

# BYLAWS OF THE TEACHERS ASSOCIATION OF ANNE ARUNDEL COUNTY, INC.

## ARTICLE I - NAME

The name of this organization shall be the **Teachers Association of Anne Arundel County, Incorporated**, hereinafter referred to as the "Association."

## ARTICLE II - OBJECTIVES

The objectives of the Association shall be:

- a) to maintain standards and ethics in the teaching profession;
- b) to encourage teachers to exercise their rights and responsibilities as citizens;
- c) to present and to interpret to the teaching profession and the public the objectives, problems and progress of the public schools;
- d) to endeavor to raise and to equalize educational opportunities for every child;
- e) to promote the economic welfare of teachers and to improve their working conditions;
- f) to protect the individual professional rights of teachers; and
- g) to negotiate on behalf of teachers with the Board of Education.

## ARTICLE III - MEMBERSHIP

**Section 1.** Membership in the Association shall be designated as regular, Member Emeritus, or retired.

**Section 2.** Any person holding a Bachelor's Degree or a Standard Professional Certificate and who is a professional employee of the Anne Arundel County Public Schools shall be eligible to become a regular member of the Association.

**Section 3.** Regular membership in the Association shall include appropriate membership in the Maryland State Education Association (MSEA) and the National Education Association (NEA).

**Section 4.** The title of Member Emeritus may be conferred for life by the Board of Directors upon a former member of the Association who has retired from the public school system of Anne Arundel County or from the Association and who during his/her active service was a member of the Association. The title of Member Emeritus shall carry with it none of the obligations of the Association, but shall entitle the holder to all of the privileges of the Association. Exceptions shall be making motions, voting or holding office.

**Section 5.** Retired membership shall be offered to Board of Education employees who are active members in TAAAC at the time of retirement and are at least forty-five (45) years of age or who are eligible to receive a pension from an education employment retirement system. Retired members shall be charged a nominal membership fee, determined by the Board of Directors for TAAAC-R in consultation with the Board of Directors of TAAAC, for use of office, receipt of local Association publications, and attendance at social events. Retired members shall also be required to maintain his/her appropriate membership in the MSEA-Retired and NEA-Retired. Retired members may not vote in TAAAC elections, hold office in TAAAC or serve on the TAAAC Negotiating Team.

**Section 6.** Adherence to the Code of Ethics of the Education Profession shall be a requirement for all memberships.

**Section 7.** The Association shall not deny membership on the basis of an individual's race, color, creed, religion, age, sex, marital status, national origin, sexual orientation or physical disability.

**Section 8.** No member of a negotiating team of the Board of Education of Anne Arundel County shall be eligible for membership in the Association.

**Section 9.** If a regular member changes his/her educational position so as to change his/her membership category or membership eligibility, his/her membership status shall change simultaneously. In order to ensure appropriate membership status, it is the responsibility of the member to notify TAAAC of any change(s) in employment status.

**Section 10.** Regular members shall be enrolled upon receipt of the annual dues or upon their signing an authorization for payroll deduction of dues. Payroll deduction membership in the Association shall continue during uninterrupted employment until rescinded in accordance with this section. Cancellations must be provided to the TAAAC office in written form bearing the signature of the canceling member. Electronic correspondence and faxed copies are acceptable.

Members may cancel membership at any time by submitting a signed letter to the Association. In order to revoke the annual dues deduction authorization, a member must send a letter to the Association during the designated drop period identified on the membership application (August 15 through September 15). In the event a member is transferred after the cancellation period to an administrative position that TAAAC does not represent, the member's request to cancel his/her dues deduction authorization may be accepted after September 15.

An annual cash membership in the Association shall terminate at the end of the fiscal year in which it is received. Membership in the MSEA and the NEA shall continue in force in accordance with the bylaws of those associations.

#### **ARTICLE IV - REPRESENTATIVE ASSEMBLY**

**Section 1.** The Representative Assembly (RA) shall be vested with the ultimate legislative authority of the Association. Specifically, the Representative Assembly has the following responsibilities:

- a) to formulate basic Association policies and positions;
- b) to report the actions taken by the Assembly to the general membership;
- c) to enroll members;
- d) to adopt election rules and to elect Association positions in accordance with the election rules;
- e) to receive the reports of officers and committees;
- f) to adopt the budget;
- g) to ratify negotiations made in the name of the Association following a secret ballot vote of all Unit I members; and
- h) to fill vacancies occurring in the office of Vice-President, Secretary-Treasurer, and on the Board of Directors, provided that the nominations for any such office shall be opened at one meeting of the RA and closed at the next regularly scheduled meeting whereupon the election of the vacancy will be held.

**Section 2.** The Representative Assembly shall be composed of the Board of Directors of the Association, elected representatives of the schools, the offices of the Board of Education and affiliated groups and needed at-large delegates. Schools and offices of the Board of Education will hereinafter be referred to as "representative units."

**Section 3.** Representatives from each representative unit shall be determined by the number of assigned professional staff who are members of the Association. The formula for calculating representation to the TAAAC Representative Assembly shall be: one Association Representative for one through twenty members and one representative for each additional 20 members or major fraction thereof.

**Section 4.** The Credentials Committee shall notify representative units shortly after May 1 of each year of the number of representatives which they may elect for the following year on the basis of membership at that date. Representatives shall be elected in accordance with the election rules. The Credentials Committee shall further notify units in December of adjustments needed in representation based on membership as of December 1. New units shall base their representation on the total professional staff of the unit and shall submit the names of their representatives and alternates to the President before the meeting of the Representative Assembly in September. No members of the Board of Directors may serve as a representative or alternate from his or her unit. The Credentials Committee shall have the authority to make exceptions to regulation in this section when they deem such exceptions to be in the best interest of the Association.

**Section 5.** The term of office of representatives and alternates shall be from September first to August thirty-first.

**Section 6.** Each Board of Directors member, representative and at-large delegate shall have one vote. In the absence of a representative a duly elected and properly credentialed alternate shall have the same rights and privileges as the elected representative.

**Section 7.** Regular meetings of the Representative Assembly shall be held monthly from September through June. Special meetings may be called by the President as needed or upon the written request of at least twenty percent of the Assembly membership. A special meeting requires a five (5) day notice prior to holding the meeting. All meetings shall be open to the general membership, but only duly accredited members of the Assembly may vote.

**Section 8.** One-third of the total membership of the Representative Assembly shall constitute a quorum.

#### **ARTICLE V - OFFICERS AND DIRECTORS**

**Section 1.** The officers of the Association shall be a President, a Vice-President and a Secretary-Treasurer. There shall also be ten (10) at-large directors.

**Section 2.** The Vice-President shall become the President upon the death, resignation or recall of the President.

**Section 3.** The President, Vice-President, Secretary-Treasurer and the Directors shall hold office for two (2) years.

**Section 4.** All terms of office shall be from August first through July thirty-first.

**Section 5.** The President, Vice-President, Secretary-Treasurer and the Directors may serve consecutively no more than three (3) terms. An officer or director who has served three consecutive terms may not serve in the same position for one year beginning August 1 following his/her last term.

**Section 6.** When elected, each officer and director shall be simultaneously elected as a delegate to the MSEA and NEA Convention.

## **ARTICLE VI - DUTIES OF OFFICERS**

**Section 1.** The officers shall perform such duties as may be prescribed by these bylaws and by the parliamentary authority adopted herein. All officers are authorized to co-sign checks written against association accounts. A minimum of two officers' signatures are required.

**Section 2.** The President shall preside at all meetings of the Association and shall exercise general supervision over the interest and welfare of the Association. Except as otherwise provided in these bylaws, he/she shall appoint committees, and he/she shall be an ex-officio member of all committees except the Nominating Committee and the Credentials Committee. The President shall:

- a) represent and speak for the Association and its members in dealings with the Board of Education, County Council, County Executive, Superintendent and other appropriate local and state agencies;
- b) regularly attend meetings of the Board of Education;
- c) coordinate local legislation activities with MSEA and NEA;
- d) develop the agenda for the Representative Assembly;
- e) develop the agenda for the Board of Directors;
- f) maintain contact with the Anne Arundel delegation to the Maryland General Assembly;
- g) coordinate the activities of Association committees and of joint committees formed by the Association and the Board of Education;
- h) act as the direct contact person with other county teacher associations;
- i) serve as a consultant to MSEA, NEA or other locals, as requested;
- j) maintain contacts with members through school visits, group and individual conferences, and other means of direct contact;
- k) serve as leader and spokesperson for the education community;
- l) serve as an official representative at appropriate state and national meetings; and
- m) consult with the Executive Director on the implementation of policies and programs.

**Section 3.** The Vice-President shall in the absence or disability of the President perform the duties of that office. In the absence or disability of both the President and the Vice-President, a member of the Board of Directors shall be elected by the Board to preside temporarily.

**Section 4.** The Vice-President shall ensure that the President's contract is reviewed by the Board prior to the start of each term of office.

**Section 5.** The Secretary-Treasurer shall receive all funds of the Association and shall deposit them in the name of the Teachers Association of Anne Arundel County, Incorporated, in such bank or banks as the Board of Directors shall select. He/she shall disburse these funds according to the budget, provided that no bills shall be paid except upon written order of the President and Executive Director. He/she shall keep a separate record of the various funds of the Association and shall be bonded by the Association in such amount as the Board of Directors shall determine. The Secretary-Treasurer will review and sign off on meeting minutes prior to their approval.

## **ARTICLE VII - BOARD OF DIRECTORS**

**Section 1.** The officers and directors of the Association shall constitute the Board of Directors.

**Section 2.** The Board of Directors shall serve as an administrative body to carry on the business of the Association between meetings of the Representative Assembly, provided that none of its acts shall conflict with action taken by the Assembly. It shall report its transactions to the Assembly and may recommend policy for consideration by the Assembly. It shall act in emergencies which do not involve expenditures in excess of appropriations in the major budget categories as authorized by the Assembly.

**Section 3.** The Board of Directors shall engage and direct the Executive Director.

**Section 4.** The Board of Directors shall appoint the Negotiating Team for the Association.

**Section 5.** The Board of Directors shall, upon receipt of a request from the professional staff assigned, determine whether or not a grievance shall be supported by the Association in arbitration, further appeal or legal action.

**Section 6.** The Board of Directors shall meet at least monthly (excluding the month of July) on a day to be determined by the Board. Special meetings may be called by the President and shall be called upon the written request of five members of the Board. At least three days' notice shall be given.

**Section 7.** Seven members shall constitute a quorum.

**Section 8.** The Executive Director shall be appointed by the Board of Directors. Compensation of the Executive Director shall be determined by the Board of Directors. The Executive Director shall perform such duties as may be determined by the Board of Directors and perform such duties as may be specified in other sections of these bylaws.

#### **ARTICLE VIII - COMMITTEES**

**Section 1.** Except as provided in Sections 5, 6 and 7 of this article, all committees shall be appointed by the President. In addition to the committees listed in this article, such other committees shall be appointed as the Representative Assembly or the Board of Directors shall find necessary to carry out a specific program of the Association. Each committee shall submit a written report at the end of each school year which shall become a part of a continuing committee record.

**Section 2.** A Finance Committee shall maintain supervision over the expenditure of Association funds. This committee shall consist of at least three (3) members in addition to the Secretary-Treasurer and the Vice-President. It shall prepare the annual budget to be submitted to the Representative Assembly at its May meeting. Open hearings shall be held before the budget is finalized in order to permit all members to participate in the formation of the budget. Adoption of the budget shall be at the June meeting of the Representative Assembly.

**Section 3.** A Government Relations Committee shall study proposed legislation by the County Council, State Legislature or Congress of the United States relating to the objectives of the Association and shall recommend to the Association such action upon this legislation as the committee shall consider advisable. The committee may propose education legislation in the name of the Association upon approval of the Board of Directors or Representative Assembly. The committee shall work closely with similar units of the MSEA and the NEA.

The Committee shall establish guidelines to make candidate recommendations to the TAAAC Board of Directors. The Representative Assembly will then receive recommendations of the TAAAC Board of Directors and vote on the recommendations immediately following the discussion.

The Board of Directors may act on behalf of the Representative Assembly as necessary and appropriate, and report at the next meeting.

**Section 4.** A Bylaws Committee shall make a continuing study of the Bylaws of the Association. It shall receive all amendments initiated in accordance with Article XIX, Section 1 and shall prepare such amendments with committee recommendations for presentation to the Representative Assembly in accordance with Article XIX, Section 2.

**Section 5.** A Credentials Committee, consisting of eight members, shall be elected annually in accordance with the election rules by the Representative Assembly. It shall be responsible for:

- a) the establishment of a procedure for identification of the qualified, elected representatives and alternates to the Representative Assembly;
- b) the seating of representatives or alternates at Representative Assembly meetings in accordance with Article IV; and
- c) the establishment of a procedure for making any necessary changes in a representative unit's representation within any membership year.

Any member of the Credentials Committee absent without acceptable excuse from three (3) consecutive committee meetings may be removed from the committee by a majority vote of the committee.

**Section 6.** A Nominating Committee, consisting of fifteen members, shall be elected annually in accordance with the election rules by the Representative Assembly. The committee shall elect its chairperson. It shall be the responsibility of this committee to secure nominees; prepare ballots; conduct elections and authenticate results. It shall further be responsible for the maintenance of the appropriate representation of ethnic minorities and classroom teachers and non-classroom teachers in the Representative Assembly. It shall determine whether or not there is a need for additional at-large delegates to the Representative Assembly and shall conduct any election necessary to choose such delegates. Any member of the Nominating Committee absent without acceptable excuse from three (3) consecutive committee meetings may be removed from the committee by a majority vote of the committee.

**Section 7.** One member of the Sick Leave Bank Approval Committee shall be elected annually in accordance with the election rules by the Representative Assembly for a term of two years. The third member will be appointed by the Board of Directors in even years at their August meeting.

**Section 8.** A Human Relations Committee shall make a continuing study of the local Association and school system. This study will determine the degree of compliance of these groups with association and governmental rules, guidelines, resolutions and objectives pertaining to human and civil rights. The Human Relations Committee will identify reasonable goals for the Association in the areas of human and civil rights.

**Section 9.** An Instruction and Professional Development Committee shall review and coordinate the Association's activities and goals in the areas of curriculum, instruction and professional development. The committee shall annually identify appropriate goals and areas of concentration.

**Section 10.** The Minority Affairs Committee shall plan and coordinate promotion and leadership training activities within the Association to assure full minority participation and voice in all committees, within each elected delegation, and in Association leadership. The committee shall annually identify goals and program actions for implementation.

**Section 11.** Except as may be otherwise indicated in these bylaws the term of all committees shall be from August 1 to July 31.

#### **ARTICLE IX - COMPOSITION OF ELECTIVE AND APPOINTIVE BODIES**

**Section 1.** All governing bodies, committees and appointed bodies of the local Association shall be in accordance with its Bylaws. Delegates from the local Association to governing bodies of MSEA shall be selected in accordance with the Bylaws and rules of MSEA. Delegates from the local Association to governing bodies of the NEA shall be selected in accordance with the Bylaws and rules of NEA.

**Section 2.** All elections shall be by open nomination and secret ballot and in accordance with the principle of one-person one vote.

**Section 3.** For all appointed groups listed in Section 1 of this article, ethnic minorities shall be represented in number at least proportionate to their membership in the Association.

**Section 4.** The Nominating Committee shall assemble such data on ethnic minority status and the professional assignment of Association members as may be necessary for the implementation of this article.

**Section 5.** The Nominating Committee shall be responsible for designing ballots and conducting elections in such manner as may be necessary for the implementation of this article.

**Section 6.** The President shall be responsible for appropriate ethnic minority representation in the choice of members of appointive bodies of the Association.

**Section 7.** The definition of "ethnic minority" shall be those persons designated as ethnic minorities by the United States Bureau of the Census and shall specifically include American Indian/Alaskan Native, Asian, Native Hawaiian or other Pacific Islander, Black, and Hispanic.

#### **ARTICLE X - AFFILIATED DEPARTMENTS**

**Section 1.** Any professional group in the field of public education in Anne Arundel County seeking affiliation with the Association shall have met, in the judgment of the Board of Directors, the following requirements:

- a) Before requesting affiliation with the Association, the group shall be organized under a regularly adopted constitution and/or bylaws with all officers selected and serving in accordance with such constitution or bylaws.
- b) A request for affiliation shall be made by written petition signed by at least fifteen (15) members of the group or fifty percent of the members of the group, whichever is the greater number, the majority of which signatories shall be members of the Association. However, the Board of Directors, upon the recommendation of the President, may waive the 15 member requirement to be no less than the number of existing high schools in Anne Arundel County.
- c) All officers and a majority of the members of the group shall be members of the Association.
- d) The group seeking affiliation shall be countywide in nature.
- e) The state purposes and functions of the group must, in the opinion of the Board of Directors, be different from that of all pre-existing affiliated departments.
- f) The objectives, polices and activities of the group shall not conflict with established policies of the Association, and shall, therefore, be subject to review at least annually by the Board of Directors.
- g) Each affiliated department shall hold at least three meetings annually.
- h) Final approval of affiliation shall be made by the Representative Assembly after receiving a recommendation concerning affiliation from the Board of Directors. However, such recommendation is not binding upon the Assembly.

**Section 2.** Each affiliated department shall be entitled to one (1) representative and one (1) alternate to the Representative Assembly. These persons shall be regular members of the Association.

**Section 3.** Each affiliated department shall pay five dollars (\$5.00) affiliation dues annually.

**Section 4.** Affiliated departments shall pay the annual affiliation dues and supply information to demonstrate compliance with the above early in each membership year. Where such information or dues is not forthcoming by December 1, affiliation shall be suspended until continued compliance is met to the satisfaction of the Board of Directors.

## **ARTICLE XI - GENERAL MEETINGS**

At the direction of either the Representative Assembly or the Board of Directors, general meetings of the membership of the Association may be held at such time and place and may be vested with such authority as the Representative Assembly or the Board of Directors may direct.

## **ARTICLE XII - ELECTION PROCEDURES**

**Section 1.** All Officers and Directors of the Association shall be elected by a vote open to the entire membership.

**Section 2.** Eligible candidates for Officer or Director must certify a minimum of one (1) year of TAAAC Membership.

**Section 3.** All other elected positions shall be elected by the Representative Assembly in accordance with the election rules.

**Section 4.** The Nominating Committee shall develop election rules that are in keeping with these Bylaws for adoption by the Representative Assembly and conduct all Association elections in accordance with the election rules.

**Section 5.** The election rules shall include: an annual calendar of elections that includes the final date for inclusion for soliciting from among the members, nominees for Association offices and delegations, provisions for making available official nomination forms at least one month prior to the final date for inclusion on the ballot, provisions for notifying the membership of the preliminary slate of nominee(s) prior to the final dates for inclusion on the ballot, provisions for secret ballots and provisions for members to obtain the current election rules.

**Section 6.** In elections for Officers, a majority (50%+1) of all those voting is sufficient for election. In all other elections a plurality shall be sufficient for election.

**Section 7.** In the election of delegates to the MSEA and the NEA, the results shall be rank ordered so that alternates may be assigned in order after the number of delegates to which the Association is entitled has been determined. The term of office of such delegates and alternates shall be one year.

**Section 8.** In the election of TAAAC Officers and Directors, there will be an automatic recount of ballots when the margin of difference is 1% or less.

## **ARTICLE XIII - RECALL PROCEDURES**

**Section 1.** Officers and Directors shall be subject to recall for an alleged violation of the Code of Ethics of the Education Profession, or for alleged malfeasance, misfeasance or nonfeasance in office. Absence from three consecutive meetings of the Board of Directors or the Representative Assembly without reasonable justification constitutes *Prima Facie* cause for the charge of nonfeasance. Recall procedures may be initiated by the members of the Representative Assembly or the Board of Directors.

**Section 2.** Recall procedures initiated by the members of the Representative Assembly require the submission of a petition to the Board of Directors. Said petition shall outline the cause for the recall and bear the printed names and original signatures of no less than 20% of the members of the Assembly. The petition shall be administered in accordance with Section 4 of this article

**Section 3.** Recall procedures initiated by members of the Board of Directors require a resolution to be moved and seconded by officers or directors during the conduct of Official Business. The resolution must outline the cause for the charge. The proposed resolution shall be administered in accordance with Section 4 of this article.

**Section 4.** Procedures:

- (a) At the meeting immediately following receipt of the petition referenced in Section 2, or upon the Chair's recognition of the motion and second referenced in Section 3, the Board of Directors shall consider the charge. In doing so, the Board shall take into account the severity of the alleged malfeasance, misfeasance or nonfeasance, level of exigency, and whether informal or remedial redress occurred if appropriate. If the charge is against the President, the Vice President shall chair the pertinent portion of the meeting.

(b) If the Board resolves to charge the officer or director, the President shall provide a written statement of the charges with substantiating information to the charged within the following ten (10) business days by hard copy or electronic mail. If the charge is against the President, said documents will be provided by the Vice President. The Board may presume receipt of hard copy notifications three business days subsequent to the date of posting.

(c) The charged officer or director may address the charges in person at the next regularly scheduled meeting of the Board, or in writing within 20 business days of receipt of the charges. In the absence of a response within the prescribed time period, the charged officer or director shall be considered suspended from office beginning on the 21<sup>st</sup> day from receipt of the charges through the appeal period prescribed in paragraph (e).

(d) The Board shall consider any response received within the prescribed 20-day period at its first opportunity and may choose to reconsider the charges. If the charge is not withdrawn, the charged officer or director shall be suspended from office through the appeal period prescribed in paragraph (e). Notice of suspension shall be provided by the President within three (3) business days. If the charge is against the President, notice shall be provided by the Vice President.

(e) An officer or director suspended under the above described provisions may present an appeal in person before the Representative Assembly immediately following final Board action. The suspended officer or director must notify the President within ten (10) business days of receipt of final Board action of the intent to appear before the Assembly. If no notice of intent to appear before the Assembly is provided by the close of the appeal period, the suspended officer or director shall be considered recalled and the vacancy will be announced at the next regularly scheduled meeting of the Assembly.

(f) An appeal presented to the Representative Assembly by an officer or directed suspended under the above described provisions shall be disposed of by secret ballot at the meeting in which the appeal is presented. Procedures for administering the secret ballot will be established by the Nominating Committee.

(g) Time limits prescribed in this article may be extended in to accommodate extraordinary circumstances at the discretion of the Board of Directors.

#### **ARTICLE XIV - REVIEW BOARD**

**Section 1.** Upon request of the Representative Assembly, Board of Directors, or petition of 10% of the Association's members, a review board shall be empanelled and authorized to take such actions as herein specified:

- A. To review a decision to censure, suspend, or expel a member for willful violation of the code of ethics of the education profession, or articles of incorporation, bylaws, policies, or guidelines of the association.
- B. To vacate censure, lift suspension or reinstate a member.
- C. To review an action of the representative assembly or board of directors for consistency with the bylaws and to recommend to the appropriate body remedial action if necessary.

**Section 2.** The Review Board shall be composed of seven (7) members, at least two (2) of whom shall be members of ethnic-minority groups, appointed by the President with the approval of the Board of Directors. The term of Review Board members will expire once the issue for which they were selected is resolved.

**Section 3.** Members of the Review Board shall have been members of the Association for three (3) consecutive years immediately prior to appointment and shall maintain membership in the Association during their terms.

**Section 4.** No member of the Review Board shall be an officer, a member of the Board of Directors, or an elected or appointed chairperson of a standing committee identified in Article VIII.

**Section 5.** The Review Board shall select its chairperson from its membership.

**Section 6.** The Review Board shall determine its own rules and procedures.

**Section 7.** Decisions made by the Review Board are final.

#### **ARTICLE XV - FINANCES**

**Section 1.** Effective for Fiscal Year 2017 and thereafter, the annual dues of the Association shall be those dues set by the MSEA and the NEA plus .00575 of the salary of an Anne Arundel teacher on the first step of the salary scale for persons holding a Bachelor's Degree and a Standard Professional Certificate, which latter calculation shall be rounded off to the nearest whole dollar plus one dollar which will be donated to the TAAAC Foundation for Educational Excellence. The salary considered in such calculation shall be that in effect when the Association budget is adopted in June of the previous year. Members earning more than sixty percent (60%) of the average instructional salary in the public schools of Maryland for the previous year as determined by the research division of the National Education Association shall pay the full amount of annual dues. Members earning between thirty percent (30%) and sixty percent (60%) of the referenced

average instructional salary shall pay sixty percent (60%) of annual dues. Members earning thirty percent (30%) or less of the referenced average instructional salary shall pay thirty percent (30%) of annual dues. That portion of dues appropriate to membership in the MSEA and the NEA shall be forwarded thereto by the Association. The remainder shall be for the use of the Association except for those funds collected for the TAAAC Foundation for Educational Excellence which shall be forwarded thereto.

**Section 2.** (a) Any person employed for less than a full academic year may be enrolled for the remainder of the membership year by paying a sum equivalent to 1/10 of the amount established under these Bylaws for each full month of employment.

(b) The annual dues for active members who join for the first time after the commencement of the membership year shall be the annual dues commensurate with the remaining portion of the membership year.

(c) Payment of the TAAAC portion of the annual dues for a Unit I member that is transferred to an administrative position will stop at the next pay period following the acceptance of their cancellation letter. Cash paying members will be entitled to a refund equivalent to 1/10 of the annual cash payment for each month remaining in the academic year. The portion of the MSEA and NEA dues will stop or be refunded in accordance with the Bylaws of those associations.

**Section 3.** A teacher on unpaid Leave of Absence or Sabbatical Leave may maintain membership in the UEP for that year by paying 50% of the established TAAAC dues, and the appropriate portions of MSEA and NEA dues for that year in accordance with the respective Bylaws of those organizations. A Sabbatical Leave or Leave of Absence member may serve as a TAAAC delegate to MSEA or NEA Representative Assemblies.

**Section 4.** The fiscal year shall begin on September first and end on August thirty-first.

**Section 5.** The financial records of the Association shall be audited annually by a professional auditor.

#### **ARTICLE XVI - AFFILIATION**

**Section 1.** The Association shall be affiliated with the MSEA and the NEA.

**Section 2.** The Association recognizes the pre-eminence of the Code of Ethics of the Education Profession as adopted by the NEA.

#### **ARTICLE XVII - DISSOLUTION**

**Section 1.** In the event of dissolution, liquidation, or winding up of the Association, the assets thereof shall be distributed to such nonprofit corporations, associations, or institutions, which have qualified for exemption under Section 501 (c) of the Internal Revenue Code, as may be designated by the Board of Directors, for purposes similar to those of the Association.

#### **ARTICLE XVIII - PARLIAMENTARY AUTHORITY**

**Section 1.** The rules contained in Robert's Rules of Order (most recent revision) shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

**Section 2.** The President shall appoint, subject to the approval of the Board of Directors, a parliamentarian who shall advise presiding officers on matters of parliamentary procedures.

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

**Section 1.** Initiation.

(a) Amendments to the Bylaws may be initiated through any of the following methods:

1. A petition signed by at least ten (10) regular members.
2. A majority vote of the TAAAC Board of Directors, or
3. A majority vote of the Bylaws Committee.

(b) A proposed amendment to the Bylaws shall be submitted in writing to the Bylaws Committee.

**Section 2.** Preparation.

(a) Amendments so initiated shall be prepared by the Bylaws Committee for presentation to the Representative Assembly within forty-five (45) days after receipt of the proposed change.

(b) The text of the proposed amendment shall be distributed to Association Representatives and Affiliated Departments at least twenty-seven (27) days preceding the meeting at which it will be acted upon.

**Section 3.** Action.

(a) The Bylaws may be amended at a meeting of the Representative Assembly by two thirds (2/3) vote of the Representatives present and voting.

(b) Unless otherwise provided, all amendments shall take effect immediately following the adjournment of the Representative Assembly meeting at which they were adopted.



As amended 1/2/80, As amended 2/13/80, As amended 3/5/80, As amended 2/4/81, As amended 1/6/82, As amended 2/3/82, As amended 3/3/82, As amended 3/2/83, As amended 4/6/83, As amended 3/7/84, As amended 6/6/84, As amended 5/1/85, As amended 6/5/85, As amended 5/7/86, As amended 6/4/86, As amended 5/6/87, As amended 12/5/90, As amended 6/2/93, As amended 6/1/94, As amended 5/7/97, As amended 6/3/98, As amended 1/5/00, As amended 12/4/02, As amended 12/3/03, As amended 11/03/04, As amended 11/07/07, As amended 5/6/09, As amended 10/7/09, As amended 6/1/11, As amended 11/07/12, As amended 12/05/12, As amended 5/04/16, As amended 10/4/17 Association Representative Council, As amended 11/14/18, As amended 6/12/19 Representative Assembly

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