

Constitution of the Prior Lake – Savage Education Association

ARTICLE I: NAME

The name of the association shall be the Prior Lake – Savage Education Association.

ARTICLE II: PURPOSE

The purpose of this association shall be to:
foster professional zeal,
improve teaching,
promote educational interests and advance standards of education,
enhance and unify the professional spirit among members and persons engaged in the
profession of teaching,
create and perpetuate ideals for civic and economic betterment, and
engage in such other activities as may promote the social and economic welfare of its members.

ARTICLE III: MEMBERSHIP AND DUES

Section 1. Any person employed as a certified classroom teacher, special teacher, media generalist, counselor, school nurse, school social worker or other instructional member of the Prior Lake – Savage school system eligible for membership in Education Minnesota shall be eligible for membership in this association.

Section 2. Members shall pay unified annual dues which shall include membership in the association, Education Minnesota, National Education Association and the American Federation of Teachers.

Section 3. The Executive Board shall annually determine the amount of the dues of this association and when they are payable.

No net earnings shall inure to the benefit of any member.

ARTICLE IV: MEMBERSHIP MEETINGS

Section 1. At least one (1) general meeting shall be held during each school year for all PLSEA members.

Section 2. Meetings of the association shall be held at the call of the president(s) or by a majority vote of the Executive Board or by petition duly signed by a majority of the members.

Section 3. A quorum shall consist of one-tenth of the total voting membership for the conduct of association business at a duly called meeting.

ARTICLE V: OFFICERS AND ELECTIONS

Section 1. The officers of this association, who shall be members of this association, Education Minnesota, the National Education Association and the American Federation of Teachers, shall be a President(s), 2 Co-Vice Presidents, a Communication Coordinator, a Treasurer.

The Prior Lake – Savage Education Association is affiliated with Education Minnesota, the American Federation of Teachers and the National Education Association in accordance with the provisions of the constitution and bylaws of these bodies. Individuals will be members of Education Minnesota, the American Federation of Teachers, and the National Education Association.

Section 2. A simple plurality of votes cast shall be necessary to elect a member to office.

Section 3. The officers shall be elected by written or electronic ballot by May 31st.

Section 4. Officers shall serve a term of two years commencing on June 1st of the year they are elected. Officers and building representatives shall be elected on a staggered schedule. The outgoing President(s) shall serve the Executive Board as an ex-officio member as needed through May 31st of the next year. Vacancies which shall occur in any of the offices subsequent to the biannual election shall be filled through appointment by the Executive Board. Uncontested races could result in an appointment by the Executive Board.

Section 5. Written or electronic ballots of the Prior Lake–Savage Education Association are secret and shall be conducted in the following manner:

Ballots shall be returned only to the building representatives.

Ballots shall not be opened until the end of the voting period.

Every member must have a fair and equal opportunity to participate in the election without unreasonable impediments (Fair Share members do not vote).

No union funds may be used to support any candidate.

ARTICLE VI: EXECUTIVE BOARD AND BUILDING REPRESENTATIVES

Section 1. The Executive Board shall have full governing powers of the association and shall consist of the officers and building representatives.

Section 2. The Executive Board shall meet at the call of the president(s) or at the request of a majority of the board members. The Member Rights Committee shall meet at the call of the co-vice presidents or at the request of a majority of the member rights representatives.

Section 3. Building Representatives shall be elected from their building by written ballot by May 31st.

ARTICLE VII: NEGOTIATIONS

Section 1. Negotiating team members shall be elected by the membership and/or appointed by the Executive Board in even-numbered years and shall serve for one complete negotiations period. The number of negotiators shall be set by the Executive Board.

Section 2. Vacancies shall be filled through appointment by the Executive Board.

Section 3. The contract ratification procedure shall be as follows:

- a. The negotiations committee shall present and discuss the negotiated package at a general meeting.
- b. Ballots shall be distributed either in writing or electronically within two working days following the meeting and shall be open to all members covered by the master agreement (Fair Share members do not vote).
A simple majority of the ballots returned shall decide the question.
- c. Ballots shall be counted by the Executive Board on the final day of voting and certified as final.

Section 4. Remuneration for negotiating team members shall be determined by the Executive Board.

ARTICLE VIII: AFFILIATION

The association shall affiliate with Education Minnesota, the National Education Association and the American Federation of Teachers as described by those associations.

ARTICLE IX: AMENDMENTS

Section 1. The constitution may be amended by written ballot by a two-thirds vote of all members voting, provided that notice of the proposed amendment has been presented at a preceding meeting and provided to all members within two weeks of the date when the vote is to be taken.

Section 2. By-laws may be adopted, or repealed at any regular or special meeting by a two-thirds vote of the members present.

By-Laws of the Prior Lake – Savage Education Association

ARTICLE I: RULES OF PROCEDURE

Robert’s Rules of Order, Revised, shall be the authority on all questions of procedure not specifically described in the constitution and by-laws.

ARTICLE II: DUTIES OF THE EXECUTIVE BOARD

The Executive Board shall conduct the business of the association as defined in the current standing policies.

ARTICLE III: DUTIES OF THE OFFICERS AND BUILDING REPRESENTATIVES

Section 1. President: The position of president may be shared by two members. The president(s) shall act as presiding officer(s) at all meetings of the association; act as chairperson(s) on the Executive Board; be the official representative(s) of the local association at functions as deemed necessary; be the representatives(s) to Education Minnesota Governing Council, and co-sign checks with the treasurer.

The president(s) is an ex-officio member on all committees and negotiations.

Section 2. Co-Vice Presidents: The co-vice presidents shall assume the duties of the president when necessary, and shall arrange local association representation at school board meetings. In the event of a vacancy in the office of President, the Co-Vice-Presidents shall succeed to the office of President. The Co-Vice Presidents shall also serve as the Member Rights Chair.

Section 3. Communications Coordinator: The communications coordinator shall keep complete records of all meetings and actions of the association and serve as correspondent.

Section 4. Treasurer: The treasurer shall keep complete records of all monies and financial transactions of the association; shall deposit all monies and co-sign all checks issued by the association; shall complete and submit annual tax forms as required by the IRS;, shall submit an annual report to the Executive Board by November 30th of each year and conduct an annual audit each year.

Section 5. Building Representative: Duties shall be those as designated by the Executive Board. They shall be responsible for calling building meetings for the purpose of discussing business relating to that building and the association, receive and distribute information regarding Executive Board decisions.

Section 6.

Confidentiality: In times of an individual's right to confidentiality, a member shall designate an Executive Officer to negotiate and execute agreements with district administration.

Upon recommendation of the designated Executive Officer, all Executive Officers shall determine if the situation requires confidentiality.

The Co-Vice-Presidents/Member Rights Chair will be responsible for maintaining all confidential records and agreements.

ARTICLE IV: COMMITTEES

Section 1. The Prior Lake–Savage Education Association executive board shall establish and oversee standing committees based on the needs of the association.

Section 2. Committee chairpersons shall be appointed by the Executive Board. Duties of the chairperson of each committee shall be to chair the committee, and report to the Executive Board as needed.

ARTICLE V: MEMBERSHIP DISCIPLINE AND RECALL POLICY

Section 1. The association shall follow the Membership Discipline Policy recommended by Education Minnesota.

Section 2. Recall. An Executive Officer may be removed from office with or without cause, by a simple majority of the voting membership of the Prior Lake – Savage Education Association. The Membership Committee chair shall administer a general ballot on the question of removal from office. Such an election can be precipitated by any one of the following actions:

- A recall petition initiated by a two-thirds (2/3) vote of the Executive Board.
- By a petition signed by 20% of the general membership of the Association.

Section 3. In the event an affirmative recall vote by the general membership is announced by the Membership Committee chair, a vacancy will be declared in such office at 12:01 a.m. of the day following such announcement.

ARTICLE VI: REMUNERATION

Section 1. The Executive Board has the authority to set the salaries of the President, Co-Vice-Presidents, Communication Coordinator, Treasurer, the negotiations team members, and other positions deemed necessary by the Executive Board. In the event of a co-presidency, the president's salary shall be divided between the co-presidents.

Section 2. Building Representatives and ex-officio President(s) on the Executive Board shall be paid at a rate determined by the Executive Board. In the event of co-building representatives the salary shall be evenly divided.

ARTICLE VII: PROCEDURE FOR CALLING A STRIKE

Section 1. A strike will be authorized by complying with the following conditions:

The strike motion is made and seconded by association members at a general meeting.

The motion must be made using the following wording: "I move that we authorize a strike by the Prior Lake – Savage teachers, and I will honor such a strike."

Full discussion will be allowed on both sides of the motion on an alternating basis. No motion call for the previous question will be allowed from the floor.

After cessation of discussion, the president will call for question. If the question passes, written ballots will be given to all teachers in attendance. Teachers not in attendance have until noon the following day to obtain a specially marked absentee ballot from their building representative.

The ballots must be returned to the building representative by the end of the school day following the general meeting. Ballots returned blank will be considered NO votes.

If 80% of the ballots are YES, then a strike is authorized, providing the other conditions of this article are fulfilled.

Section 2. If the membership authorizes a strike, a committee consisting of the president(s), one negotiator, and the building representatives, will be formed for the purpose of determining the necessary timing of an actual strike. The calling of a strike would require a $\frac{3}{4}$ vote by this committee.

Section 3. Members who do not comply with a strike will be subject to disciplinary action under the provisions of Article V of the Prior Lake – Savage Education Associations By-laws.

Revised and Adopted 2019