternates will notify the Secretary of their presence at the meetings on the list provided at the designated check-in-table.
5. Member Concerns:

Member concerns may be expressed aloud by the Association Representative, Executive Board member, or Association member.

6. Guests:

Anyone who is not a Representative Assembly member shall give their name at the designated sign in table for the secretary as they enter.

7. Amendments:

All standing rules may be amended any time by a $\frac{2}{3}$ vote of the Representative Assembly, voting at a regular meeting, or by a majority vote, provided that a notice to Representative Assembly members is mailed at least one week prior to the vote.

Association Representatives' Responsibilities Include:

- a. At the beginning of each school year, Association Representatives will attend training where they will be provided materials pertinent to their job (Constitution, Policies, etc.). Other materials will be provided as necessary.
- b. Attending all meetings of the Representative Assembly and sign in as present. (meetings generally last two hours, or less, and Association Reps are expected to be present for the duration of these meetings). A list of worksites represented will be printed in the Association's publication at the discretion of the president.
- c. Communicating Association issues to their worksites.
- d. Communicating member concerns to the Representative Assembly.
- e. Conducting Association elections within the worksites.
- f. Providing aid to members within their worksites in processing grievances or contacting a UniServ Director for assistance.
- g. Conducting a membership campaign and assisting new members with membership forms.
- h. Providing an opportunity for members to contribute to the Fund for Children and Public Education.

COMMITTEES

STANDING RULES

1. Eligibility:
 - a. In order to be eligible for a CCAE committee a person must be a member in good standing.
 - b. The member should have a working knowledge of the responsibilities of the committee and an expressed desire to work therein.
2. Appointments:

- a. The committee and chairpersons as needed shall be appointed by the President *and/or designee* and approved by the Executive Board.
 - b. All committees and chairpersons positions shall at all times reflect, at a minimum, the racial make-up and membership category ratios of the local membership.
3. Terms:
 - a. The term of office (service) for all committee members shall be established by the President *and/or designee* with the approval of the Executive Board. If not specified, the term shall end at the end of the school year.
 - b. Committee members shall be eligible for reappointment provided this meets with the racial guarantees and will be subject to review by the President *and/or designee* and approval by the Executive Board.
 - c. Committee members may serve a maximum of three years, unless special action by the Executive Board and the Representative Assembly is taken.
 - d. Committee members could be removed for missing *half of the regular meetings*, without a reasonable excuse, and for failure to carry out the objectives and policies of its committee; by recommendation from the local Chairperson to the local President for approval by the Executive Board.
 - e. During years of election for Executive Board positions, Executive Board members must excuse themselves from seats on the Elections Committee if they wish to run for any Executive office in that year's election. Additionally, write-in votes will not be valid for members of the Elections Committee.
4. Committee Officers:
 - a. *The committee members elect the Chairperson, Vice-Chairperson, and recorder unless it is stated who the chairperson shall be in this constitution and whereas appointed by the president.*
 - b. The majority of the committee could petition the President and the Executive Board to recommend to the Representative Assembly the removal and replacement of said chairperson.
5. Expenses:
 - a. Committees shall submit budget requests to the local President.
 - b. *The committee chairperson shall make all requests for committee expense to the President on the appropriate voucher form with submission of an appropriate receipt(s).*
6. Function:

It shall be the duty of each committee to carry out the objectives and plans recommended by the Executive Board and approved by the Representative Assembly.
7. Meetings:

Committees shall meet as needed or at the request of the chairperson or majority of the committee.
8. Reporting:
 - a. Minutes of each meeting shall be kept on file with the committee recorder and local association office.
 - b. Committee chairpersons shall report to the Representative Assembly.

- c. Reports to the Representative Assembly shall be given on a monthly basis.

9. Committees:

A. EXECUTIVE BOARD

Chairperson: CCAE PRESIDENT

The importance of the Executive Board is to maintain the organization to ensure that all operations of the CCAE are in effect.

B. MEMBERSHIP COMMITTEE

Chairperson: CCAE VICE-PRESIDENT

The importance of the local membership committee is to plan a unified membership campaign, which pursues a follow-up drive to enroll the non-joiners, and carries on a continuous education program to keep educators informed of the services and activities of the CCAE, NCAE, and NEA.

1. The Membership Committee will have input into the annual plan adopted by the Association for recruiting members.
2. They will assist during the campaign by sorting and organizing membership forms as they are handed in.
3. They will assist in collecting monies on cash payment days and, when available, will assist in recruiting activities.
4. Serve as a vital link in the reporting process between the local, the district/cluster, the state and the national association.
5. Write letters of welcome and give out information about the Association to all incoming educators.
6. To help in the concentrated membership drive and follow up as necessary.
7. Advise all eligible persons of the classifications of membership and dues structure for each.
8. Make sure that each educator has an opportunity to join the Association.

C. COMMUNICATION COMMITTEE

Chairperson: CCAE SECRETARY

1. To assist with local newsletter by gathering articles and other materials.
2. To assist in planning activities to inform and keep the public alerted to the concerns, program and purposes of the school system and the education profession
3. To assist with maintaining web page and newsletter
4. To inform Association of Cumberland County Schools policy changes

D. BUDGET AND FINANCE COMMITTEE

Chairperson: CCAE TREASURER

The Budget and Finance Committee is responsible for the preparation and oversight of the local unit budget and expenditures. The local treasurer is an ex

officio, voting member of this committee. Specifically, the tasks of the local Budget and Finance Committee will include the following:

1. Preparing a local budget in *April* of each year to present to the local Executive Council for approval for the following year.
2. Assisting the local unit treasurer with collection of dues and maintaining appropriate local membership records.
3. Working with the local membership committee to insure that accurate records are up-to-date for membership in every school.
4. Maintaining, with the help of the treasurer, a bookkeeping procedure that will provide a record of each transaction involving the money of the local unit. This ledger will provide the financial picture of the local unit at a moment's notice.
5. Assigning each financial transaction to the appropriate budgetary item for display in the ledger.
6. Maintaining the local unit vouchers for all disbursements of local funds. A voucher must be submitted and approved by the local president before disbursement will be made.
7. Preparing a monthly financial report for distribution to the local Executive Council at its regular meetings.
8. Assisting the local unit treasurer with preparation and maintenance of reports that must be provided to the state, such as demographics, Division reports, and reconciliation reports.
9. Informing local members who are in danger of losing membership status because of dues payments and notifying Raleigh when such cancellations are made so that the local unit will not be accountable for such funds.
10. Preparing all financial documents for audit before records are turned over to the next treasurer on July 1 each year.

E. PROFESSIONAL RIGHTS AND RESPONSIBILITIES COMMITTEE
(PR&R Committee)

Chairperson: BY APPOINTMENT of CCAE PRESIDENT

It is recommended that each local establish a PR&R committee to assist educators in resolving their professional problems. Priority in selection of committee members should be given to selecting individuals who have established security in their positions.

The purpose and philosophy of the PR&R committee is to see that no educator shall be dismissed, reduced in rank or compensation, suffer loss of any terms or conditions of employment, or otherwise be deprived of any professional advantage or other employment benefits, without just cause and without notice of his right to a fair and impartial hearing, such notice to include the reasons for such actions. The educator shall be accorded all the procedural safeguards related to such a hearing, including the right to prepare defense, to present and examine witnesses, and to be represented by legal counsel and Association representation.

The PR&R committee has the responsibility:

1. To help members use the grievance procedures to protect their rights under local policies.
2. To review written personnel policies of the school system continually.
3. To bring an understanding to all members of the rights of teachers as spelled out in the North Carolina General Statutes and Federal Laws.
4. To help members use the grievance procedures to protect their rights under local policies.

F. ELECTIONS

Chairperson:BY APPOINTMENT of CCAE PRESIDENT

1. Elections for local, district, and state offices in the Association shall be held in accordance with state requirements. The chairperson of the CCAE Elections Committee shall generally supervise the elections. Electronic ballots and tallies will be reviewed only by those persons approved by the Chair of the Elections Committee.
2. All questions regarding the elections shall be decided by the Elections Chairperson of the appropriate committee, subject to the review of the Executive Board and the Representative Assembly. The Representative Assembly may call a new election in local contests by a $\frac{2}{3}$ vote.
3. Notice of any vacancy and any ethnic requirements for local offices shall be given or sent to every Association Representative, and if possible, prior to the election, printed in an every member publication. Lack of printed notification shall not void the election process.
4. Should only one candidate file for office, that person shall be ruled elected at the close of the nominating period.
5. Order of placement on the ballot will be determined by the digital tool used for voting.
6. The Chairperson and/or the President may appoint additional people to help if the need arises in special situations.
7. Results will be published in the local NCAE newsletter and actual numbers can be viewed in the CCAE Office.
8. Any member of the Election Committee whose name appears on the ballot shall be disqualified from counting in that particular election.
9. Any member of the Election Committee who has a member of his/her immediate family on the ballot shall be disqualified from counting in that particular election.

G. CENTER FOR TEACHING AND LEARNING COMMITTEE (CTL) (INCLUDES AWARDS)

Chairperson:BY APPOINTMENT of CCAE PRESIDENT

1. To coordinate the local with state and national CTL Committee
2. To determine the local CTL needs
3. To provide for local conferences, workshops, and seminars - credit and non-credit

4. To promote scholarships
5. To assist NCAE-FTA/SAE
6. To coordinate the local with state and national awards in recognizing local excellence. Includes: Terry Sanford Award for Creativity, NEA Foundation for Teaching Excellence, Kay Trull Outstanding Professional Educator Award, Hall of Fame, Human Relations, Minority Affairs Art Contest, Martin Luther King, Jr. Scholarship, and More
7. To oversee and coordinate the work of the local association Beginning Teacher Organizing Program.

H. CONSTITUTION AND BYLAWS COMMITTEE

Chairperson:BY APPOINTMENT of CCAE PRESIDENT

1. To receive/recommend amendments to the local constitution or the NCAE Constitution and Bylaws and to act upon such amendments prior to submitting them to the local Association for action.

I. POLITICAL ACTION COMMITTEE FOR EDUCATORS (PAC)

Chairperson:BY APPOINTMENT of CCAE PRESIDENT

1. To assist educators in assuming their full responsibilities as citizens.
2. To interview candidates for office.
3. To assist candidates with phone banking, canvassing, and other tasks as deemed appropriate.

J. SOCIAL/HOSPITALITY COMMITTEE

Chairperson:BY APPOINTMENT of CCAE PRESIDENT

1. To be the liaison to inform Executive Board of members who have a death, birth, or sickness
2. To plan activities for fellowship; refreshments for meetings; and assume responsibility for table decorations, souvenirs, and similar fanfare.