

# By-Laws

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## **ARTICLE I - Meetings**

### **Section 1 - Executive Committee**

a. The executive committee shall meet at: regular intervals at the call of the president or at the request of three members of the committee.

b. Any member may attend and speak, but not vote, at executive committee meetings.

### **Section 2 - General Membership**

The executive committee shall arrange at least one meeting of the members each year.

## **ARTICLE II - Quorum**

**Section 1** - A quorum for an executive committee and other committees shall be 1/4 of the members of the committee.

**Section 2** - A quorum for a general meeting shall be 1/4 of the members of the SVTA

## **ARTICLE III - Power of Officers**

### **Section 1 - President**

The president shall preside over meetings of the executive committee, appoint the chairperson and members of committees, with the advice and consent of the executive committee. The president shall also be ex officio member of all committees and shall be the executive officer of the association. The president shall represent the association before the public either personally or through delegates and shall perform all other functions usually attributed to this office.

**Section 2 - 1st Vice-President**

The 1st vice president shall perform functions attributed to the office, including grievance representative and shall become president if the presidency becomes vacant during the term of office.

**Section 3 - Membership Chair**

The membership chair shall be appointed in May of each year by the President with approval of the Executive Committee.

**Section 4 - Second Vice-President -Special assignments****Section 5 - Immediate Past President**

The immediate past president shall advise the executive committee and assist the president at the latter's request.

**Section 6 - Secretary**

The secretary shall keep accurate minutes of all meetings of the executive committee and of the general membership, shall maintain official files, and shall assist the president with association correspondence.

**Section 7 - Treasurer**

The treasurer shall hold the funds of the association and disburse them upon authorization by the executive committee and shall maintain a roll of the members. The treasurer shall keep accurate account of the receipts and disbursement, shall report to each meeting of the memberships and shall prepare an annual written financial statement as directed by the executive committee. This report shall be distributed to each building for inspection by any member. The treasurer shall keep the president and executive committee informed of the financial condition of the association.

## **Section 8 - Terms and Succession**

a. The officers shall serve for one year except the president, secretary and treasurer who shall each serve for two years.

b. Whenever a majority of the executive committee shall agree that an officer has been grossly negligent of the duties defined in the bylaws or is incapacitated, they shall recommend to the membership that the office be declared vacant. If the membership so votes by a 2/3 majority, it shall immediately elect a replacement to fill the unexpired term.

c. When an office becomes vacant between elections, except as specified in section 8b., the vacancy may be filled until the next regular election by majority vote of the executive committee. Whenever the offices of President and Vice-president shall become vacant between elections, the remaining members of the executive committee shall choose one of their number to serve as president pro tempore and call a special meeting to elect replacements to fill the unexpired terms.

## **ARTICLE IV - Power of the Executive Committee**

**Section 1** - The executive committee shall be responsible for the management of the association, approve all expenditures, report its transactions to members, and shall be the policy making body of the association.

**Section 2** - The executive committee shall provide direction to all committees. If the executive committee feels that a member or members on any committee are ineffective or are not carrying out their duties, they may by a majority vote remove these people from the committees. New committee members shall be appointed by the method stipulated in Article III, Section 1.

## **ARTICLE V - Faculty Representatives**

**Section 1** - The faculty representatives shall be elected by the active members of the individual buildings, with one representative for each 15 active members or fraction thereof. Election shall be by secret ballot and shall take place during April. Term of office shall be three years.

**Section 2** - The faculty representatives shall serve on the executive committee and shall report all Executive Committee meetings to the members they represent. They shall also communicate information and issues coming from the Maine Education Association and National Education Association.

**Section 3** - Whenever a majority of the executive committee shall agree that a Faculty Representative has been grossly negligent of the duties defined in the bylaws or is incapacitated; they shall recommend to the membership of the respective building that the position be declared vacant. The respective building membership shall hold an election to fill the vacant position.

**Section 4** - When a building representative position becomes vacant between elections, the respective members of that building will hold an election to fill the vacancy.

## **ARTICLE VI - Committees**

The president shall appoint such committees as may be necessary with the advice and consent of the Executive committee, and shall discharge them upon the completion of their duties. These committees shall operate according to rules approved by the executive committee.

## **ARTICLE VII - Elections**

**Section 1** - Any member may be a candidate for office by submitting one's name to the secretary by the first Tuesday in February. Biographical information for candidates shall be prepared by the executive committee and distributed to all members of the association no later than one week prior to election. Elections shall take place by secret ballot on the first Tuesday in March, and ballots shall be counted by the executive committee. New officers shall take office the first Friday after the election.

**Section 2** - Elections to ratify or modify contracts shall be held no sooner than one week after members have received copies of the proposed contract. Ratification, of the contract and any amendments to the contract shall be by verified secret ballot. Ballots will be distributed and verified at the beginning of the ratification meeting. Members may vote anytime within twenty-four hours of the close of said meeting. Absentee ballots will be distributed, upon written request, by the building Representatives, following the ratification meeting and must be returned within the twenty-four hours of the meeting. Ballots must be sealed in envelopes and signed on the outside. Ballots shall be counted by the executive committee. Any member may attend. Results will be posted in each building.

## **ARTICLE VIII - Authority**

Robert's Rules of Order, Revised shall be the parliamentary authority for the association on all questions not covered by the constitution and bylaws and such standing rules as the membership may adopt.

## **ARTICLE IX - Amendment**

These SVTA bylaws may be amended by majority vote of those members present at any meeting of the association, or by secret ballot, provided that proposed amendments have been previously studied by the executive committee and that copies have been sent to faculty representatives two weeks in advance of the meeting.

## **ARTICLE X - Dues**

Membership dues shall be reviewed annually by the executive committee. Changes in dues must be approved by the procedures outlined in Article IX.