

Stamford Education Association

# Constitution and Bylaws - Revision

## Revision Committee

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John Corcoran - President

Sean O'Connell – Chair - Parliamentarian, Asst. Treasurer/Secretary

Bonita Maddox – Vice President, K-2

Kate Tobin – Treasurer

LouAnn Finch, Director

Stefanie Kousoulas, Director

Michelle Pusser, Director

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Revised: May 18, 2006 - full revision

Revised: March 18, 2010 - full revision

Revised: May 7, 2018 - Constitution Article XI, Article XII (to allow for electronic voting)

Revised: June 18, 2018 - full revision

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## **PREAMBLE**

The Constitution and Bylaws of the Stamford Education Association, Inc. are frameworks that provide for each member information relating to the purpose, procedures, and functioning of the organization.

The strength and success of the Association depend upon the effective participation of all its members. There must be an acceptance of mutual obligation - the group to serve the individual and the individual to serve the group.

## **SEA CONSTITUTION**

### **ARTICLE I – NAME**

The name of this organization shall be the Stamford Education Association, Inc. *(Also referred to as the SEA and/or the Association in these documents.)*

### **ARTICLE II – OBJECTIVES**

The objectives of this organization shall be to promote the best interest of education, to improve the professional status of its members, and to cooperate with the state and national associations for purposes of mutual, professional advancement.

### **ARTICLE III – MEMBERSHIP**

#### **Section A.**

1. Active Membership– (active membership is designated as a member paying appropriate dues)

All certified professional employees including Durational Shortage Area Permittees (**DSAP**) issued by the State Dept of Education working in Stamford under the teachers' contract shall be eligible for active membership, providing that they are also enrolled as active members of the state and the national affiliates.

## 2. Life Membership

All past presidents of the Association, who are in the employ of the Stamford Board of Education under the teachers' contract, shall be entitled to a dues-free membership in the SEA, with all rights and privileges, provided they also are members of the state and national associations.

## 3. Associate Membership

All active members, at the time of retirement shall become Lifetime Associate members and shall be entitled to privileges of active membership except those of holding office and voting.

### **Section B.**

Adherence to the Code of Ethics of the Education Profession attached to these documents shall be a condition of membership.

### **Section C.**

The Association shall not deny membership to individuals' gender, race, religion, age, immigration status, physical disabilities, ethnicity, or sexual orientation, nor shall any affiliate organization, which so denies membership, be working for the Association.

### **Section D.**

All rights, title, and interest, both legal and equitable, of a member in and to the property of the Association shall end upon the termination of such membership.

## **ARTICLE IV - EXPULSION & REINSTATEMENT OF MEMBERS**

### **Section A.**

The Executive Board shall have the power to censure, suspend, or expel any member for cause, after due notice and hearing, and shall have the power to reinstate any suspended or expelled member. Disciplinary action against a member for violation of the Code of Ethics of the Education Profession shall be taken only based on a recommendation duly submitted in writing by the Professional Rights & Responsibilities Committee, following a full and proper hearing.

### **Section B.**

Members shall have the right to utilize established appeal procedures regarding disciplinary action related to state and national association membership.

## **ARTICLE V - DUE PROCESS**

The due process for members is outlined in Bylaws Article XIII.

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## **ARTICLE VI – OFFICERS**

### **Section A.**

The officers of this organization shall be a president, four vice presidents (representing high school, middle school, elementary school pre-k-2 and 3-5 levels), a secretary, a treasurer, and an assistant secretary/treasurer. At the time of the election, each Vice President must be teaching at the level they will be representing.

## **Section B. - Term of office**

The president, vice presidents, secretary, treasurer, and assistant secretary/treasurer shall be elected for a term of three years, or until their successors shall have qualified. They may hold office for not more than two consecutive terms.

## **Section C. – Qualifications**

Qualifications for the positions of president, four vice presidents, secretary, treasurer, and assistant secretary/treasurer shall be active and continuous membership for at least the four years immediately preceding the assumption of office. An additional qualification for the positions of President and Vice Presidents is having held a position on the Executive Board for a minimum of three years.

## **Section D. - Election**

The election of the president, vice presidents, secretary, treasurer, and assistant secretary/treasurer shall be conducted by secret ballot and such officers shall assume office on July 1st. *(The newly elected officers shall be provided an opportunity to work with the outgoing officers from the time of election through June.)*

## **Section E. - Vacancies**

Vacancies occurring by reason of death, resignation, incapacity *or by* other disqualification shall be filled as follows:

1. A vacancy in the office of president shall be filled by the Executive Board, selecting one of the vice presidents to serve as acting president until a special election is held.
2. All other offices will be filled by the Faculty Reps, consistent with Article VI, Section D. If there is no qualified candidate, the vacancy will be open to any faculty representative regardless of the level they

currently are teaching; all other qualifications for the vacant office outlined above stand.

## **ARTICLE VII - EXECUTIVE BOARD**

In addition to the officers specified in Article VI, the Executive Board shall consist of six directors elected from the Faculty Representative Council. The immediate Past President shall serve in an advisory non-voting position for a term of one year.

## **ARTICLE VIII – MEETINGS**

### **Section A.**

Two general meetings of the Association will be held annually, one in the fall and one in the spring. Reports shall be made at both meetings.

### **Section B.**

Special meetings of the Association shall be held at the call of the president with the advice of the Executive Board. The president shall call a special meeting upon the written request of twenty percent (20%) of the members.

## **ARTICLE IX - QUORUM**

A. Total membership meeting: A quorum for all meetings of the Association, requiring a vote, shall consist of twenty percent (20%) of the members.

–Executive Board: A quorum for meetings of the Executive Board shall consist of a simple majority of the current members of the Executive Board.

C. Faculty Representative Council: A quorum for meetings of the Faculty Representative Council shall consist of a simple majority of schools.

## **ARTICLE X – AFFILIATION**

This organization may affiliate annually with state and national organizations in compliance with their affiliation requirements.

## **ARTICLE XI - AMENDMENTS TO THE CONSTITUTION:**

Amendments to the Constitution may be proposed by ten members from at least two schools, or by a constitution/bylaw's revision committee. The Executive Board shall have the proposed change printed and a copy sent to all Association members. The membership shall vote in their schools by secret ballot on a date specified by the Election Committee. A two-thirds vote of those voting shall be required to pass the proposed amendment which shall be effective immediately.

## **ARTICLE XII - AMENDMENTS TO THE BYLAWS**

Amendments to the Bylaws may be proposed by 10 members from at least two schools, or by a constitution/bylaw's revision committee submitting the change in writing to the Executive Board. The Executive Board shall have the proposed change printed and a copy sent to all Association members. The membership shall vote by a secret ballot on a date specified by the Election Committee. A majority of those voting shall be required to pass the proposed amendment which shall be effective immediately.

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## **SEA BYLAWS**

### **ARTICLE I – OBJECTIVES**

In addition to the annual objectives set by the Executive Board to meet its goals the following will apply:

- A. Promote the spirit of fellowship and cooperation among the membership.
- B. Promote within the teaching group, the highest type of professional practices; to encourage active participation of all members in the solution of school problems; to urge every member of the profession to be a progressive student of education; and to arouse allegiance to a genuine spirit of professional ethics.
- C. Make provision for effective Negotiation and Professional Rights and Responsibilities (P.R. & R.) Committees to aid in securing and maintaining adequate salaries, tenure, a sound retirement system, and such other improvements as will enable members to function properly as a vital factor in educational progress.
- D. Promote member participation in school management.
- E. Cooperate with civic bodies having educational objectives and to aid in interpreting to the public the problems, functions, and steady progress of the public schools.
- F. Encourage members to exercise their rights and privileges as citizens and to accept, willingly, leadership in civic affairs.
- G. Provide for Association action to protect the professional interests of individual members when such action seems advisable.
- H. Support and promote all sound efforts that will improve the opportunities of the children of Stamford to become better citizens of our democracy.
- I. Oppose the weakening or desecration, by any individual or group, of the American system of free, public education for all.

## **ARTICLE II – MEMBERSHIP**

### **A. Rights and Limitations**

1. The right to vote and to hold elective office or an appointed position shall be limited to active members.
2. All members shall be eligible to receive special services, to obtain assistance in the protection of professional and civil rights, and to receive reports and publications of the Association.
3. An individual who is a member of a negotiating team representing a school board or representing a board of trustees of a higher education institution shall be denied membership.
4. Membership shall be continuous unless terminated for cause.

### **B. Membership Year**

The membership year shall be from September 1 through August 31.

### **C. Membership Dues**

Dues for active membership in this organization shall be the amount approved at the June meeting of the Faculty Representative Council, payable by October 31st of each year or payroll deductions arranged with the payroll department.

### **D. Dues Transmittal**

The Association may enter into contracts with state and national affiliates concerning the transmittal of Association dues. The Association shall have full responsibility for transmitting state and national dues on a contractual basis.

**ARTICLE III - FISCAL YEAR** The fiscal year of the Association shall be from September 1 through August 31.

## **ARTICLE IV - OFFICERS AND THEIR DUTIES**

### **A. Powers and duties of the President.** The President shall:

1. Be the chief executive officer of the Association and its policy leader.
2. Represent the Association as spokesperson on matters of policy or assign, at the President's discretion, responsibility for such representation.
3. Prepare the agenda and a written update on all activities and meetings attended in the interest of the Association for annual meetings and meetings of the Faculty Representative Council and Executive Board.
4. Preside over all meetings.
5. Appoint or remove all chairpersons and members of committees except as provided in these Bylaws. Such appointments/removals must be supported by a majority vote of all Executive Board members.
6. Serve as ex-officio member on all committees authorized by the governing bodies, except for the Election Committee.
7. Assist the Treasurer and/or Budget Committee in the preparation of a budget for submission to the Executive Board and Faculty Representative Council.
8. Perform the duties as stipulated in the Charter, in the Constitution, and in these Bylaws; assure that those documents are followed and perform such other duties as are customarily assumed by the chief executive officer of an Association.
9. Ensure that the officers of the Association fulfill their duties and responsibilities. Provide leadership for the Association and its officers.
10. Appoint a Parliamentarian to serve for the Association.

11. Hold two general meetings annually, one in the fall and one in the spring.
12. Be empowered to sign contracts and instruments and cause the seal of the Association to be affixed thereto when required.
13. Serve as an official SEA delegate to the state and national conventions for three (3) years, beginning with the calendar year they are elected.
14. Assign one of the Vice Presidents to act on their behalf when they are unable to perform the duties of the office.
15. The Presidents work year will be 11 months. The total salary for the President will be 110% of the President's annual salary as delineated in the Teacher Contract. There will be no additional budgetary stipend.
16. A majority vote of the Executive Board shall be required for the President to make emergency expenditures over the threshold of \$1,000 and under the threshold of \$5000. Any emergency expenditure above the threshold of \$5,000 shall first be put to a majority vote of the Executive Board, and if it passes shall be put to a majority vote of the Faculty Representative Council.

**B. Powers and Duties of the Vice Presidents.** The Vice Presidents shall:

1. Act for the President when the President is unable to perform the duties of the office.
2. Perform such other duties as are stipulated by the Constitution, by these Bylaws, and by the President.
3. Be responsible for communicating the problems and concerns of their respective representative areas to the appropriate governing bodies of the Association.

4. Direct the Faculty Representatives in their duties and responsibilities at the respective levels.

**C. Powers and Duties of the Secretary.** The Secretary shall:

1. Keep a record of the proceedings of the Executive Board and Faculty Representative Council, and any meeting that the President and Secretary agree the Secretary shall attend.
2. Attend to the distribution of minutes and reports to the Faculty Representatives prior to the Faculty Representative Council meetings.
3. Carry on the correspondence of the Association, under the direction of the President.
4. Shall participate as a member of the Bylaws Committee (Article VI, Section B., Special Committees #4).

**D. Powers and Duties of the Treasurer.** The Treasurer shall:

1. Act as receiver and custodian of all funds of the Association.
2. Maintain records and file reports needed to document appropriate status of incorporation and I.R.S. classification.
3. Keep and report an itemized record of all receipts and expenditures to the Executive Board.
4. Serve as Chairperson of the Budget Committee and prepare and submit a budget for the next fiscal year to the Executive Board four (4) months prior to the end of the current fiscal year.
5. Present the annual budget proposal to the Faculty Representative Council at the May meeting.
6. Prepare an annual report on the finances of the Association for the fall general meeting.

7. Make reports at the monthly meetings of the Executive Board and the Faculty Representatives Council.

**E. Powers and Duties of the Assistant Secretary/ Treasurer.** The Assistant Secretary/Treasurer shall:

In the absence or upon the disability of the Secretary or Treasurer to function in their place.

## **ARTICLE V - EXECUTIVE BOARD**

A. Powers and Duties of the Executive Board. The Executive Board shall:

1. Have authority to speak and act for the Association in addition to the President.
2. Hold such meetings as are necessary to formulate policies and carry on the program of the Association.
3. Temporarily fill a vacancy in the office of President which may occur between elections, except if removed from office according to procedures specified in these bylaws (Article IX – Removal of Officers).
4. Recommend new or revised policies for approval by the Faculty Representative Council.
5. Approve the chairperson, as recommended by the president, to head each standing and/or special committee.
6. Maintain supervision over all standing and/or special committees.
7. Approve the eight members of the negotiating committee.
8. Approve the eight members of the P.R.& R. Committee.
9. Approve the proposed contract prior to its submission to the Faculty Representative Council and the general membership.
10. Determine the voter list for contract ratification.

11. Approve grievances for submission to binding arbitration.
  12. Approve the proposed budget for the next fiscal year presented by the Treasurer and Budget Committee one (1) month prior to the Faculty Representative Council at which the budget is acted upon.
  13. Make recommendations of emergency expenditures of more than the threshold of \$5,000 to the Faculty Representative Council for a majority vote.
  14. Designate one of the Vice Presidents to act on the President's behalf when the President is unable to do so.
  15. Perform such other functions as stipulated by the Charter, the Constitution, and these Bylaws, and such other duties as are customarily assumed by the Executive Board of an Association.
- B. The Executive Board may determine its own rules of order, business, and procedures subject to other provisions of the Constitution and Bylaws.
- C. Members of the Executive Board may vote at Faculty Representative Council meetings only if they are duly elected representatives from a building or representative group.

## **ARTICLE VI – COMMITTEES**

There shall be Standing, Special and Elected Committees in the Association. They shall be under direct control of the Executive Board. *(Each chairperson shall be appointed/removed by the President as per ARTICLE IV – A 5.)* Each chairperson shall provide a written report at the regular meetings of the Association and at other times when requested by the Executive Board of the President. The Executive Board has the authority to remove a committee member for not attending 70% of the committee meetings.

## **A. Standing Committees**

There shall be the following Standing Committees of this Association appointed by the President, with the approval of the Executive Board.

1. Legislative Committee - shall handle local, state, and national legislative matters.
2. Instruction and Professional Development - shall aid members in matters of professional growth, in-service training, and certification.
3. Election Committee - shall be responsible for all nominations, election procedures and elections in the Association as specified in Article VIII Elections. At least one member of the Executive Board shall be appointed as per Article IV A. 5, to serve on this committee (as specified in Article VIII Elections).
4. Membership Committee - the duties shall be to:
  - a. Promote membership of the unified Association.
  - b. See that each building or representative group has adequate representation on the Faculty Representative Council.
  - c. Be responsible for all membership records.
  - d. Promote social, cultural, civic, educational and/or professional activities within the Association.
  - e. Give special consideration to activities that will acquaint new and potential members within the Association.
5. Community Relations - shall promote activities which will enhance the image of teachers with the Stamford community.
6. Political Action Committee (PAC) - shall have the responsibility to:
  - a. File all necessary state forms as required to continue the political action committee.



- b. Stay informed about political developments at the local level.
- c. Keep the membership informed of political activities on the local level.
- d. Enlist the support of members of the Association and the public in influencing political action in the community.
- e. Meet and communicate with local and state politicians and political groups on behalf of the Association.
- f. Recommend candidates and/or issues to be endorsed by the Association.
- g. Present recommendations to the Executive Board and Faculty Representative Council for approval. If the Executive Board and the Faculty Representative Council do not concur on the recommendations of the PAC, the Faculty Representative Council's position shall prevail.

7. Negotiations Committee - shall:

- a. Consist of 8 members and the chairperson. The committee will be proposed by the chairperson of negotiations and the president and approved as per Article-V 5, by the Executive Board. Every attempt shall be made to establish a committee representing full membership.
- b. Have the following duties:
  - 1. Survey the entire staff, through written communication, for suggestions and guidance in formulating the new contract proposals.
  - 2. Survey contracts of the other communities.

3. Negotiate in good faith with the Board of Education.
4. Gain the majority approval of the contract from the Executive Board before submission to the Faculty Representative Council and to the staff.
5. Obtain from the Executive Board the membership status of employees to determine voting list.
6. Repeat the negotiating process in the event the contract is rejected by the Executive Board, Faculty Representative Council, or the voting unit.
7. Prepare the contract for binding arbitration, whenever necessary.

8. Budget Committee - shall:

- a. Consist of six (6) members of which the Treasurer and Assistant Secretary/Treasurer shall be members. The Treasurer shall be the Chairperson.
- b. Decide on the necessary budget after receiving the requests of all committees, and based on past budgets, current needs and projected expenses. The committee shall submit a recommendation of the dues necessary to finance it.
- c. Offer a majority suggestion and a minority suggestion to the Executive Board in the event that a consensus cannot be reached.

9. The Professional Rights and Responsibilities (P.R.& R. or Grievance) Committee shall:

1. The Committee shall consist of eight members and the Chairperson. The members of the committee will be proposed by the Chairperson of P.R.&R. and the President, and those members shall be approved by the Executive Board.

2. Members of the Professional Rights and Responsibilities (P.R.&R.) Committee shall have maintained an active and continuous membership for at least the four (4) years immediately preceding their service on the committee.

3. Have the following duties:

- a. Enforce the contract.
- b. Consider problems of individual members or groups of members submitted to them in writing as grievances or in ethics.
- c. Serve as liaison between the professional staff, the Superintendent of Schools, and the Board of Education in processing grievances.
- d. Carry out all the functions of the grievance process as state statute established in the group contract.
- e. See that the Faculty Representatives comply with Article VII - E.5. of these bylaws.
- f. Submit a report of active grievances, including levels and status, to the Executive Board at monthly meetings.

4. Recommend to the Executive Board grievances to be considered for arbitration.

10. Racial and Ethnic Diversity Affairs Committee (REDAC) –

1. The purpose of REDAC is to promote respect and understanding of racial and ethnic groups and their involvement in Association activities.

2. The chair shall:

- a. Attend CEA REDAC meetings

- b. Communicate with SEA membership about SEA/CEA REDAC events and resources.
- c. Coordinate membership and professional resources for new ethnically diverse teachers

## **B. Special Committees**

Other committees as required by the Association shall be deemed Special Committees.

1. Chairpersons of Special Committees and the President shall select all members of their respective committees, and those members shall be approved by the Executive Board.
2. All special committees, not otherwise dismissed, shall expire at the close of the current school year.
3. A Constitution/Bylaws Committee shall be convened as deemed necessary by the Executive Board, but in no event shall be convened less than once in any 6-year period, to review and/or update those documents. The Secretary of the Association shall be a member of such committee.

## **ARTICLE VII - FACULTY REPRESENTATIVE COUNCIL**

A. Each building or representative Association group shall have two (2) Representatives for its first twenty-five (25) members. For each additional ten (10) members, or major fraction thereof (namely six or more), there shall be an additional Representative. If there are more members interested in serving as Faculty Representatives in a building or representative group than are needed, then an election will occur. If not, then the members who expressed interest in serving as Faculty Representatives will be deemed duly elected.

B. Each building or representative group shall have a minimum of one alternate representative.

C. Each Faculty Representative shall serve a three (3) year term, concurrent with that of the officers.

D. Any group desiring special representation may petition the Executive Board. The decision of the Executive Board shall be final.

E. The duties of the Faculty Representative Council shall be to:

1. Act on policy recommendations from the Executive Board.
2. Elect six (6), two per year, Faculty Representatives to serve as Directors on the Executive Board.
3. Submit and collect information from the locations its members represent.
4. Obtain news, suggestions, criticism, etc. about activities of the Association.
5. Process grievances that occur on Level I and maintain contact with the P.R. & R. Committee regarding grievances for the locations its members represent.
6. Promote membership and participation in the activities of the Association.
7. See that all Association communications are disseminated.
8. Approve the fiscal budget as presented by the Treasurer and Budget Committee, after approval by the Executive Board. (*Line items may not be changed before approval.*)
9. Approve the expenditure of any unbudgeted money above the threshold of \$5,000.
10. The Faculty Representative Council shall be the voting body that temporarily fills any vacancy in the following: vice-president, secretary,

treasurer, assistant secretary- treasurer and director, until an election can occur.

#### F. Faculty Representative Directors

1. Shall serve on the Executive Board for a term of three (3) years and may hold office for no more than two (2) consecutive terms.
2. Shall represent the Faculty Representative Council at large.
3. Shall be eligible to serve their entire term of office as long as they remain active members of the SEA teaching unit.
4. During the term of office they may also represent their building or representative group on the Faculty Representative Council.

### **ARTICLE VIII – ELECTIONS**

#### **A. General Provisions:**

1. No member shall run for more than one office in any election.
2. A candidate for any elected position shall not conduct the election or serve as teller.
3. Names of candidates and their biographies when opposed, for all elective positions shall be published at least one week prior to the election.

4. The Election Committee shall prepare the official ballots and set the voting procedures (as per Article VIII - A. 7.) for the election of all elective positions.

5. The candidate receiving the highest number of votes for each office shall be declared the winner by the Election Committee.

6. All terms of office shall begin July 1 of the year elected, except the Faculty Representatives, which shall begin in October.

7. Any question of election procedures not covered by the Constitution and Bylaws shall be decided by the Election Committee.

## **B. Eligibility**

1. Any active member of the Association may become a Faculty Representative and participate in the Faculty Representative Council.

2. Officer qualifications must be consistent with the Constitution.

3. The Election Committee will verify the eligibility of a member to seek a particular elective position.

## **C. Nominations**

1. The Election Committee shall notify the membership that an election of designated elective positions shall be held and submit forms for self-nomination to each member.

2. The names approved and submitted by the Election Committee shall constitute the official ballot.

3. Nominations for two of the six (6) Faculty Representatives to the Executive Board shall be accepted by the Election Committee

at least one week prior to the May meeting of the Faculty Representative Council.

## **D. Procedures**

### **1. Officers**

a. The Election Committee shall set the date for the election of officers and determine the date upon which campaigning for any elective office should begin. Officer elections are to take place within the first two weeks in May, every three years.

b. The Election Committee must follow the election procedures adopted by the SEA Executive Board.

c. The ballot shall indicate that a vote for the President to hold office shall also be a vote for the winning presidential candidate to attend conventions of the state and national affiliates beginning with the calendar year they are elected.

d. The election shall be held in each building under the supervision of a member of the Faculty Representative Council.

e. A member of the Faculty Representative Council who is a candidate for an elected position shall appoint an alternate in their place.

### **2. Faculty Representative Directors**

a. The election of two (2) of the six members of the Representative Council to the Executive Board shall be held annually at the May meeting of the Faculty Representative Council. A form for self-nomination to the position of Faculty Representative Director shall be sent to each



member of the Faculty Representative Council one month prior to the annual election.

b. The election shall be held under the supervision of the President or his designee.

c. Ballots with the names of the candidates shall be presented to those members present and voting.

d. Ballots shall be counted by tellers appointed by the President or his designee, immediately following the voting.

e. The two candidates receiving the most votes shall be declared duly elected. In the event of a tie vote, a run-off election shall be held immediately.

### **3. Faculty Representative Council Members**

a. The election of Faculty Representatives to the Faculty Representative Council shall be held in October, and they shall take office in October of the year elected.

b. The Faculty Representative member(s) shall notify each member of their building or representative group that an election for representatives will be held.

c. The election shall be held in each school under the supervision of the current member(s) of the faculty Representative Council.

d. A Faculty Representative Council member who is a candidate for re-election shall appoint an alternate in their place.

e. The Faculty Representative members shall submit the names of the newly elected representative(s) to the Executive Board immediately following the election.

### **ARTICLE IX - REMOVAL OF OFFICERS**

A. Whenever a majority of the Executive Board shall agree that an officer or director has been grossly negligent of the duties as defined in the Constitution and Bylaws, they shall recommend to the Faculty Representative Council that the office be declared vacant. If the Faculty Representative Council votes by two-thirds majority, it shall call for a special election within thirty days to fill the vacancy.

B. Whenever a petition signed by twenty-five percent of the Association shall question the fulfillment of duties of an officer or director, the matter shall be referred to the Faculty Representative Council. If the Faculty Representative Council votes by two-thirds majority, it shall declare the office vacant, and call for a special election within thirty days to fill the vacancy.

C. To vacate an office at a meeting of the Faculty Representative Council, a quorum shall be fifty percent plus one of the total numbers of Faculty Representatives.

### **ARTICLE X - VACANCIES**

A. Vacancies in elected committee positions caused by resignation, disability, ineligibility, etc. shall be filled by a vote of the Executive Board within thirty (30) days of the occurring vacancy.

B. Vacancies in elected officer positions caused by resignations, disability, ineligibility, etc. shall be filled by a vote of the Faculty

Representative Council within thirty (30) days of the occurring vacancy, except for the President. The Executive Board shall vote to select one of the Vice Presidents to act as President within thirty (30) days of the occurring vacancy and until a full election can occur.

C. Any vacancy occurring among the Faculty Representative Directors, elected from the Faculty Representative Council, shall be filled by election at the next regular meeting of the Faculty Representative Council. The President shall notify Faculty Representative Council members of the vacancy at least ten (10) days before the meeting. Nominations shall be accepted from the floor. A Faculty Representative may have their name placed in nomination in absentia by indicating such a desire to the President, in writing, prior to the election.

## **ARTICLE XI – DELEGATES**

### **A. Eligibility**

To be eligible for nomination as a Stamford Education Association delegate to the annual representative assembly of the state and/or national affiliates, a candidate must:

1. Be an active member of the SEA and meet the specific requirements of the state/national affiliates.
2. Submit a self-nomination form to the Election Committee.

### **B. Nominations**

The following procedures shall govern the nomination of candidates for the election as a state and/or national delegate:

1. The Election Committee shall notify the membership that an election of state and national delegates shall be held and submit forms for self-nomination to each member.

- a. For national delegates, during February/March.

- b. For state delegates, during January and February.

2. A list of nominees shall be published at the earliest opportunity and distributed to all members.

### **C. Election**

The membership shall annually elect, by secret ballot, in accordance with dates and rules specified by the state and national affiliates, the national representative assembly delegates in February/March and the state representative assembly delegates in January/February.

1. In balloting for state and national representative assembly delegates, each member may vote for no more than the total number of state and/or national delegates elected.

2. The candidates receiving the highest number of votes shall be declared elected.

3. Other candidates shall be declared alternates, in the order of the number of votes received.

4. In the event duly elected vacancies occur, the alternates, in order, shall then be declared elected delegates.

### **D. Funds**

Funds for the state and national delegates for any one year shall be determined by the amount budgeted.

1. Receipt of funds by delegates shall be contingent upon receipts received after attendance at the Representative Assembly and by attendance at pre-representative assembly workshops.

2. Exceptions may be made by the Executive Board.

## **ARTICLE XII - RECORDS**

Officers, directors, committee chairpersons and PR&R members, upon vacating their positions, shall turn over to the Secretary for filing, all minutes, reports, correspondence, and other pertinent materials accumulated or prepared because of the work of the office or committee assignment vacated.

## **ARTICLE XIII - BOARD OF APPEALS**

A. Whenever a member and/or group of members have, in their opinion, exhausted all means of attaining just consideration of any problem or problems by the Association, an officer, or committee thereof, an application may be submitted in writing to the Secretary for setting up a Board of Appeals.

B. A Board of Appeals will be convened within (5) days. This Board shall consist of one (1) representative from both sides, and a mutually selected third party. The Board of Appeals shall then decide upon its own method of procedure in arriving at a decision.

C. It shall be the duty of the Board of Appeals to investigate the claims of both sides, and to render a decision to the Executive Board.

D. The decision of the Board of Appeals shall be subject to ratification by a majority vote of the Association if the decision goes beyond the provisions of the Constitution and Bylaws.

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# **CODE OF ETHICS OF THE EDUCATION PROFESSION**

## **PREAMBLE**

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals are the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

## **COMMITMENT TO THE PROFESSION**

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service. In the belief that the quality of the services of the education profession directly influences the action and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons. In fulfillment of the obligation to the profession, the educator

1. Shall not in an application for professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist entry into the profession of a person known to be unqualified in respect to character, education, or another relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift or favor that might impair or appear to influence professional decisions or action.