

Revised 2006

**Constitution and By-Laws
of the
Teachers Association of Camdenton**

Article I: Name of Organization

Section 1. The name of the organization shall be the Teachers Association of Camdenton (TAC).

Article II: Objectives

Section 1. The objectives of the Teachers Association of Camdenton shall include, but not be limited to, the following goals:

1. To promote the educational welfare of the students in our schools; thereby improving our present and future society.
2. To promote within the teaching profession the highest professional practices; to encourage active participation of classroom teachers 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.
3. To cooperate in an effective way to give a greater unity of action among the teachers of the school district.
4. To aid in securing and maintaining an adequate system of salaries and professional benefits and such improvements in working conditions as will improve the general welfare of teachers to our society.
5. To cooperate with parent teacher organizations and other civic bodies having educational objectives.
6. To encourage teachers to exercise their rights and privileges as citizens and to accept leadership in civic affairs.
7. To secure local, state, and federal legislation that will provide superior educational opportunities for all students.
8. To promote interest and encourage membership in the Teachers Association of Camdenton.

Article III: Membership

- Section 1. Active membership - Any person who is actively engaged in the educational work of a professional nature and who is a certified employee of the Camdenon R-111 School District, upon payment of dues as herein provided, shall become members in good standing of the Teachers Association of Camdenon.
- Section 2. Membership Rights and Responsibilities - Active members in good standing shall have the privileges including, but not limited to, the following:
1. The right to be present at all meetings in which TAC business is transacted.
 2. The right to vote.
 3. The right to be eligible for elective and appointive offices subject to the provisions of this constitution.
 4. The right to receive reports of the association.
 5. The right to all association services available to the membership.
- Section 3. Membership Dues - The annual TAC dues shall be reviewed by the Executive Committee and may be amended by a majority vote of the members present at the End of School year meeting.
- A. The annual dues shall be \$10.00. Five dollars is earmarked for the local scholarship fund. Dues are for the current school year only and will not be prorated or refunded.
- Section 4. Associate Membership - Any person employed in the Camdenon R-III School District, not eligible for active membership, who is interested in furthering the objectives of the association, upon payment of dues, shall be entitled to associate membership. Associate members shall be entitled to all rights and privileges of active members, except to hold office, vote, and serve as representative for the TAC.
- Section 5. Retired Members - Personnel who were active members of this organization at the time of their retirement shall be entitled to retain their membership without the payment of dues. Retired members shall not have the right to vote or hold office.

Article IV: Officers and Executive Committee

- Section 1. Officers - The officers of this association shall consist of a president, a president-elect, a vice-president, the Immediate Past President, a secretary, a treasurer, and a parliamentarian. The president-elect, after his or her term in

office, shall succeed to the office of the president for the following year. Officers will serve a one-year term from the End of the School year meeting until they are replaced. All officers, with the exception of the President and the President-elect, may be re-elected.

Section 2. Election of Officers - All officers of the TAC shall be elected by a ballot vote of the membership. A president-elect, a vice-president, a secretary, a treasurer, and a parliamentarian will be elected each spring semester to serve terms the - following school year.

A. Nominating Committee - A Nominating Committee of three active TAC members shall be appointed by the president sometime prior to February 15.

Duties:

1. Prior to March 7, the committee shall send to all Active TAC members a survey seeking nominations for the offices of president-elect, vice-president, secretary, treasurer, and a parliamentarian. These surveys will be collected by March 15.
2. The Nominating Committee will verify that each nominee is an active member in good standing, contact each nominee for acceptance of nomination, and prepare ballots for voting.
3. The Nominating Committee will distribute ballots, prior to April 7, through the building representatives and collect through same by April 15.
4. The Nominating Committee will tabulate the votes and report the names of the newly elected officers, based on plurality, to the executive board by April 25.
5. In case of a tie vote, a runoff election by ballot will be held among those that tied for the office. The ballots will be distributed within three (3) school days, and returned within eight (8) school days.

B. Other Nominations - Persons interested in running for any of the elective offices may nominate themselves through the above survey process or by submitting a written statement to the TAC president, prior to March 15, stating their name and the office they are seeking in the upcoming election.

Section 3. Resignations and Special Elections

A. If any officer, with the exception of the President, resigns, a special election shall be held pursuant to the same rules as stated in this constitution.

- B. 1. If the President resigns prior to the end of the first Quarter of the school year, the president-elect will assume the office of President for the remainder of that term and not succeed themselves as president. A special election shall then be held for the position of president-elect.
2. If the President resigns after the end of the first Quarter of the school year, the president-elect will assume the duties of the President for the remainder of that term and then serve their regular term as president.

Section 4. Executive Committee - The executive committee shall consist of the elected officers, one elected representative (building representative) from each building having classroom teachers in the district, and one representative from any professional organization within the District having membership of 25 or more (i.e. the local organizations of the Missouri State Teacher's Association, the National Education Association, and the Missouri Vocational Association. Representatives must be TAC members in good standing.

Article V: Responsibilities of Officers

Section 1. The president shall be responsible for scheduling meetings, preparing agendas for all meetings, notifying building representatives of upcoming meetings at least five (5) school days in advance of a regular or special meeting, and two (2) days in advance of an emergency meeting, for presiding over meetings by following the rules of parliamentary procedure, and seeing that time limits are observed. The president, according to accepted rules for parliamentary procedure shall conduct business in the following manner:

1. Handle the discussion in orderly fashion, giving both pro and con speakers alternating opportunities to speak in accordance with Roberts Rules of Order.
2. State each motion before it is discussed and before it is voted upon.
3. Put motions to a vote and announce the outcome.
4. The president may vote on all issues but may not enter the discussion on motions and may *not* make motions.
5. The president may appoint a temporary chairperson of the meeting in order to enter the discussion on a motion.
6. The president shall appoint the chairperson and all members of committees specified in these by-laws as well as any special committees that are necessary.

The president is responsible for representing the TAC at school board meetings, before civic groups, and before other organizations if needed, or for appointing such representatives as necessary.

The president will serve as an ex-officio (non-voting) member of all committees.

Section 2. The president-elect shall assume all duties of the president in case of absence of the president. When requested by the president, he shall serve as an ex-officio (non-voting) member of other standing committees.

The president-elect, along with the president, shall be responsible for representing the TAC at school board meetings, before civic groups, and before other organizations if needed, or for appointing such representatives as necessary.

Section 3. The vice-president will serve as chairperson of the Membership Committee and shall assume all duties of the president in the case of absence of the president and the president elect. The vice-president shall be responsible for keeping membership records.

Section 4. The secretary shall keep accurate and complete records of the TAC business to include a typed compilation of minutes, correspondence, notes and reports of activities. The secretary shall be responsible for transferring all records of the TAC to the new Secretary of TAC after the year end meeting. The secretary or a designated person shall present a typed copy of the minutes of the previous meeting to all members in attendance at all meetings for correction or approval.

Section 5. The treasurer shall be responsible for the deposit of all dues in cooperation with the Membership Committee. He or she shall have charge of all funds and shall set up an account for the TAC funds. The treasurer or a designated person shall present a printed summary of the financial transactions since the previous meeting to all members in attendance at all meetings for correction or approval. A printed copy of the year end financial summary shall be presented at the End of the School year meeting to all members in attendance. All disbursements shall be made by the treasurer as authorized by the executive committee or through business transacted at a TAC meeting.

Section 6. The parliamentarian shall see that Roberts Rules of Order, Revised Edition is the authority in all questions of procedure in the executive committee as well as during regular and special meetings of the TAC. The parliamentarian shall serve as chairperson of any committee to revise these by-laws.

Article VI: The Executive Committee

Section 1. The Executive Committee shall serve as an advisory committee for the President, and an administrative committee for TAC.

A major purpose of the Executive Committee is to make recommendations to the general TAC membership concerning suggestions, policies, and other business. In making such recommendations, the Executive Committee shall vote to recommend favorably or unfavorably on each issue. Each Committee member

shall be allowed to vote, with a majority of those in attendance determining the recommendation. In case of a tie, the presiding officer shall cast a ballot to break the tie.

The Executive Committee shall be responsible for administering the affairs of the TAC as follows:

1. Preparation of a recommended annual budget, goals, and reports of activity to the general membership.
2. Presentation of recommendations, suggestions, policies, and necessary business to the general assembly for consideration.
3. Coordination of committees and committee reports for the general assembly.
4. Implementation of policies adopted by the general membership.
5. Provide for representation of the TAC to the administration and school board.
6. Assist the president with ideas for TAC, for stimulating interest, and for general administration of the TAC.
7. The Executive Committee is authorized to spend funds for operating expenses and other emergency expenditures not to exceed \$100.00 per incident. The Executive Committee shall receive a \$200.00 expense account for non-budget operating expenses and emergency expenditures. Dispersal of these funds may be made by a majority vote of all members of the Executive Committee in attendance. In case of an emergency, the president (or presiding officer) may obtain approval for disbursements by contacting the individual executive committee members, but must have a majority approval of the total Executive Committee membership to make the dispersal. The president shall be authorized to make emergency expenditures not to exceed \$50 without approval of the Executive Committee. This \$200.00 fund may be replenished by a majority vote of the general TAC membership in attendance at a TAC meeting.

Section 2. A meeting of the Executive Committee shall be held at least one week prior to each regular or special meeting, with the exception of the Regular First Day of School Meeting, and when scheduled by the President or requested in writing by a majority of the Executive Committee.

Article VII: Building Representatives

Section 1. Each building having classroom teachers shall elect a building representative and an alternate to the building representative to serve in the absence of the building representative. Each representative and alternate shall be a TAC member

in good standing. Building representatives and alternates shall serve a one year term commencing with the first executive committee meeting held after the beginning of the new School year, and serving until they are replaced.

Section 2. The duties and rights of the building representative include but are not limited to the following:

1. To attend each meeting of the Executive Committee, or send the elected alternate or another representative.
2. To vote on issues presented at the Executive Committee meetings, or when contacted in case of emergencies. This right to vote is limited to the building representative or the elected alternate.
3. To enter into discussions on the issues before the executive committee. This right is granted to all TAC members in good standing.
4. To hold meetings with the building's teachers for consideration of business needed prior to a regular meeting.
5. To conduct the membership drive for his or her building and collect TAC dues to be transferred to the Treasurer.
6. To distribute materials from the Executive Committee to the membership in that building.
7. To build enthusiasm and interest for the TAC.

Article VIII: Committees

Section 1. There shall be the following standing committees: Membership, Salary and Insurance, Legislative, Program and Social, Scholarship, and Audit.

At the beginning of the school year TAC meeting, sign-up sheets shall be distributed for volunteers for the various committees. The President shall appoint the committee from these volunteers, and others if needed, and appoint chairpeople where specified.

Section 2. The Membership Committee shall be composed of the Vice-President, serving as chairperson, the Treasurer, and all Building Representatives. The duties of the Membership Committee shall be to collect TAC dues and to be responsible for retirement ceremonies and gifts.

Section 3. The Salary and Insurance Committee shall be composed of the President, the President-elect, and a Representative from each building having classroom teachers. The duties of the Salary and Insurance Committee shall be to present

annual recommendations to the TAC concerning the district salary schedule and insurance program and present approved recommendations to the Superintendent and School Board. Approval consists of a majority vote by the membership in attendance at a TAC meeting.

- Section 4. The Legislative Committee shall consist of an appointed chairperson and such other members as appointed by the president. The duties of the Legislative Committee shall be to inform the membership of pending legislation and facilitate communication with local, state, and national representatives.
- Section 5. The Program and Social Committee shall consist of an appointed chairperson and such other members as appointed by the president. The duties of the Program and Social shall be to plan and arrange programs at designated meetings and to plan and administer other social activities for the membership.
- Section 6. The Scholarship Committee shall consist of an appointed chairperson and four (4) other TAC members in good standing. No TAC member who has an immediate relative (son, daughter, niece, nephew, etc.) eligible for the scholarship may serve on this committee.

The Scholarship fund will be at least one thousand dollars (\$1000), with the amount determined by the five dollars (\$5) per member dues assessment . The Committee will award at least two (2) scholarships with individual amounts to be determined by the committee. The Committee may request monies for additional scholarships from the TAC at a general meeting.

Each scholarship will be awarded to a deserving Senior graduating from Camdenon High School and going into the field of education. Primary consideration will be given to children of TAC members. The scholarships shall be paid to the student at the beginning of the second semester of the following school year provided the student verifies re-enrollment in an education major program.

The Committee will choose the required number of recipients for the scholarships and an equal number of alternates ranked in order. If any of the recipients fail to re-enroll for their second-semester, that scholarship will be awarded to the highest ranking alternate.

- Section 7. The Audit Committee will consist of three (3) Building Representatives appointed by the President. The Committee shall choose its own chairperson. The duty of the Audit Committee is to audit the Treasurer's books in April of each year and report their findings to a general TAC Meeting.
- Section 8. The President may appoint TAC members to serve on special committees as needed to carry out TAC business and concerns not covered by committees set up in these by-laws.

Section 9. Teacher of the Year Award Program Committee.

A. The Teacher of the Year Program is conducted annually in Missouri by the Department of Elementary and Secondary Education, in conjunction with the National Teacher of the Year Program. Designed to focus public attention on excellence in teaching, the Teacher of the Year competition is the oldest nationwide program honoring classroom teachers. There will be two teachers chosen one (1) from the Elementary Grades and one (1) from the Middle and High School Grades.

B. The Teacher of the Year Committee will be comprised of six faculty members who will be appointed by the TAC President for a three-year term on a rotating basis. Two new members will be appointed each year.

C. Any full-time classroom teacher in a state approved or accredited school, prekindergarten through grade twelve, is eligible to apply for the program. The emphasis is on classroom teaching rather than on administrative responsibilities. Each full-time classroom teacher with three years' previous teaching experience will be eligible. Our district has chosen to include librarians and counselors even though they are not eligible for state competition. Once a teacher wins on the district lever, he/she is not eligible for seven years.

D. The nomination procedure shall be as follows:

1. During the last week of February, nominations will begin in each building for Teacher of the Year. Traveling teachers will be assigned by administration to a particular building before nominations begin and will vote in that assigned building only.

2. A list of all eligible teachers will be used in balloting. In case of a tie, all nominees involved will be included on the next ballot. The top five candidates will then be asked to continue to the next step. Please include the following statements at the top of the ballot. "Each full-time classroom teacher with three years' experience will be eligible. Our district has chosen to include librarians and counselors even though they are not eligible for state competition.

3. Each nominee will then be asked to complete a personal summary form. If a nominee chooses not to participate, they simply do not return the completed form; plus, they will notify their principal.

4. Then each building principal will prepare a ballot listing the five candidates and a personal summary form.

5. The third week of March, each building will hold an election during a

faculty meeting, to insure that everyone participates. Votes will be counted by two people, ballots sealed in an envelope, and mailed to the chairman of the Teacher of the Year committee.

6. The candidates receiving the most votes will advance to the next round of competition. Buildings will advance candidates on a per capita basis. Buildings with over twenty teachers will be allowed two candidates. Buildings with twenty or less will be allowed one candidate.

7. Candidates will be given a copy of recommended guideline questions. (Judges are not required to use these guidelines.)

8. The committee may, by their own vote, deviate from the schedule listed in this section, provided the change does not interfere with the state schedule.

E. The judging process shall be as follows:

1. Once each building has selected its candidates, the candidates will submit the personal summary form. Summaries will be submitted to the Teacher of the Year committee no later than the end of the fourth Wednesday in March.

2. The Teacher of the Year committee will prepare copies of all summaries and send them to the panel of judges.

3. Final judging will take place on a date set by the committee beginning at 5:00 p.m. in the conference room of the Administration Building. Judges are encouraged to utilize the attached guideline questions. The interviewing will be done in a marathon fashion with each candidate being interviewed for fifteen minutes with a five minute break between candidates. Halfway through the process, the panel will take a thirty minute break at which time they will be served dinner.

4. Once the panel has completed the interviews, they will confer on their choices and select a winner. They will seal the name of their choice in an envelope which will be given to the Teacher of the Year Committee.

F. The Teacher of the Year Presentation will be conducted as follows:

1. A formal dinner will be held on a date after the interviews. The following will be invited to attend:

Superintendent
Assistant Superintendent
Board Members
Principals
Candidates - accompanied by their guest
Teacher of the Year Committee
Former Teacher of the Year recipients -- who are presently
ineligible (7 years)

2. A program will take place. The program will consist of comments by the past year's retiring Teacher of the Year. These comments will be followed by each building principal introducing his/her candidates and making a few brief comments describing this teacher's special characteristics. Each principal will need to prepare his remarks in advance so as to limit them to no more than two minutes per candidate.

3. As introductions are completed, each candidate will receive a brass bell with an inscription of the year and school being represented.

4. Once introductions are completed, the winner will be formally announced. (It will be important to have press coverage of this event in order to be able to include it in the recipient's portfolio used in state competition.)

G. Judges: No judges will be selected from this community. There should be five members on the panel with no more than three of one gender. The panel should be composed of one university professor, one administrator, and three classroom teachers --- one elementary, one junior high, and one secondary. One Camden board member will serve as the moderator, but will not be involved in the interview process.

H. The recipient of the award will receive a trip to attend the National Convention in his/her subject area, the North Central Convention, or a major regional conference with national presenters on the program. This trip will be supported by funds from the C.C. and Dorothy Blair Excellence in Education Trust Fund.

In addition, TAC will provide a gift of \$100 for each of the two Teacher of the Year recipients.

I. The district winner is then eligible to advance to the state competition held the following year, if he/she chooses, provided they are still employed by the Camden R-III School District. All resources and services district-wide should be made available to the recipient to help him/her in the preparation

of his/her portfolio. Many schools send entrants with professional printed and bound applications. Our applicants need our help to avoid being at a disadvantage during the state competition. The Teacher of the Year Committee will assist the applicant in his/her packet preparation if he/she chooses to enter.

Article IX: Meetings

- Section 1. Regular meetings of the association shall be held three (3) times each year; the first day of school, the last day of school, and a March salary meeting. The date of the March meeting will be determined by the President and Executive Committee.
- Section 2. Special meetings will be scheduled in the following manner:
- 1) the President may schedule special meetings as she, or he, see necessary.
 - 2) the President will schedule a special meeting upon receiving a written request signed by a majority of the Executive Committee.
 - 3) the President will schedule a special meeting upon receiving a written request signed by 25% of the TAC membership.
- Section 3. All Regular and Special meetings, with the exception of the First day of school regular meeting, shall be preceded by an Executive Committee meeting as set out in these by-laws.
- Section 4. In case of dire emergency, the President may call an emergency meeting with the approval of a majority of the Executive Committee.
- Section 5. A quorum for transaction of TAC business at any TAC meeting shall consist of twenty-percent (20%) of the current TAC membership.

Article X: Amendments

- Section 1. Amendments to these by-laws may be proposed in the following manner:
- A. Individual TAC members may submit proposed changes in writing to the president or their building representative. A meeting of the Executive Committee will be held within four (4) weeks to review the proposed amendment and make a recommendation to the general membership. This recommendation and the proposed amendment will be included with the agenda for the next general TAC meeting. This proposed change will be presented and discussed at the next general TAC meeting.

- B. The Executive Committee may submit amendments to these by-laws by a majority vote of themselves. This recommendation and the proposed amendment will be included with the agenda for the next general TAC meeting. This proposed change will be presented and discussed at the next general TAC meeting.
- C. A revision committee may be appointed by the President, consisting of the Parliamentarian as chairman, and having representatives from each building having classroom teachers, to revise these by-laws when necessary.

Section 2. These by-laws can be amended by a simple majority vote of the membership by ballots returned, provided the amendment has been submitted in writing to all members along with the ballots.

Last amended – April 2006