

**CONSTITUTION
OF
THE SHAKER HEIGHTS TEACHERS' ASSOCIATION
(ADOPTED MAY 21, 1984)**

(REVISED MAY 1991, MAY 1993, MAY, 1997, 2005, MAY 2015, MAY 2019, MAY 2021)

ARTICLE I NAME

The name of this organization shall be the Shaker Heights Teachers' Association, hereinafter referred to as the Association. The Association is incorporated under the laws of the State of Ohio.

SHTA shall refer to the bargaining unit of Teachers, as defined in Article 1 of the Collective Bargaining Agreement between the Board and SHTA. SHTA ST shall refer to the bargaining unit of Support Teachers in SERB Case No. 2014-REP-12-0149.

The SHTA and SHTA ST bargaining units shall negotiate separate Collective Bargaining Agreements.

ARTICLE II GOVERNANCE

The Association shall be governed by this Constitution, and by the By-Laws, Standing Rules and actions of the Representative Council and of the Executive Board consistent with this Constitution.

ARTICLE III PURPOSES

To share the educational expertise of the membership with the community, School Board and Administration to provide the best education possible for each child.

To accept responsibility for promoting and maintaining the principles of the Code of Ethics of the Education Profession.

To promote and to protect professional welfare of members by achieving professional salary schedules, satisfactory tenure policies, sound retirement systems and such other improvements as will encourage professional growth, high morale and career security.

To encourage members to exercise their rights and privileges as citizens and to accept, willingly, leadership in school affairs and in the civic affairs of their community. To promote democratic members participation in the formulations of educational policies.

To be an active participant with other educational organizations as designated by the membership in the formation of educational policies.

ARTICLE IV AFFILIATION

The Association shall affiliate with any educational organizations that the membership desires.

ARTICLE V MEMBERSHIP

A. Any certificated employee of the Shaker Heights City School District who is employed as a Teacher or a Support Teacher becomes a member upon payment of annual dues.

1. Each member has the individual right to participate in the affairs of the Association and to attend the regularly scheduled meetings of the Representative Council.

B. Regulations Governing Membership

1. Each member shall have equal voting privileges in Association elections, general meetings and any Association meetings in the building in which that member is based.

2. Any member may attend Representative Council meetings without voting privileges, and may join discussions with the permission of the Council.

ARTICLE VI OFFICERS

A. The officers of the Association shall be a president, a vice-president, a secretary and a treasurer.

B. Any member who has been a member for the three years immediately preceding the election shall be eligible to be an officer of the Association.

ARTICLE VII EXECUTIVE BOARD

The Executive Board shall consist of the officers, the immediate Past President of the Association, and the appointed Chairs of the standing committees. The President may appoint additional members to the Executive Board subject to the approval of Representative Council.

ARTICLE VIII REPRESENTATIVE COUNCIL

A. The Representative Council shall consist of the Executive Board, Building Representatives, and Support Teacher Representatives.

B. Any member who has been a member for the three years immediately preceding the election or appointment shall be eligible to be a member of the Representative Council. This requirement will not apply to Support Teachers until three years from the date their bargaining unit was certified by SERB.

C. There shall be one Building Representative elected for each twenty members or major fraction thereof in a building provided, however, that there be at least one representative from each building.

D. There shall be two Support Teacher Representatives elected from all Support Teacher members.

E. Each member of the Representative Council shall have one vote.

F. The Representative Council shall be the legislative and policy forming body of the Association and shall be empowered to conduct the business of the Association consistent with the Constitution and the By-Laws of the Association.

G. The Representative Council shall refer major policy decisions to the general membership for their consideration.

H. A quorum of the Representative Council shall be constituted by a majority of those members attending any meeting where proper notification has been given to all members.

ARTICLE IX ELECTIONS AND TERMS OF OFFICE

A. Nominations for Officers of the Association shall be open by petition from any member signed by at least five percent of the membership.

B. Nominations for Building Representatives shall be open from the floor of the building meeting, prior to a ballot being taken.

C. Nominations for Support Teacher Representatives shall be open to any Support Teacher member and shall be submitted to the Elections Chair prior to a ballot taken.

D. All ballots shall be secret.

E. Election to office shall be by a majority of votes cast. Election to Building Representative shall be by a majority of votes cast by members.

F. The term of office for officers of the Association shall be two years and of Building Representatives and Support Teacher Representatives shall be one year from July 1st until June 30th of the following calendar year.

ARTICLE X MEMBERSHIP VOTING

Major policy decisions regarding membership, whether initiated in Representative Council or proposed at a general meeting of the Association, shall be approved only through means of secret balloting in the individual buildings. The majority of votes cast shall constitute the will of the membership.

Amendment by Addition

If an emergency meeting is called to consider contractual matters, (excluding any action considered under By-Law VIII) and if a quorum is present, then a majority of these members present may elect to waive the above restriction dealing with the place of balloting. If they so choose, then secret balloting shall be held at this meeting.

ARTICLE XI INTERPRETATION

The power of interpretation of this Constitution and the By-Laws shall be vested in the Representative Council. Any ruling of the Representative Council may be reversed by a majority vote of the membership.

ARTICLE XII AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

A. Constitution

1. Any amendment to this Constitution may be initiated by the Executive Board, the Representative Council, or by petition signed by at least forty current members of the Association. Such proposed amendments must be filed in writing with the Secretary and the Secretary shall submit the said amendment in writing to all members of the Association within fifteen school days.

2. No Amendment shall be voted upon less than thirty days after its submission to the membership by the Secretary. The Representative Council shall designate the time of voting upon said amendment.

3. The approval of three-fourths of the members of the Association shall be necessary for the adoption of any amendments to this Constitution.

B. By-Laws

Any amendment to the By-Laws may be initiated by the Executive Board, the Representative Council, or by petition signed by at least twenty current members of the Association. Such proposed amendment must be filed in writing with the Secretary, and the Secretary shall submit said amendment in writing to all members of the Association within fifteen school days. No amendment shall be voted upon less than fifteen days after its submission to the members by the Secretary. The Representative Council shall designate whether the proposed amendment shall be voted upon at a meeting of the Association or at separate meeting of the several building groups, and it shall designate the time of voting upon said amendment.

**BY-LAWS
OF
THE SHAKER HEIGHTS TEACHERS' ASSOCIATION
(Adopted February 13, 1985)
(Revised May 1991, May 1993, May 1997, December 2004, May 2015)**

BY-LAW I RULES OF ORDER

Robert's Rules of Order, Revised shall be the authority on all questions of procedures not specifically stated in this Constitution and By-Laws. The President may appoint a Parliamentarian to serve at all Representative Council meetings. The Parliamentarian shall be a voting member.

BY-LAW II ELECTIONS

A. Election of Officers

1. Each candidate for office shall initiate his or her own candidacy by means of a petition containing the signatures of at least five percent of the members.
2. These petitions shall be made available by the Elections Chair in the first week of April.
3. The completed petition shall be filed by the candidate with the Elections Chair during or before the last week of April. No person may become a candidate without following this procedure.
4. The Elections Chair shall check each petition and the qualifications of each candidate and present a list of eligible candidates to the general membership no later than Monday of the second week in May. All appeals to overturn decision of the Elections Chair shall be presented at the May meeting of the Representative Council for final action.
5. If no candidate has filed an approved petition for an office by the filing deadline, the President shall call a special session of the Representative Council for the purpose of nominating a candidate or candidates to that office.
6. The election to office shall be determined by secret ballot on Monday of the last full week in May.
 - 7a. If an office is contested by more than one candidate, and if no candidate receives a majority of the votes cast, then a run-off election between the two candidates receiving the most votes for that office will be held on or before Friday of election week.
 - 7b. It shall be the responsibility of the Elections Chair to designate a time and location for a General Meeting for the officer-candidates of the Association to address their respective platforms/issues prior to the election of same.
8. The Building Representatives, under the direction of the Elections Chair, shall be responsible for all balloting held within their respective buildings or areas during election week. Building representatives shall secure all ballots cast and forward those ballots to the Elections Chair for tabulation.

B. Vacancies

Representative Council shall nominate candidates for offices vacated during the term. Election shall be by ballot sent to the members.

C. Election of Building and Support Teacher Representatives

Building Representatives

1. Before the end of the current school year and not earlier than the 2nd of May, each building shall elect its representative(s) and an alternate to serve during the next school year. The current Building Representatives shall notify the members within their building of the date and location of the election no later than one (1) week prior to the vote. All ballots will be collected and sent to the Elections Chair for tabulation. The results of the building election shall be published by the Elections Chair, who will notify the members of each respective building of the outcome of the election. In the case of more than one representative, one shall be designated the Building Chair. The Elections Chair shall report the results of the election to the Secretary before the close of the school year.
2. Should a Building Representative resign, the alternate from the same building shall assume the duties of the former. If the alternate has previously resigned or later resigns, the building shall then elect a new Building Representative. Ballots shall be collected and sent to the Elections Chair for tabulation. The Elections Chair shall notify the Secretary and building members of the results of the election within three days after the date of said election.
3. When a Building Representative or alternate becomes a Chair of a standing committee, he or she shall resign his/her position as Building Representative.
4. Should the Board of Education announce the closing and/or opening of any school building(s), the election of the building representatives for the following year (of said action) will be postponed. The election shall be held during the first two (2) weeks of the following school year, but not later than September 15. The term of current representatives will be extended from August 31, until elections are completed.

Support Teacher Representatives

1. Before the end of the current school year and not earlier than the 2nd of May, Support Teachers shall elect their two representatives to serve during the next school year. The current Building Representatives shall notify the Support Teachers within their buildings of the date and location of the election no later than one (1) week prior to the vote. All ballots will be collected and sent to the Elections Chair for tabulation. The results of the building election shall be published by the Elections Chair, who will notify the Support Teachers of the outcome of the election. The Elections Chair shall report the results of the election to the Secretary before the close of the school year.
2. Should a Support Teacher Representative resign, the alternate shall assume the duties of the former. If the alternate has previously resigned or later resigns, the Support Teachers shall then elect a new Support Teacher Representative. Ballots shall be collected and sent to the Elections

Chair for tabulation. The Elections Chair shall notify the Secretary and building members of the results of the election within three days after the date of said election.

3. When a Support Teacher Representative or alternate becomes a Chair of a standing committee, he or she shall resign his/her position as Support Teacher Representative.

BY-LAW III DUTIES OF OFFICERS

A. Annual Reports

1. Each officer and standing committee Chair shall submit a written annual report to the editor of the newsletter for publication in the final newsletter of the school year.

2. The Association must file an annual report, submitting information required by the State Employment Relations Board. Included in the annual report shall be accurate financial accounts.

B. Duties of the President

The President:

1. Shall preside at all meetings of the Association, the Executive Board and the Representative Council.

2. Shall be an ex-officio member of each committee.

3. Shall call such meetings of the Executive Board, the Representative Council, and the Association as are provided for in the By-Laws or as shall seem expeditious.

4. Shall direct the preparation and distribution of the Executive Board and Representative Council agendas prior to the meetings, and of other reports and papers at other times.

5. Shall, with the Treasurer sign all checks for disbursement.

6. Shall appoint committee Chairs and members of all standing committees and any special committees unless otherwise provided for in the By-Laws. Elementary and secondary levels shall be represented on each standing committee.

7. Shall prepare, prior to the start of the school term, a calendar of Association meetings and functions for the school year and coordinate the dates set with the Superintendent to obtain maximum articulation between Association and Administration activities.

8. Shall initiate a unified and positive program of activities designed to serve the needs of the Association.

9. Shall, with the approval of the Executive Board, be the official voice of the Association as well as represent the Association at official functions when necessary.

10. Shall, with the aid of the Executive Board, execute the program of the Association.
11. Shall represent the interests of the Association at administrative meetings called by the Superintendent or other administrative staff.
12. Shall attend monthly meeting of the Board of Education when possible.
13. Shall approve all released time for Association duties as designated in Article II, Section 2.03 of the Agreement between the Association and the Board of Education.
14. Shall approve official communication with legal counsel.
15. Shall, with the approval of the Executive Board, retain the services of professionals.

C. Duties of the Vice-President

1. Shall attend all meetings of the Executive Board and Representative Council and shall have the powers and duties of the President in case of the absence of the President.
2. Shall be authorized to sign checks in the absence of either the President or the Treasurer.
3. Shall perform such other duties as may be assigned to him or her by the President and/or the Executive Board.
4. Shall be an ex-officio member of each committee.
5. Shall attend P.T.O. Council meetings throughout the school year.

D. Duties of the Secretary

1. Shall keep a careful record of the proceedings of all meetings of the Association, the Executive Board, and the Representative Council.
2. Shall submit the minutes of the Representative Council to the Editor of the Newsletter for general distribution.
3. Shall file all reports submitted to the Executive Board, the Representative Council and the Association.
4. Shall maintain an accurate record of attendance at Representative Council and Executive Board meetings.
5. Shall notify the membership of proposed Constitutional and By-Law amendments.
6. Shall keep a file of all incoming and outgoing correspondence of the Association.

7. Shall handle the preparation and distribution of all notices to the members of the Association.
8. Shall perform other duties as may be assigned by the President and/or the Executive Board.
9. Shall place in the permanent files of the Association, at the end of the term of office, all files of the Secretary and those of all other Executive Board members.

E. Duties of the Treasurer

1. Shall be the custodian of the property and funds of the Association.
2. Shall receive all money, and shall keep careful record of all money received and disbursed, and shall submit a complete financial report of the same to the editor of the Newsletter for publication prior to the end of the school year. Other reports shall be prepared at such times as may be required by the Executive Board.
3. Investments
 - a. Shall appoint 2 members, upon approval by the Executive Board, to serve along with the Treasurer on an Investment Committee.
 - b. Shall deposit the Association's funds in the name of the Association in the financial institutions designated by the Investment Committee.
4. Shall draw money from the accounts of the Association for payment of bills properly authorized or as otherwise provide in the By-Laws.
5. Shall, under the direction of the Executive Board, prepare and submit to the Representative Council an annual budget for its approval by the Association.
6. Shall perform such other duties as may be assigned by the President and/or the Executive Board.
7. Shall arrange for an external audit every four years, or during the transition to a newly elected Treasurer, whichever comes first. An external audit is not required within one year of a previous audit. The Treasurer shall also arrange for an annual financial review of the Association account; an annual financial review is not required within a year of an external audit.
8. Shall secure bonding for all Association members and employees who handle money or other property of the Association.
9. Shall secure insurance policies necessary to protect the officers and Association against liability claims.
10. Shall make available for inspection, to any member of the Association, all books, ledgers, financial records, and financial statements of the Association.

By-Law IV ADMINISTRATION

A. Executive Board

The Executive Board:

1. Shall meet each month prior to Representative Council or at the call of the President.
2. Shall prepare and submit for approval to the Representative Council and/or general membership a tentative plan of activities for the year which shall include consideration of the recommendation made in the annual reports of the previous year which have been accepted and endorsed by Representative Council and/or the membership as officially approved policy.
3. Shall manage the activities of the Association.
4. Shall provide for the official representation of the Association in all relations and communications with the school administration, the Board of Education and any other organizations.
5. Shall perform other duties as assigned by the President.

B. Representative Council

The Representative Council:

1. Shall meet during the month of September and each month thereafter through May and at other times when called by the President or Executive Board.
2. Shall be responsible for the formulation of the policies of the Association.
3. Shall receive a proposed budget as submitted by the Executive Board and shall submit a budget to the general membership for its approval in the form of a written ballot.
4. Shall recommend, within the proposed budget, the salaries of the President, Vice-President, Secretary, Treasurer, professional Rights and Responsibilities Chair and Editor of the Newsletter.
5. Shall recommend, within the proposed budget, the per-meeting stipend to be paid all standing committee chairs and building representatives.
6. Shall recommend, within the proposed budget, the salaries of the Negotiating Team to be paid at the conclusion of each negotiation with the Board of Education.

7. Shall receive and consider any communications or suggestions for the welfare of the Association presented by any member of the Association.
8. Shall nominate candidates to fill any vacancies that may occur in the elected offices of the Association.

C. Building and Support Teacher Representatives

The Building Representatives:

1. Shall represent their respective building groups in the deliberations of the Representative Council.
2. Shall call and preside at all building meetings of members of the Association in their respective buildings.
3. Shall be responsible for the posting and distribution of notices, reports, and questionnaires to members in their respective buildings.
4. Shall be responsible for the distribution and collection of official Association ballots from every voting member as per election procedures.
5. Shall be responsible for offering membership and collecting dues in their respective buildings under the guidelines established by the membership Chair.
6. Shall perform other duties as assigned by Representative Council.

The Support Teacher Representatives:

1. Shall represent Support Teachers in the deliberations of the Representative Council.
2. Shall call and preside at all meetings of SHTA ST members of the Association.
3. Shall perform other duties as assigned by Representative Council.

D. Property of the Association

The officers of the Association, the Chairs of the standing committees, and the Building and Support Teacher Representatives shall deliver to the Secretary all papers and other property of the Association in their possession at the close of their respective terms of office, at which time they shall be deposited in the Association's local office. A copy of all major committee work will be filed with the Secretary.

BY-LAW V STANDING COMMITTEES

A. Duties

1. Standing committees shall meet at the call of their respective Chairs.
2. Chairs of standing committees will be appointed by the President, shall be members of the Executive Board, and shall attend all meetings of that group.
3. Chairs shall report to the Representative Council as required.

B. Committees

1. Standing committees are designated as: Legislative, Social, Membership/Elections, Publications, Legal Aid, Public Relations, Salary-Tenure, Teacher Education, Professional Rights and Responsibilities, Policy, Investments, Evaluation, Support Teachers, Special Education, and Diversity, Equity & Inclusion
2. Other standing committees may be added with the approval of Representative Council.

C. Legislative Committee

There shall be a Legislative Committee whose responsibility it shall be to inform the membership concerning all legislation that affects public education, to advise the Representative Council as to the interpretation of such measures, and to recommend such action as will most effectively serve the interests of the schools or Association members.

D. Social Committee

There shall be a Social Committee whose responsibility it shall be to practice good fellowship among the members and to have charge of all social activities. The Chair shall coordinate the annual service recognition event with the Administration.

E. Membership/Elections Committee

There shall be a Membership/Elections Committee of one to three members for the purpose of overseeing elections. One member shall be designated as the Elections Chair.

The duties of the Chair will be to:

1. Collect dues and to maintain an accurate record of paid members.
2. Establish and supervise procedures for the election of officers of the Association, building representatives and balloting on Constitutional and By-Law changes, as well as balloting on negotiations and other matters of policy. The established procedures shall include the date when elections shall be held, notification procedures for all members and absentee ballot procedures for members who will not be present on the designated election date.

3. Collect all ballots from individual building elections and to tabulate and publish the results.
4. Assign each special subject teacher to a certain building for purposes of voting, receiving notices, etc.

F. Publications Committee

There shall be a Publications Committee who shall be responsible for the Association Newsletter and any other authorized Association publications.

Final decision as to the contents of the Newsletter shall rest with the Editor and the President, unless directed otherwise by the Representative Council and/or the membership.

G. Legal Aid Committee

1. Funding

a. Funding for this committee shall be from the general savings account and from voluntary contributions. The Treasurer shall designate the general savings accounts of the Association as the Legal Aid Fund.

b. A purpose of the fund shall be to provide available resources for legal and/or related services for the Association as authorized by the Executive Board.

c. A further purpose of the fund shall be to provide monies to assist any members of the Association who may need legal aid in connection with their employment in the Shaker Heights City Schools.

2. Committee

There shall be a Legal Aid Committee consisting of the President, Vice-President, Treasurer, Professional Rights and Responsibilities Chair and at least three other members appointed by the President to represent the senior high, middle school and elementary levels. The purpose of the Committee shall be to administer the fund with respect to assisting individual members of the Association.

3. Procedures and Limitations

a. The Executive Board shall have the authority to commit Representative Council to expenditures against the fund for legal and/or related services required by the Association in an amount not to exceed that established by Representative Council.

b. The Legal Aid Committee shall consider requests of individual members applying directly for assistance. Requests should be submitted in writing to the Association President and Legal Aid Chair.

c. Representative Council shall be informed of any grants or other expenditures made against the fund on behalf of members of the Association, but the Legal Aide Committee shall be the investigating body for determining eligibility and need of applicants and shall be permitted to make grants to members on its own authority in an amount not to exceed that established by Representative Council for approval at the earliest scheduled meeting.

H. Public Relations Committee

There shall be a Public Relations Committee whose responsibility shall be to foster mutual understanding, good-will and respect between and among students, staff, community and administration.

I. Salary-Tenure Committee

1. Committee

There shall be a Salary-Tenure Committee whose responsibility it shall be to provide the Negotiations Teams with information within any of the areas which may become agenda items during negotiations with the school board.

2. SHTA Negotiating Team

a. Composition

The Chair of the Salary-Tenure Committee shall assume the duties and responsibilities of chief negotiator during all SHTA negotiations with the school board. The chief negotiator will be responsible for the appointment of at least two additional members of the SHTA Negotiating Team. If the chief negotiator is from the secondary level, then one of the two additional members must be from the elementary level. If more than two additional members are appointed, then every effort should be made to include a representative sampling from the various buildings in the school system. In no case may the total membership of the SHTA Negotiating Team exceed the limitations found in the Agreement.

b. Procedure and Limitations

1. The SHTA Negotiating Team shall have the responsibility of conducting surveys and making itself available for building meetings prior to the start of formal negotiations, for the purpose of ascertaining the concerns of the SHTA membership. The SHTA Negotiating Team shall then have the responsibility of reducing these concerns to writing and placing them on the formal agenda for negotiations. The Team shall have the power to accept tentative agreements in negotiations with the school board. All such decisions will be a majority vote of the Team with each individual member reserving the right to express his or her position at any general meeting of the SHTA membership held prior to a ratification vote. During negotiations, the Chair or his/her designee shall make general progress reports to the Executive Board and the Representative Council at their monthly meetings. If impasse is reached, then the Chair shall provide the total SHTA membership

with copies of tentative proposals which have been accepted as well as proposals still under discussion.

2. When an impasse panel report is received, the Chair shall report this to the President, who shall then call a meeting of the total SHTA membership. The SHTA Negotiating Team shall attend this meeting. The SHTA Negotiating Team shall present a history of the negotiations, answer questions, and outline the various courses of action that are open to the membership.

3. The SHTA Negotiating Team possesses neither the power to accept a final contractual offer nor the power to initiate a work stoppage unless specifically authorized by a majority vote of the membership.

4. The Chief Negotiator, at his/her discretion, shall have the option of presenting to the Executive Board a request for external legal involvement in negotiation efforts.

3. SHTA ST Negotiating Team

a. Composition

The Chair of the Support Teachers Committee shall assume the duties and responsibilities of chief negotiator during all SHTA ST negotiations with the school board. The chief negotiator will be responsible for the appointment of at least two additional members of the SHTA ST Negotiating Team. If the chief negotiator is from the secondary level, then one of the two additional members must be from the elementary level. If more than two additional members are appointed, then every effort should be made to include a representative sampling from the various buildings in the school system. In no case may the total membership of the SHTA ST Negotiating Team exceed the limitations found in the Agreement.

b. Procedure and Limitations

1. The SHTA ST Negotiating Team shall have the responsibility of conducting surveys and making itself available for building meetings prior to the start of formal negotiations, for the purpose of ascertaining the concerns of the SHTA ST membership. The SHTA ST Negotiating Team shall then have the responsibility of reducing these concerns to writing and placing them on the formal agenda for negotiations. The Team shall have the power to accept tentative agreements in negotiations with the school board. All such decisions will be a majority vote of the Team with each individual member reserving the right to express his or her position at any general meeting of the SHTA ST membership held prior to a ratification vote. During negotiations, the Chair or his/her designee shall make general progress reports to the Executive Board and the Representative Council at their monthly meetings. If impasse is reached, then the Chair shall provide the total SHTA ST membership with copies of tentative proposals which have been accepted as well as proposals still under discussion.

2. When an impasse panel report is received, the Chair shall report this to the President, who shall then call a meeting of the total SHTA ST membership. The SHTA ST Negotiating Team shall attend this meeting. The SHTA ST Negotiating Team shall present a history of the negotiations, answer questions, and outline the various courses of action that are open to the membership.
3. The SHTA ST Negotiating Team possesses neither the power to accept a final contractual offer nor the power to initiate a work stoppage unless specifically authorized by a majority vote of the membership.
4. The Chief Negotiator, at his/her discretion, shall have the option of presenting to the Executive Board a request for external legal involvement in negotiation efforts.

J. Teacher Education Committee

There shall be a Teacher Education Committee. The function of this committee shall be:

1. To meet with all the new teachers hired to the District for the purpose of orientation and membership.
2. To monitor the District's mentoring program and the stipulations of Article VII in the Agreement between the Association and the Board of Education.
3. To provide information on certification standards and tenure laws.
4. To be available to meet with students who are interested in pursuing a career in education.

K. Professional Rights and Responsibilities (GRIEVANCE) Committee

There shall be a Professional Rights and Responsibilities Committee. The function of this committee shall be:

1. To interpret the Agreement between the Association and the Board on behalf of the Association. Final interpretations may be subject to review by legal counsel, the Representative Council or Executive Board.
2. To assist in the preparation of, and to implement, all grievances as outlined in Article XII of the Agreement. The Agreement is to be construed only as a reference point and not as part of the By-Laws.
3. To assist in the resolution of any professional problems of any of the members where the good offices of the Association may be utilized.
4. To receive allegations of breaches of professional ethics against any of the members and to seek solutions using Association channels.

L. Policy Committee

There shall be a Policy Committee whose responsibility shall be to review the Constitution and By-Laws and to recommend changes in accordance with the current procedures and programs of the Association. Change considerations shall be initiated through the Executive Board.

M. Investments Committee

There shall be an Investments Committee consisting of three members for the purpose of reviewing the Association's financial investments/institutions, and making changes/decisions for the Association's investments. The Treasurer shall be the designated Investments Chair, with the other two members being appointed by the Treasurer, upon approval by the Executive Board. The Committee shall meet at least once each semester, as requested by the Treasurer.

N. Evaluation Committee

There shall be an Evaluation Committee whose responsibility shall be to review the teacher evaluation system, including attending meetings with the Administration, to maintain consistency with state law, the contract, and the current procedures and programs of the Association. Change considerations shall be initiated through the Executive Board.

O. Support Teachers Committee

There shall be a Support Teachers Committee whose responsibility shall be to report Support Teachers concerns to the Executive Board. The Support Teachers Committee will review and present issues to the Association initiated and approved through the Executive Board.

P. Special Education

There shall be a Special Education Committee whose responsibility shall be to report Special Education concerns to the Executive Board. The Special Education Committee will review and present issues to the Association concerning district policy in order to maintain consistency with state law, the contract, and the current procedures and programs of the Association.

Q. Diversity, Equity and Inclusion

There shall be a Diversity, Equity and Inclusion Committee whose responsibility shall be to report concerns to the Executive Board. The Diversity, Equity and Inclusion Committee will review and present issues to the Association concerning district policy in order to maintain consistency with state law, the contract, and the current procedures and programs of the Association.

BY-LAW VI MEETINGS OF THE ASSOCIATION

A. Regular Meetings

1. The President or the Executive Board shall determine the number and dates of all meetings. The Executive Board shall meet once a month prior to Representative Council meetings. Representative Council shall meet once a month starting in September and ending in May.
2. Other meetings shall be scheduled to serve the needs of the members and to promote the interests of the Association.

B. Special Meetings

- 1, Special meetings of the Association may be called by the President or the Executive Board.
2. A special meeting shall be called upon the request of five percent of the membership by written petition submitted to the secretary. The petition shall contain the purpose and agenda of the special meeting requested. Within five school days the secretary shall announce the meeting to the membership. The announcement shall include the purpose and agenda of the meeting, and the names of those requesting the meeting as given in the petition. The special meeting shall be held within ten school days of the receipt of the petition by the secretary.

C. Emergency Meetings

Emergency meetings may be called at the discretion of the President or the Executive Board.

D. Proper Notification

With the exception of Emergency Meetings, meetings of the Association shall be announced by written notice to each building at least seven calendar days prior to the date of the meeting.

E. Quorum

A quorum at any meeting of the Association, or of any group within the Association, shall be a majority of the members of that group.

BY-LAW VII FINANCES

A. Dues

1. A change in the amount of dues shall be presented to the membership for its approval.
2. Dues will be collected through payroll deductions or by check. Members who select payroll deduction shall have ten (10) equal deductions starting with the first pay in October of the current school year. Members who choose to pay by check must do so in full, prior to October 1st of the current school year. Payroll deduction shall automatically continue from year to year

unless the member notifies the Association and payroll office in writing, prior to October 1st of the current school year, that he or she wishes to stop payroll deductions.

3. Any member employed by the Shaker Heights City Schools after January 1st of the current school year, may join the Association and his or her dues will be one-half (50%) of the current dues assessment for that year. Any member employed after the start of the current school year, but prior to January 1st, may join the Association at the current dues assessment (100%).

4. Association dues are not prorated by contract status, nor are any portion of the dues refundable.

B. Assessments

Special assessments of members may be requested by the Representative Council and levied after due notification explaining their purpose if two-thirds of the members consent.

C. Expenditures

Expenditures not specifically provided for in the approved budget may be authorized by the Representative Council. An amount not to exceed \$1000.00 may be transferred between budgeted line items. During school recesses, if the President cannot obtain a quorum of the Representative Council to authorize transfer of funds, the Treasurer and two other officers may authorize said transfer.

D. Political Donations/expenditures

1. No funds from the Association treasury shall be used directly for the purpose of donations to elected officials or candidates seeking office.

2. The Association will sponsor a Political Action Committee (a special committee appointed by the president) whose purpose will be to support political issues relevant to the Purposes of the Association. Representative Council may direct the building representatives to solicit voluntary monetary contributions from the membership for the PAC. All contributions will be sent to the Treasurer, who will deposit these funds into an account kept specifically for this purpose, and will then forward the funds according to the directive of the PAC. No funds from the PAC treasury shall be used directly for the purpose of donations to elected officials or candidates seeking office.

3. The PAC will submit a report in the Newsletter of their activities including a detailed financial account. Participation in and support for the PAC will be completely voluntary and no monies from Association dues or the general fund may be accessed for the PAC.

4. In support of local school funding issues, Representative Council may direct the building representatives to solicit voluntary monetary contributions from the membership. All contributions will be sent to the Treasurer, who will deposit these funds into an account kept specifically for this purpose and this account shall not contain any other funds that constitute the

Association treasury. Upon the direction of Representative Council, the Treasurer will forward these funds in the name of the Association to the committee supporting the passage of the issue. Any such donation from the Association shall be made using only the monetary contributions obtained from the members as outlined above.

E. Loans

The Association shall not make loans to any of its members or officers.

BY-LAW VIII NEGOTIATION

A. Any proposed contract or change in the existing contract presented by the SHTA Negotiating Team or the SHTA ST Negotiating Team for a vote of the respective membership must be filed in writing with the Secretary and then submitted to all members of the SHTA or SHTA ST (as applicable) within fifteen school days after the filing.

B. No proposed contract changes in an existing contract shall be voted upon less than seven calendar days after submission to the applicable membership.

C. The applicable Negotiating Team will make itself available to discuss the proposed contract or changes in the existing contract at the district and/or local building level during the seven day pre-election period.

D. Summer Negotiations

If negotiations are conducted while school is in summer recess, and if immediate action is needed to insure negotiated benefits for the membership, then the applicable Negotiating Team shall attempt to secure ratification by mail. A copy of the Agreement shall be sent to each SHTA or to each SHTA ST member (as applicable) along with a ballot. The Ballot must reach the respective Negotiating Team within seventeen (17) days after the original mailing date.

BY-LAW IX AFFILIATION

The Shaker Heights Teachers' Association shall be an independent teachers' association.

BY-LAW X ETHICS AND CONFLICT OF INTEREST

Members of the Association who are in a position of influence and trust (fiduciaries), such as but not limited to its officers, members of the Executive Board, members of Representative Council, and committee members, shall perform their fiduciary obligations to the Association in such a manner as to maintain their independence both in fact and appearance. Consequently, fiduciaries of the Association will abstain from influencing or voting on issues in which the fiduciaries of the Association, or their spouses, minor children parents, or otherwise, have a financial or

business interest. This provision does not apply to building representatives and their obligation as stated in By-Law IV.

SPECIAL POLICY

POLICY FOR SOLVING PROBLEMS

A. We expect our members to take part in any conference so long as the educational needs of the child remain the focal point of that conference. If the conference is to be held outside of the normal school hours, then the member must be agreeable as to the time.

B. If a situation arises in which it is no longer possible to maintain a conference in which the educational needs of the child are paramount and there is no administrator present to terminate the conference then our member, with as much decorum as possible, should inform the other party involved that the conference is terminated for now and will be resumed if the other party so desires, when our member is able to secure Association/legal representation and/or the presence of an administrator.

C. If in a conference between a parent, member and administrator a situation arises in which it is no longer possible to maintain a conference in which the educational needs of the child is paramount, then our member, with as much decorum as possible, should request that the conference be terminated until such time as the member is able to secure Association/legal representation. The administrator should honor such a request.

D. Remaining in a conference that has degenerated into a forum for the leveling of undocumented charges cannot in any way serve any legitimate educational need and will only serve to make a future solution to the problem more difficult, if not impossible. A cooling-off period is needed. This is what we hope will be accomplished by terminating the conference.

E. As a professional association we have a dual responsibility: First, we must do everything possible to insure that every member recognizes and assumes his/her professional responsibilities; Second, we must also insist that our members be treated as professionals at ALL times. We will support them with all our resources in this effort.

F. We would hope for the support of the central administration in our efforts to seek educationally sound solutions to problems that arise as we deal with the many complexities involved in our efforts to fulfill our professional responsibilities. However, we will continue to advise our members to terminate all negative conferences, to allow for a cooling-off period, and we will insure that the member will have Association/legal representation at any future meetings. We do not seek to avoid the public. What we hope to accomplish is to insure that an atmosphere conducive to the solution of problems on the highest level possible shall be maintained at all levels.

