BYLAWS FOR
MERCED/MARIPOSA TEACHERS UNISERV COUNCIL/CTA/NEA

ARTICLE I
NAME

The name of this organization shall be the Merced/Mariposa Teachers UniServ Council, referred to hereinafter as the "UniServ Council".

ARTICLE II
PURPOSE

The purpose of this UniServ Council shall be to act collectively as a body to further the goals established by the participating local chapters, the California Teachers Association (CTA), and the National Education Association (NEA).

ARTICLE III
AFFILIATIONS

The UniServ Council shall be chartered under the California Teachers Association (CTA) and the National Education Association (NEA) and in accordance with the rules of affiliations adopted by the latter associations.

ARTICLE IV
MEMBERSHIP

Membership on the UniServ Council shall consist of elected representatives or ex-officio members, as described in Article VII, which have associated themselves with CTA and NEA by contracted professional and clerical services and in accordance with the "Memorandum of Agreement" in the CTA UniServ Handbook, referred to hereinafter as the "Agreement".

ARTICLE V
DUES

The dues shall be specified in the Agreement.

ARTICLE VI
EXECUTIVE OFFICERS AND BOARD MEMBERS-AT-LARGE

Section 1 The executive officers of the UniServ Council shall be a Chairperson, Vice-Chairperson, Secretary, and Treasurer, elected by and from the UniServ Council.

Section 2 Qualifications, Terms and Duties of Officers.

A. Any person who has been a member of the UniServ Council for the current year shall be qualified to hold any office in the UniServ Council.

B. Executive officers shall take office on **July 1,** and shall serve for two years or until their successors shall qualify for office.

C. A vacancy shall be deemed to exist in the event of death, resignation, or removal from office of any elected official.

1. In the event a vacancy shall occur in the office of Chairperson, the Vice-Chairperson shall have the option to assume or decline the office, and if declined the option shall pass to the Secretary and Treasurer in that order. A special election shall be held at the next official meeting of the UniServ Council to fill the vacancy.

2. All other vacancies in elective offices shall be filled by special election held at the next official meeting of the UniServ Council.

D. The Chairperson shall:

1. Preside over all meetings of the UniServ Council and the Executive Board.

2. Appoint all committee chairpersons, subject to the approval of the Executive Board, and serve as an ex-officio of all committees.

3. Sign checks drawn on the treasury, if needed.

4. Call special meetings of the UniServ Council and Executive Board, as necessary.

5. Be held responsible for the progress and work of the UniServ Council.

6. Appoint a Parliamentarian to advise the UniServ Council on matters of procedures as necessary.

7. Attend the CTA Presidents' Conference.

E. The Vice-Chairperson shall:

1. In the absence or the incapacity of the Chairperson, assume the duties and responsibilities of the Chairperson.

2. Assist the Chairperson by coordinating the activities of all committees of the UniServ Council.

3. Serve as an ex-officio member of all committees.

4. Sign checks drawn on the treasury, if needed.

5. Attend the CTA Presidents' Conference if the Chairperson is unable to attend.

F. The Secretary shall:

1. Keep a careful record of each Executive Board and UniServ Council meeting, including copies of all pertinent correspondence and committee reports.

2. Present minutes of all meetings of the Executive Board and UniServ Council to members of the UniServ Council at the next regular meeting.

3. Maintain an accurate roster of the members of the UniServ Council and their alternates and an accurate list of all committee members.

4. Carry on the correspondence pertaining to the affairs of the UniServ Council as directed by the Chairperson.

G. The Treasurer shall:

1. Receive all funds belonging to the UniServ Council.

2. Pay out such funds at the direction of the Executive Board.

3. Keep an accurate account of receipts and expenditures.

4. Provide a written report of the UniServ Council's financial status at each regular meeting of the UniServ Council.

5. Sign all checks drawn on the treasury, if needed.

6. Work with the Executive Board to prepare the annual operating budget of the UniServ Council. The proposed budget shall be presented at the fourth meeting of the year.

7. Prepare the financial records of the UniServ Council for an annual audit before October 1.

Section **3** Board Members-at-Large shall:

A. Work with the executive officers to carry out the duties and responsibilities of the Executive Board.

B. Board Members-at-Large shall take office July 1, and shall serve for three years or until their successors are elected.

C. A vacancy shall be deemed to exist in the event of death, resignation, or removal from office of any elected official.

1. In the event a vacancy shall occur in the office of a Board Member-At-Large, the seat will be declared vacant at the next official meeting of the UniServ Council, and an election shall be held at the subsequent official meeting of the UniServ Council to fill the seat.

D. It shall be the duty of every officer and board members-at-large to attend all regular and special meetings of the UniServ Council and Executive Board.

ARTICLE VII
UNISERV COUNCIL

Section 1 Composition.

The UniServ Council shall be composed of a proportionate representation of each participating chapter and the Executive Officers including Board Members-at-Large. There shall be at least one UniServ Council Member from each chapter.

Section 2 Alternate Selection.

Alternates shall be selected in such a manner as individual chapters may determine.

Section 3 Fiscal Year.

The fiscal year of the UniServ Council shall commence on September 1, and end on August 31.

Section 4 Nominations and Elections.

A. At the regularly scheduled fourth meeting of the UniServ Council, the members shall elect from their own membership a Chairperson, Vice-Chairperson, Secretary, Treasurer, and three of the nine Board Members-at-Large to serve on the Executive Board.

B. The nomination procedures shall be as follows:

1. Any members wishing to declare their candidacy must submit a declaration of candidacy to the secretary one-week prior to the election.

2. At the fourth meeting, the nominating committee shall present a slate of candidates and accept nominations from the floor of the UniServ Council.

3. At the fourth meeting, the election and installation shall take place.

C. The procedure for the election shall be as follows:

1. Elections shall be by a secret ballot.

2. Each member of the UniServ Council shall vote for one nominee for each of the executive offices and three nominees for Board Members-at-Large of the Executive Board.

3. A majority of votes cast shall be required for election to executive office.

4. In the event no nominee for a given executive office receives a majority, the two nominees receiving the greatest number of votes shall be resubmitted for additional secret ballots before the conclusion of the election meeting.

5. All elections shall be held in accordance with CTA election standards.

D. In the event that only one nominee is presented for an office, the question of waiving the ballot shall be immediately placed before the Council on a non-debatable basis. A two-thirds (2/3) vote shall be required to waive the ballot.

Section 5 Terms and Duties of UniServ Council Representatives.

A. Terms: UniServ Council Representatives shall take office September 1, and shall serve for one year or until their successors are elected. One UniServ Council Representative shall be selected by his/her constituent chapter by a ratio of one for each fifty members or a fraction thereof. One of the representatives shall be the president of the constituent chapter.

B. Duties. UniServ Council Representatives of Member Chapters shall:

1. Attend all meetings of the UniServ Council or direct their alternates to attend in their absence.

2. Represent the best interests of their local chapters in all actions before the UniServ Council.

3. Seek direction from their local chapter concerning UniServ Council matters.

Section 6 Duties of the UniServ Council.

A. Make policy for the UniServ Council.

B. Approve the operating budget of the UniServ Council.

C. Plan programs of training and action for UniServ Council committees and member chapters.

D. Develop and maintain an effective political action structure within the UniServ Council.

E. Exercise final authority in all matters pertaining to the UniServ Council.

F. Serve as a communication like between CTA/NEA and the local chapters.

ARTICLE VIII
EXECUTIVE BOARD

Section 1 The Executive Board shall consist of the officers of the Council, and the Board Members-at-Large elected by the UniServ Council from their own membership. In addition, CTA and NEA Board Members who represent chapters within the geographical boundaries of the UniServ Council shall be ex-officio member of the Executive Board. The past Chairperson of the UniServ Council shall be considered a non-voting ex officio member for one year after the expiration of their term.

Section 2 Voting rights of ex officio members:
Ex officio members of the Executive Board who have been elected to their current position by the membership they represent shall be vested with voting rights.

Section 3 Duties of the Executive Board:

A. Carry out the plans and policies of the UniServ Council.

B. Make policy recommendations to the UniServ Council.

C. Prepare an annual operating budget and manage the capital assets of the UniServ Council.

D. Set tentative dates for the UniServ Council meetings and publish these dates by the end of the preceding school year.

E. Keep accurate records of its proceedings and distribute them to all members of the UniServ Council.

F. Schedule their own Executive Board meetings.

ARTICLE IX
REMOVAL PROCEDURES OF UNISERV COUNCIL REPRESENTATIVES, EXECUTIVE BOARD MEMBERS, AND COMMITTEE CHAIRPERSONS

Section 1 The member chapters shall have the right to determine procedures for removing their UniServ Council Representatives.

Section 2 The causes for removal of an elected official or a committee chairperson from office shall be evident unfitness to carry out, or failure to carry out, the duties of the office.

Section 3 The procedure for removing an elected official from office shall be as follows:

A. The Executive Board shall notify the officer in question of impending action to suspend. The officer in question shall be given opportunity to present an explanation to the Executive Board before further action is taken.

B. A simple majority of the Executive Board may subsequently remove the officer.

C. The Executive Board shall notify, in writing, members of the UniServ Council of the removal and the causes for removal at least two weeks before the next regular meeting of the UniServ Council.

D. The officer removed shall be given the opportunity to appear before the UniServ Council at its next regular meeting.

E. The UniServ Council shall vote on the officer in question at the next regular meeting.

F. An elected official shall be removed and the office declared vacant when two-thirds (2/3) of the UniServ Council members present concur in the decision.

Section 4 Committee Chairperson may be replaced at the discretion of the Chairperson, with the approval of a majority of the Executive Board.

ARTICLE X
MEETINGS

Section 1 The UniServ Council shall meet at least four times each school year. The dates, times and places shall be determined by the Executive Board.

Section 2 The Executive Board shall meet at least once before each meeting of the UniServ Council.

Section 3 Committees of the UniServ Council shall meet at the direction of the Chairperson, Executive Board, or UniServ Council.

Section 4 Special meetings of the UniServ Council may be called for a specific purpose by the Chairperson or any three member chapters, but no business other than that for which the meeting is called may be transacted. At least five days notice shall be given to each member of the UniServ Council.

Section 5 Special meetings of the Executive Board may be called by the Chairperson or any three members of the Board.

ARTICLE XI
QUORUM

Section 1 At least one-fourth (1/4) of the member chapters shall constitute a quorum in the UniServ Council.

Section 2 In every other official body of the UniServ Council, a simple majority of its members shall constitute a quorum.

Section 3 A majority of the Executive Board shall constitute a quorum.

ARTICLE XII
COMMITTEES

Section 1 The UniServ Council may establish the following committees:

A. Political Action;

B. Membership;

C. Negotiations;

D. Elections; and

E. Any other committee the UniServ Council deems necessary.

Section 2 The purpose of the Committee shall be to gather information, develop expertise, and assist the UniServ Council and local chapter committee chairpersons in carrying out their programs and policies.

Section 3 The duties and responsibilities of the Committees shall be as follows:

A. The Political Action Committee shall be responsible for a continuing study of current and proposed legislation affecting education, keep the UniServ Council members informed of legislative progress, propose and carry out methods of dealing with legislation, accept and study legislative proposals from UniServ Council members, and recommend appropriate action to the UniServ Council. It shall also supply information to the UniServ Council about candidates for local, state, and national offices regarding their opinions on educational items, plan activities designed to establish closer relationships with officials at all levels, and serve as advisors upon request of local chapters.

B. The Membership Committee shall organize for membership growth.

C. The Negotiations Committee shall negotiate the contract with the secretarial staff.

Section 4 Committee Membership

A. Committee chairpersons shall select their members from the membership of the UniServ Council.

B. As much as possible, committees shall be composed of members selected from three or more chapters.

Section 5 Committee chairpersons and members shall serve for one year, corresponding with the term of the UniServ Council.

Section 6 The committees shall work under the supervision of the Chairperson of the UniServ Council and in cooperation with the Executive Director of the UniServ Council.

Section 7 Committees shall keep accurate records of their meetings and file written reports of their actions with the Secretary.

ARTICLE XIII
PARLIAMENTARY AUTHORITY

The latest edition of Roberts Rules of Order shall be the parliamentary authority for the meetings of the UniServ Council and the Executive Board.

ARTICLE XIV
AMENDMENTS

Section 1 The Executive Board, or any member of the UniServ Council, may propose amendments to these Bylaws.

Section 2 The purpose for proposing amendments to these Bylaws shall be as follows:

A. All proposed amendments shall be filed with the Secretary at least three weeks before a regular meeting of the UniServ Council.

B. Proposed amendments shall be printed and distributed to all members of the UniServ Council at least two weeks before the next regular meeting of the UniServ Council.

C. Proposed amendments shall be voted on at the next regular meeting of the UniServ Council.

Section 3 Proposed amendments shall become part of these Bylaws when ratified in the UniServ Council by a simple majority.