

BLOOMFIELD EDUCATION ASSOCIATION

CONSTITUTION

AND

BY-LAWS

Revised: June 3, 2025

BLOOMFIELD EDUCATION ASSOCIATION CONSTITUTION

ARTICLE 1 – NAME

The name of this association shall be the Bloomfield Education Association.

ARTICLE 2 – PURPOSES

Section 1:

As a member of the teaching profession, to work for the welfare of school children, the professional interests of teachers and the improvement of instructional opportunities for all.

Section 2:

To develop and promote the adoption of such ethical practices, personnel policies and standards of preparation and participation.

Section 3:

To unify and strengthen the teaching profession and to secure and maintain the salaries, retirement, tenure, professional and sick leave, and other working conditions necessary to support teaching as a profession.

Section 4:

To enable members to speak with a common voice on matters pertaining to this teaching profession and to present their individual, and common interests before the Board of Education and other legal authorities.

Section 5:

To hold property and funds to employ a staff for the attainment of the purposes listed in Article 2.

Section 6:

To promote and support the Code of Ethics of the Education Profession and Ethics Policies adopted by the CEA and NEA Representative Assemblies.

ARTICLE 3 – MEMBERSHIP

Section 1:

Active membership in the BEA shall include all certified employees below the rank of Assistant Principal in the public schools in the Town of Bloomfield, Connecticut. Active membership refers to membership in the BEA, CEA and NEA.

The association shall not deny membership to individuals on the basis of race, creed, national origin, sexual orientation, or sex, nor shall any organization which so denies membership be affiliated with the BEA.

Section 2:

Membership is continuous, and renewal is automatic unless a letter to cancel membership is received by the Membership Chairperson postmarked between August 1 and August 31.

Section 3:

Membership dates of the BEA shall coincide with membership dates of the CEA and NEA. When members sign up by (October 1), or within 30 days of hire, they will receive full benefits immediately. If a member signs up after this period, they will receive most benefits except legal representation for the first 30 days.

Section 4:

Dues will be announced to all members at the start of each school year. Any increase in BEA dues must be authorized by a 2/3 vote of the Representative Council.

Section 5:

Dues of part time employees shall be prorated. Any teacher working greater than 0.5 FTE pays full dues and any teacher working 0.5 FTE or less pays their respective percentage of full dues.

Section 6:

Any certified teacher hired as a long-term sub receiving the benefits of the contract is eligible for membership and shall pay dues.

ARTICLE 4 – DISCIPLINARY ACTION REGARDING MEMBERS

Section 1:

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. Members shall have the right to utilize established appeal procedures regarding disciplinary action, as outlined by CEA.

ARTICLE 5 – DUES

BEA membership dues in this organization shall be established before the end of each school year by the Representative Council. Total dues including CEA and NEA shall be announced before the start of the school year.

ARTICLE 6 – OFFICERS

The officers of the Association shall consist of a president, a vice-president, a secretary, a treasurer, a membership chair, and a grievance chair.

ARTICLE 7 – EXECUTIVE COMMITTEE

The Executive Committee shall consist of the officers.

ARTICLE 8 – REPRESENTATIVE COUNCIL

Section 1:

The executive, legislative and policy-making body of the Association shall be the Representative Council.

Section 2:

The Representative Council shall consist of the officers, standing committee chair people and faculty representatives.

Section 3:

Under personnel policies adopted by the Representative Council and within the annual budget, the Council shall have the power to employ a staff for the efficient management of the Association.

Section 4:

Whenever the majority of the full Council shall agree that an officer has been grossly negligent of the duties defined in the By-Laws, or is incapacitated, they shall vote by two-thirds majority of the full Council whether the office be declared vacant. If the Representative Council so votes, it shall immediately elect by majority vote a replacement to fill the unexpired term.

Section 5:

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

ARTICLE 9 – AFFILIATION

The Bloomfield Education Association is a member of the United Teaching Profession: that is, affiliated with the National Education Association and the Connecticut Education Association under their rules.

ARTICLE 10 – AMENDMENTS

Section 1:

Amendments to the constitution can be proposed by any member of the Executive Board or Representative Council. If approved by 2/3 of the Executive Board/Representative Council, such amendments shall be submitted to the membership for ratification vote. Amendments to the constitution can also be brought to a ratification vote upon petition of $\frac{2}{3}$ of all members.

Section 2:

Any member may recommend amendments to the general membership in two ways:

A. Any member may propose that the Representative Council recommend an amendment pursuant to Article I, Section 1.

B. Any member may recommend an amendment by submitting to the Representative Council a petition signed by 50% of the Representative Council. Such action shall require the Representative Council to present the proposed amendments to a vote of the general membership.

Section 3:

To adopt an amendment, the Representative Council shall post, in individual schools, the proposal for at least fifteen (15) school days prior to its being voted upon. The general membership meeting for the purpose of voting on the proposals shall be held no later than thirty (30) school days following the initial posting of the proposed amendments. At this meeting, the general membership may give feedback on amendments. At the following Representative Council meeting, the general membership feedback will be shared and the amendments may be adopted by a vote of two-thirds of the quorum of the Representative Council.

BLOOMFIELD EDUCATION ASSOCIATION BY-LAWS

ARTICLE 1 – MEETINGS

Section 1: Representative Council

The Representative Council shall meet monthly during the school year, the dates to be established by the President. The President shall prepare the agenda for each meeting and shall circulate it to all members of the Representative Council so that faculty representatives have time to discuss it with their faculty members in advance of the Council meeting.

Section 2: All regularly scheduled meetings will be open to all members. Reasonable notice of the meetings must be given to all members. Business conducted at the meeting shall be decided by a majority of the Representative Council members present.

Section 3: Executive Committee

The Executive Committee shall meet when necessary.

Section 4: Special Meetings

Special meetings of the Representative Council may be held at the call of the President, or upon written request to the President from five faculty representatives, or the majority of members in a particular school. Business to come before special meetings must be stated in the call, which shall be sent in writing to each member of the Representative Council.

Section 5: General Membership Meetings

The Representative Council shall arrange meetings of the members each year. Additional meetings may be scheduled at the discretion of the President or the Representative Council.

Section 6: The Executive Board must hold at least one meeting open to all BEA members to present any proposed contract to the members for discussion at least one day before a ratification vote is taken.

Section 7: The President may call emergency meetings if the President determines that circumstances warrant such a meeting. The President shall give the maximum notice possible.

ARTICLE 2 – QUORUM

Twenty-five percent of their members shall be a quorum for the Representative Council, a general membership meeting or a committee meeting.

ARTICLE 3 – POWER OF OFFICERS

Section 1: President

The President shall:

- Preside over meetings of the Representative Council, its Executive Committee, and the general membership, appoint the chairpeople of standing committees, appoint special committees
- Be an ex-officio member of all standing committees
- Be the executive officer of the Association
- Represent the Association before the public, either personally, or through delegates and shall perform all other functions usually attributed to this office.
- Authorize orders and co-sign BEA checks drawn upon the BEA's treasury, when a second signatory is required.
- Attend CEA meetings throughout the year to maintain knowledge of current issues facing the larger union. Report back to the executive committee on such meetings.

Section 2: Vice-President

The vice-president shall:

- Perform the duties and functions of the President in his or her absence.
- Have responsibility for the Standing Committees at the discretion of the President.
- Have a weekly meeting with the president to keep abreast of union issues across the district
- Serve as one of the voting members of the Grievance committee

Section 3: Immediate Past President

The Immediate Past President shall:

- Advise the Representative Council and assist the President at the latter's request.

Section 4: Secretary

The Secretary shall:

- Maintain official rules
- Assist the President with Association correspondence
- Keep accurate minutes of all meetings of the Representative Council, [in] Executive Committee, and general membership.

Section 5: Treasurer

The Treasurer shall:

- Hold the funds of the Association and disburse them, upon authorization by the President, or the Representative Council.
- Consult with the Membership Chair to maintain a roll of members and nonmembers
- Keep accurate accounts of receipts and disbursements
- Report to each meeting of the Representative Council
- Keep the President and Representative Council informed of the financial conditions of the Association.
- Draft the annual budget for Representative Council approval.
- Receive funds, mainly from dues collection from the business office, and deposit monies into BEA banking accounts in a timely manner.
- Disburse funds in a timely manner in accordance with the approved budget and/or special approval by the Executive Board during the school year.
- Maintain financial and accounting records of all receipts and disbursements which shall be produced on request of the Executive Board or by petition of twenty (20) percent of membership within 30 business days.
- File Form 990-N for tax-exempt organizations by November 15th.
- File Form 1099 to report annual stipends of \$600 or greater paid to members by January 31st.

Section 6: Membership Chair

The Membership Chairperson shall:

- Organize and conduct informational programs that promote activities to augment membership.
- Enroll members of the Association and maintain a roll of members.
- Distribute new BEA membership and potential BEA membership materials to the Representative Council.
- Update enrollment forms as needed and enroll new members to BEA/CEA/NEA.
- Reconcile BEA and CEA roster monthly or by pay period.
- Consult financial reports with BEA Treasurer and maintain a roll of members and nonmembers
- Communicate with the Central Office monthly for changes in payroll.
- Contact members on unpaid leaves, and have them remit payment to the Treasurer if they choose to stay on as an active member while on leave.
- Send list of retirements, non-renewals, reductions-in force, and leaves of absence to CEA.

Section 7: Grievance Chair

The Grievance Chair shall:

- Notify the Executive Board and Grievance Committee within 48 hours of any grievance request and any decision made at each grievance level
- Select 5 active BEA members to be on the grievance committee
- Work along with the CEA Uniserv Rep to conduct thorough investigations regarding each grievance
- Represent members at all levels of grievance filings
- Maintain appropriate data regarding all grievances
- Maintain reports of SPED caseload sizes monthly

Section 8: Terms and Successions

A. All officers shall serve for one year beginning with their installations at the conclusion of the June Representative Council Meeting. All officers may be reelected without an intervening term.

B. Whenever the offices of President, Vice-President, Secretary, Treasurer, or Membership Chair shall become vacant between elections, except as provided in Article 8, Section 2 of the Constitution, the Representative Council, within thirty (30) days of the vacancies, shall provide for a special election by the general membership to fill the offices. If any of these vacancies occur after April 1, The Representative Council shall fill them.

ARTICLE 4 – POWER OF THE EXECUTIVE COMMITTEE

The members of the Executive Committee shall attend the regular meetings of the Executive Committee. These members will advise the President, will assist the President in implementing decisions of the Representative Council and will make recommendations for action to be considered by the Representative Council. Each Executive Committee member will serve as an active member of at least one standing committee. A quorum of the Executive Board officers shall be a majority of its members. A quorum must be present to conduct business.

ARTICLE 5 – POWER OF THE REPRESENTATIVE COUNCIL

The Representative Council shall be responsible for the management of the Association, approve all expenditures, establish and carry out policies, and report its transactions to the members. The Representative Council shall act on reports of committees and approve resolutions and other policy statements. The Representative Council shall exercise final authority for selecting a negotiator, or negotiating team after considering the recommendations for such selection made by the Executive Committee. Powers not delegated to the officers, or other groups in the Association shall be vested in the Representative Council.

ARTICLE 6 – FACULTY REPRESENTATIVES

Section 1:

In each public school in Bloomfield, faculty members who are members in good standing of this Association shall elect for a term of two years, one faculty representative to the Representative Council for each fifteen (15) members, or major fraction thereof. There shall be at least one representative from each building.

Section 2:

Faculty representatives and/or alternates shall attend the regular meetings of the Representative Council.

Section 3:

The faculty representatives shall call faculty meetings of the Association members to discuss Association business, shall appoint such faculty committees as the Association may require, and shall organize and oversee the subsequent elections of faculty representatives, and maintain two-way communication within the building and shall serve on the membership committee.

ARTICLE 7 – STANDING COMMITTEES

Section 1: Structure

Standing committees shall carry the specific functions outlined below:

A. At the June Representative Council meeting, Standing Committee chairpersons, designated by the incoming President, shall be announced.

B. At the September Representative Council meeting, the Representative Council shall determine the size of the standing committees contingent upon need and BEA membership.

C. By the October Representative Council meeting, members of the Representative Council shall submit names of committee members so that different groups in The Association are represented. The Representative Council shall determine the final composition of the committee.

Section 2:

There shall be the following standing committees of this Association:

A. Negotiating Committee – shall explore and prepare data for negotiations and recommend the members of the negotiating team to the Executive Committee.

B. Professional Rights and Responsibilities (Grievance) – shall process individual and class grievances.

C. Public Relations – shall publicize policies, programs and accomplishments of the BEA.

D. Committee on Social Affairs – shall organize social activities as may serve the needs of members.

E. Committee on Political Action – shall inform members of pending local, state and federal issues/legislation, and promote activities leading to the passage of desirable legislation.

Section 3: Special Committees

Each year, the President shall appoint an Election Committee and such other special committees as may be necessary and shall discharge them upon completion of their duties. No officer of the Association shall serve on the Election Committee.

Section 4: Committee Reports

The chairperson of each committee shall report at meetings of the Association as directed by the President.

ARTICLE 8 – ELECTIONS

Section 1: Nominations, Balloting, and Elections for Officers and Faculty

Representatives

A. The active members of the Association in each building during the month of February may nominate candidates for President, Vice-President, Secretary, Treasurer, Membership Chair, and Representative Council. The Council Representatives in each building shall deliver all nominations in writing to the Elections Committee.

B. The Election Committee shall report all nominations to the Representative Council at the March meeting. Members of the Representative Council may nominate other candidates from the floor.

C. Balloting – Members shall vote for Officers by ballot in accordance with procedures developed by the Election Committee and approved by the Representative Council. Balloting will be held in each school on a specified day in April. The Election Committee shall report to the President and membership in accordance with procedures outlined by the Election Committee.

D. Representatives shall begin their term at their installation at the June Representative Council meeting.

Section 2: Special Elections

Vacancies of Officers – refer to Article 3, Section 7 of the By-Laws.

ARTICLE 9 - AUTHORITY

Robert's Rules of Order shall be the parliamentary authority for the Association on all questions not covered by the Constitution and By-Laws and such standing rules as The Representative Council may adopt. A Parliamentarian shall be appointed by the President.

ARTICLE 10 – AMENDMENTS

The Representative Council may adopt amendments to the By-Laws by a majority vote of the full council at any regular meeting provided the amendments have been introduced at the preceding regular meeting of the Representative Council and that copies of proposed amendments have been immediately distributed to members of the Representative Council for faculty discussion. Copies of proposed amendments shall be posted in each school.