

**CONSTITUTION
of the
HARRISBURG AREA COMMUNITY COLLEGE
EDUCATION ASSOCIATION (HACCEA)
PSEA/NEA**

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THE CONSTITUTION OF HACCEA

ARTICLE I – NAME

- A. The name of this Association shall be the Harrisburg Area Community College Education Association (hereinafter referred to as “Association”).
- B. This Association is a local of the Southern Region and shall be affiliated with the Pennsylvania State Education Association (“PSEA”) and the National Education Association (“NEA”).

ARTICLE II – PURPOSE

The purpose of this Association is to promote the educational welfare of the local and the students it serves, to protect and advance the interests of its members, establish and maintain helpful, friendly relations among all persons connected with this local and to uphold the operating procedures that ensure fair, transparent, and effective governance. Any person elected to a position in the Association should uphold the values and standards of the Association in a manner consistent with the purpose of this association.

ARTICLE III – COMPLIANCE PROVISION

- A. This Association's Constitution and Bylaws shall conform to and be consistent with the Constitution and Bylaws of PSEA.
- B. The Association adopts the PSEA Code of Ethics of the Education Profession.

ARTICLE IV – NON-PROFIT STATUS

- A. This Association is not organized for profit and no part of its earnings shall inure to the benefit of any private member or individual. In the event of the disaffiliation with PSEA, liquidation, or dissolution of the Association, whether voluntary or involuntary, no member shall be entitled to any distribution or division of the remaining assets of the Association, including funds and property or its proceeds.
- B. The balance of all such assets held by the Association at the time of the disaffiliation, liquidation, or dissolution, after the payment of all debts and obligations of the Association, shall be used or distributed in accordance with [Article II](#) of the Constitution of HACCEA and subject to the laws of the Commonwealth of Pennsylvania.

ARTICLE V – MEMBERSHIP

- A. Membership in the Association shall consist of “active” (dues-paying) membership and such other categories of membership as provided in the Association's Bylaws ([Article II](#)). All members shall subscribe to the purpose of the Association and PSEA as set forth in the Constitution and Bylaws.
- B. Membership shall be available only to faculty employed by the Harrisburg Area Community College and in the bargaining unit represented by the Association.
- C. Adjunct faculty qualify for membership in the bargaining unit represented by the Association if they have worked two semesters (including fall, spring, and summer but excluding winter) in the past two academic years.
- D. A person shall not be eligible for membership in the Association unless they maintain membership in PSEA and NEA.
- E. All rights, titles, and interests, both legal and equitable, of a member in and to the property of the Association shall end upon termination of membership.

ARTICLE VI – MEMBERSHIP YEAR

This Association shall have the same membership year, September 1 through August 31, as PSEA and NEA.

ARTICLE VII – ELECTIONS

- A. Only active (dues-paying) members of the Association may vote in elections.
- B. During election years, election of any open Association leadership positions shall be conducted by the General Membership by April 30th of that year.
- C. All Association leaders shall serve terms of two-years except for the co-Chairs and members of the Negotiations Committee whose terms end upon ratification of a collective bargaining agreement (see [Article XIII.I of the Constitution](#)).
- D. With the exception of the co-Chairs and members of the Negotiations Committee (see [Article VII.B above](#)), the terms of elected Association leaders shall begin June 1 following the elections through May 31 of the second year.
- E. The election of Association leadership shall be through open nomination by self or others with a deadline of five days before the election date.
- F. Elections shall be held by secret ballot, by majority vote, and in conformity with the one-person one-vote rule. In the event of an election with more than two 2 candidates where no one candidate wins the majority, the top two candidates will be put forward for a runoff vote to determine the majority (50% + 1) winner.
- G. Elections shall be conducted on a secure electronic platform, subject to the Representative Council's approval and adoption of appropriate election procedures.
- H. A majority of members who cast ballots (50% + 1) shall constitute approval for the purpose of acting on Association business unless otherwise specified in the Constitution and Bylaws.
- I. Any person elected to Association leadership and/or committee membership may be removed from their position for conduct inconsistent with the Association's purpose. See [Article XIV.C of the Bylaws](#).

ARTICLE VIII – DELEGATES TO THE REGION AND PSEA HOUSE OF DELEGATES

- A. Only active (dues-paying) members of the Association may hold these offices.
- B. Delegates to the Region and PSEA House of Delegates and to the NEA Representative Assembly shall be determined by a separate election.
- C. Elections shall be conducted in accordance with the procedures outlined in [Article VII: E-G of the Constitution](#).
- D. Delegates shall each serve for a term of two years, serving a term beginning June 1 through May 31st.

ARTICLE IX – OFFICERS

- A. Only active (dues-paying) members of the Association may hold officer positions.
- B. Elected officers shall adhere to the powers and duties of the office held as outlined in the bylaws.
- C. The officers of the Association shall be the President; two Vice Presidents (one Full-time and one Adjunct faculty member); two Secretaries (one Full-Time and one Adjunct faculty member); and, a Finance Officer--all of whom shall participate as voting members of the Executive Council. All officers may be either Adjunct or Full-Time faculty members, except the Secretary and Vice-President positions, for which there will be one Adjunct and one Full-time faculty member for each position.
- D. A vacancy in the office of President shall be filled in this order:
 - 1. The Vice President, either Adjunct or Full-time, volunteers for the position;
 - 2. In the case of both Vice Presidents wanting to fill the position of President, a vote of all currently elected Association leadership shall occur, and a simple majority shall prevail in the decision.

3. If no Vice President volunteers to assume the role, the Executive Council shall appoint an interim President from among the currently elected Association leadership. This appointment requires a simple majority vote.
4. Any Vice President or interim President filling a vacancy shall serve only until the next regular election cycle, at which time the office of President shall be filled through the standard electoral process.
- E. A vacancy in any other elected officer position shall be appointed by the President with the approval of a majority vote by the entire Representative Council until the next election is held.
- F. If no majority is met, the President shall appoint another candidate, subject to the approval of the entire Representative Council.

ARTICLE X – EXECUTIVE COUNCIL

- A. The Executive Council shall be the executive authority of the Association and shall consist of the elected Officers of the Association and the Committee Chairs, excluding the Negotiations Committee co-Chairs.
- B. In addition to the officers listed above, the Chairs of the Grievance Committee and the Outreach Committee shall be voting members of this body.
- C. The Parliamentarian shall be an ex-officio, non-voting member.

ARTICLE XI – REPRESENTATIVE COUNCIL

- A. The Representative Council shall represent members of the organization in both collective member concerns and individual representation with management.
- B. Only active (dues-paying) members of the Association may hold the office of faculty representative.
- C. Representative Council shall consist of two (1 Full Time, 1 Adjunct) representatives from each of the college’s schools, with a minimum of 12 representatives in total.
 1. The top Adjunct and the Full-time vote-getters from each school shall become the elected representative.
 2. In the event that the number of representatives from each school totals less than 12, the remaining positions shall be representatives at-large from the Full Time and Adjunct faculty members who received the most votes until 12 members are reached, with at least 6 Full Time and 6 Adjunct representatives.
 3. Any vacancy on the Representative Council shall be appointed by the Vice Presidents with the approval of a majority vote of the Executive Council until the next election is held.
- D. The Parliamentarian shall be an ex-officio, non-voting member.
- E. The Representative Council shall meet monthly at a time established by the membership of the Representative Council.

ARTICLE XII – MEMBERSHIP MEETINGS

- A. There shall be at least two general meetings of the Association's membership each year, one of which shall be held in October and one of which shall be held in April, which will include a candidate forum as needed for the election cycle. At least two weeks’ notice must be given to the membership before the meeting.
- B. A special meeting of the membership may be called at any time by a majority vote of the entire Representative Council or upon a written petition of at least twenty-five percent (25%) of the members of the Association. At least two weeks’ notice must be given to the membership before the meeting.
- C. A special meeting for the purpose of ratification of a collective bargaining agreement (CBA) shall be called by the President in accordance with the [Article IV: M of the Bylaws](#) of the Association.

ARTICLE XIII – COMMITTEES

- A. The Association shall have the following committees: a Grievance Committee, a Negotiations Committee, the Outreach Committee (consisting of Communications, Elections, Membership), as well as any other standing or special committees established by the Representative Council, as needed.
- B. Committees will establish a set of ground rules (in addition to following Robert’s Rules of Order) to adhere to when conducting committee business.
- C. Only active members (dues-paying) of the Association may be members of the Grievance Committee, the Outreach Committee, and the Negotiations Committee.
- D. The Grievance Committee shall consist of ten faculty representatives, five adjunct and five full-time faculty members, plus a Chair (either Adjunct or Full-time faculty) (Total of 11).
- E. The Negotiations Committee shall consist of ten faculty representatives, five adjunct and five full-time faculty members, plus two Chairs (one Full-time and one Adjunct faculty) (Total of 12).
- F. Members of the Outreach Committee shall consist of one designated lead, Adjunct or Full-time faculty, for the following areas: Public Relations Coordinator (internal); Media Relations Coordinator (external); Social Media Coordinator; Membership Coordinator; and, Elections Coordinator, plus a Chair, Adjunct or Full-time faculty (Total of six).
- G. The Grievance Committee and the Outreach Committee Chairs shall serve on the Executive Council as stated in [Article X: B of the Constitution](#).
- H. The Grievance Committee, Outreach Committee, and Negotiations Committee shall meet as needed.
- I. Negotiations Committee representatives shall be elected in the year prior to the expiration of the contract and as soon as practically possible in the case of the negotiation of the initial Collective Bargaining Agreement (CBA) and shall each serve until the collective bargaining agreement (CBA) is ratified.
- J. Grievance Committee, Outreach Committee, and Negotiations Committee vacancies will be appointed by the corresponding committee chair with approval of majority vote of the Executive Council and serve until the next scheduled election.
- K. Standing or special work groups, including liaisons, shall be established by the Representative Council (see [Article X: D-E of the Bylaws](#)).
- L. Any standing or special committee established by the Representative Council shall strive to have equal Adjunct and Full-time representation when possible and appropriate.

ARTICLE XIV – CHANGES TO THE CONSTITUTION OR BYLAWS

- A. Minor changes (editorial) shall be initiated by the Executive Council, presented by the Parliamentarian to the Representative Council, and approved by that body (see [Article VIII.C of the Bylaws](#)).
- B. Major changes shall be initiated by the Executive Council, who will notify the Representative Council that a workgroup will be established (see [Article X.D-E of the Bylaws](#)).
- C. Any member may present requests for changes to the Constitution and Bylaws by contacting a member of the Representative Council. With the endorsement of the majority of the Representative Council, the Vice Presidents will present such requests to the Executive Council.
- D. In the event the Executive Council declines to advance the proposal for formal consideration, members can petition the Representative Council with at least 25% of the Association’s membership. With 25% of the association’s signatures, the Executive Council will establish a workgroup to investigate the proposal. The Representative Council VPs and Outreach Coordinator will establish a workgroup.
- E. The workgroup shall present its findings and recommendations to the membership.
- F. Major changes shall be approved by two-thirds of votes cast by the membership of this Association.

- G. Notification of any proposed major changes to the Constitution or Bylaws shall be provided to the membership by the Outreach Committee no less than two weeks prior to any vote occurring on such changes.
- H. A vote shall be conducted in accordance with the procedures outlined in [Article VII: F-H of the Constitution](#).

ARTICLE XV – BYLAWS

- A. Bylaws consistent with this Constitution may be adopted or amended by two-thirds of votes cast by the membership of this Association.
- B. A vote shall be conducted in accordance with the procedures outlined in [Article VII: F-H of the Constitution](#).

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THE BYLAWS OF HACCEA

ARTICLE I – ASSOCIATION OBJECTIVES

- A. Protect and advance the Association's organizational security.
- B. Improve the structure of the Association to ensure full and effective participation of all members, thereby establishing and maintaining an independent, self-governing organization.
- C. Promote and protect the rights and welfare of its members.
- D. Advance professional rights and enhance professional responsibilities to further the consistent development and improvement of the profession and its practitioners.
- E. Work among the community for broad support of education and for improved attitude toward the profession.
- F. Promote the rights and welfare of students.
- G. Work with all college constituency groups, including students and the Board of Trustees, to ensure continual improvement of the college.

ARTICLE II – MEMBERSHIP CATEGORIES

- A. Membership shall be available to any faculty actively employed by the Harrisburg Area Community College and in the bargaining-unit represented by the Association in accordance with [Article V.A-C of the Constitution](#).
- B. Only active (dues-paying) members may participate in the governance of the Association.
- C. Reserve membership as defined by PSEA is available to any active member who is on unpaid leave.

ARTICLE III – MEMBERSHIP DUES

The Executive Council shall annually set the local membership dues of the Harrisburg Area Community College Education Association (HACCEA).

ARTICLE IV – POWERS AND DUTIES OF THE PRESIDENT

- A. Represent the Association as spokesperson on policy matters.
- B. Serve as chairperson of the Executive Council.
- C. Prepare an agenda for each Executive Council meeting.
- D. Serve as a non-voting ex-officio member on all committees on an as needed basis.
- E. Report at each meeting of the Executive Council.
- F. Report to the Representative Council as needed.
- G. Sign jointly with the Finance Officer for any disbursement from the Association's funds above \$250.00.
- H. Appoint a Parliamentarian, ex-officio, to the Executive and Representative Council with majority approval by the Executive Council.
- I. Appoint any elected vacancies (excluding Executive Officer positions (see Article IV.J)) with the majority approval of the Executive Council if no elected succession exists to fill such vacancy.
- J. Appoint interim Executive Officer vacancies until the next election with majority approval of the entire Representative Council.
- K. Perform such functions as may be approved by the Representative Council or which are customarily performed by the President of an association including the right to delegate certain duties to the officers.
- L. Call biannual membership meetings. The President shall set the time and place of each meeting in accordance with [Article IV: L of the Bylaws](#) of the Association.
- M. Call special meetings for the purpose of ratification of a collective bargaining agreement (CBA), elections, Constitution and Bylaws ratifications/amendments.

- N. Communicate and maintain documentation using the official HACCEA account for the assigned office.
- O. Other duties as needed.

ARTICLE V – POWERS AND DUTIES OF THE VICE-PRESIDENTS

- A. Perform duties that are delegated by the President.
- B. Serve as ex-officio chairpersons of the Representative Council.
- C. Prepare an agenda for the Representative Council meeting.
- D. Ensure that all members of the association have at least one representative point-person from among the members of the Representative Council with special care taken to ensure appropriate representation for those association members.
- E. Report at each meeting of the Executive Council and Representative Council.
- F. Assist with membership campaigns at the direction of the Outreach Chair and the Membership Coordinator.
- G. Perform the duties of the President in the absence of the President.
- H. Communicate and maintain documentation using the official HACCEA account for the assigned office.
- I. Other duties as needed.

ARTICLE VI – POWERS AND DUTIES OF THE SECRETARIES

- A. Take and keep accurate minutes and attendance of all meetings of the Executive Council and Representative Council.
- B. Take and keep accurate minutes for General Membership meetings.
- C. Organize and manage official documents related to the Association.
- D. Adjunct and Full-time secretaries will work together to determine responsibilities and workload distribution.
- E. Communicate and maintain documentation using the official HACCEA account for the assigned office.
- F. Other duties as needed.

ARTICLE VII – POWERS AND DUTIES OF THE FINANCE OFFICER

- A. Prepare the Association's annual budget.
- B. Receive all monies of the Association and pay out the same upon order of the Representative Council.
- C. Sign jointly with the President for any disbursement from the Association's funds above \$250.00.
- D. Report to the Executive Council and Representative Council all Association receipts and disbursements.
- E. Ensure that an audit of the Association's books and records is conducted each year.
- F. Consult with the Outreach Committee's Membership Coordinator on the record of dues.
- G. Communicate and maintain documentation using the official HACCEA account for the assigned office.
- H. Other duties as needed.

ARTICLE VIII – POWERS AND DUTIES OF THE PARLIAMENTARIAN

- A. Arbitrate all questions related to the Constitution and Bylaws, and to interpret, and enforce the Constitution and Bylaws of the Association based on Robert's Rules of Order. The Parliamentarian's decision on all matters relating to the Constitution, Bylaws, and Parliamentary Procedure shall be final and binding.
- B. Chair the Constitution and Bylaws Revision process and adhere to [Article XIV of the Constitution](#).
- C. Present proposed minor and major changes of the Constitution and Bylaws to the Representative Council. See [Article XIV of the Constitution](#).

- D. Present petitions for removal of an elected official to the Representative Council for debate and decision.
- E. Attend Representative and Executive Council meetings to ensure that procedures are in compliance with Roberts' Rules.
 - 1. Establish a quorum (50% + 1) at all Executive and Representative Councils meetings. In the absence of the Parliamentarian, the Council leadership will establish the quorum.
 - 2. Direct any action item from motion to vote.
 - 3. Moderate and track time management of debate and discussion.
 - 4. Ensure Council members are adhering to the Constitution and Bylaws.
 - 5. Decide any question on interpretation of the Constitution and Bylaws.
 - 6. Ensure Council members are adhering to best practices as stated in Robert's Rules of Order (see [Article XIII of the Bylaws](#)).
- F. Communicate and maintain documentation using the official HACCEA account for the assigned office.

ARTICLE IX – POWERS AND DUTIES OF THE EXECUTIVE COUNCIL

- A. A majority of the Executive Committee shall constitute a quorum sufficient for conducting the business of the Association unless otherwise specified in these documents.
- B. Oversee general management of the Association.
- C. Initiate changes to the Constitution and Bylaws (see [Article XIV A-B of the Constitution](#)).
- D. Carry out policies established by the Representative Council.
- E. Suggest to the Representative Council proposed policies for consideration.
- F. Approve or reject Grievance Committee's recommendation for mediation.
- G. Determine whether to move any grievance to arbitration.
- H. Approve or reject the President's appointment for the Parliamentarian.
- I. Approve the ballot for the Association election.
- J. Approve or reject the President's appointment for any vacancy on the Representative Council or Association Committees.
- K. Approve the Association's budget and dues.
- L. Approve or reject a Committee Chair's request to remove a member for cause from said-committee.

ARTICLE X – POWERS AND DUTIES OF THE REPRESENTATIVE COUNCIL

- A. A majority of the Representative Council shall constitute a quorum sufficient for conducting the business of the Association unless otherwise specified in these documents.
- B. The Representative Council shall have the following powers and duties:
 - 1. Communicate and represent the needs and concerns of the membership with the Executive Council, including appeals to executive decisions.
 - i. Determine whether or not to move an appealed grievance by an active (dues-paying) member, denied by the Executive Council, to mediation or arbitration via a vote of the membership.
 - 1. Move a denied appeal to mediation with a simple majority vote in favor.
 - 2. Move a denied appeal to arbitration with a 2/3rd majority vote in favor.
 - ii. Approve Memorandums of Understanding or Agreement (MOU or MOA) coming from the Executive Council and decide if full membership needs to approve the document.
 - iii. Establish special or standing work groups, including the membership of said-work groups. See [Article XIII.M of the Constitution](#).
 - iv. Establish policies and practices for special or standing committees, including terms and duration of said-committees.

2. Members of the Representative Council shall serve as representatives to the members as follows:
 - i. Serve as a communication liaison by remaining in regular contact with an assigned membership group to discuss HACCEA business and other relevant issues.
 - ii. Investigate and respond to member complaints.
 - iii. Represent or “rep” bargaining-unit members in meetings with administration upon a member’s request.
 - iv. Represent or “rep” bargaining-unit members in meetings with administration in Informal Meetings within the Grievance Process.
 - v. Assist the Outreach Committee on an as needed basis.
 - vi. Establish committees of their constituencies as needed.

ARTICLE XI – POWERS AND DUTIES OF COMMITTEES

- A. In addition to following Robert’s Rules of Order, all committees should establish internal procedures for conducting committee business if necessary.
- B. Committee chairs and members must communicate and maintain documentation using the official HACCEA account for the assigned office or role.
- C. The Negotiations Committee and its co-Chairs shall have the following powers and duties:
 1. Review all economic and non-economic issues in preparation for bargaining a collective bargaining agreement.
 2. Meet regularly as a committee starting at least six months before the end of the current collective bargaining agreement and throughout the bargaining process to ensure timely work and communication.
 3. Prepare a survey or surveys to be completed by members and/or the entire bargaining unit regarding their positions and interests and work with the Outreach Committee on deployment of survey(s).
 4. Develop a proposed collective bargaining agreement draft for negotiations with the College.
 5. Work closely with a representative of PSEA to assist with negotiations.
- D. The Grievance Committee and its Chair shall have the following powers and duties:
 1. Assist (the Chair or designee) in the processing of grievances through all steps short of arbitration in accordance with the established Grievance Procedure.
 2. Assist and advise (the Chair or designee) a grievant when needed or requested.
 3. Meet as needed to make a recommendation to the Executive Committee as to whether or not a grievance should go to mediation or arbitration.
 4. Communicate to the grievant the result of decisions made regarding their grievance and their ability to appeal the decision to the Representative Council.
- E. The Outreach Committee and its Chair shall have the following powers and duties:
 1. Organize Elections/Votes/Surveys
 - a. Conduct all HACCEA votes at the direction of the procedures established by the Representative Council.
 - b. Oversee elections, bargaining unit contract ratification votes, and votes on revisions to the Constitution and Bylaws.
 - c. Design and deploy surveys as needed at the direction of the Executive Council, the Representative Council, or the Negotiations Committee.
 2. Oversee Membership
 - a. Organize and conduct membership and dues-paying campaigns.

- b. Work with HACCEA faculty representatives in promoting and conducting membership and dues-paying campaigns.
 - c. Maintain accurate records of membership.
 - d. Coordinate with the Finance Officer regarding the process used to collect dues and the timelines for removing members due to non-payment.
3. Facilitate Communication
- a. Communicate the purposes and programs of HACCEA to internal and external stakeholders.
 - b. Be responsible for the Association’s website, newsletters, and/or public relations with the press, television, radio, and social media.
 - c. Work with the Executive Council and Representative Council on planning HACCEA social events.
 - d. Assist in developing promotional materials.
- F. Committee Chairs may recommend the removal of a committee member for cause by setting forth a case to the Executive Council.

ARTICLE XII – POWERS AND DUTIES OF THE GENERAL MEMBERSHIP

- A. Elect and recall any elected official of the Association, including delegates.
- B. Ratify collective bargaining agreements negotiated by the Association in accordance with the procedures laid out in [Article VII: F-G of the Constitution](#).
- C. Ratify changes to the Constitution and Bylaws when a vote is deemed necessary by the Representative Council in accordance with the procedures laid out in [Article VII: F-G of the Constitution](#).
- D. Approve any MOA when a vote is deemed necessary by the Representative Council in accordance with the procedures laid out in [Article VII: F-G of the Constitution](#).
- E. Communicate with the Representative Council on matters concerning the Association and members.
- F. Starting June 1, 2026 all members must enroll in direct dues.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

The most recent edition of Robert’s Rules of Order shall be the parliamentary authority for the Association on all questions not covered by this Constitution and Bylaws or by rules of procedure adopted by the Representative Council.

ARTICLE XIV – REMEDIES

- A. The PSEA Board of Directors shall have the power to place a local association in trusteeship in accordance with the PSEA Bylaws.
- B. Member Discipline
 - 1. A member may be censured, suspended, or expelled for the reasons and in the manner set forth in the PSEA Constitution and Bylaws. Only the PSEA Board of Directors shall have the authority to censure, suspend, or expel a member.
 - 2. Any member who is not current with their financial obligation to the Association, PSEA or NEA, shall not be entitled to represent the Association in any elected, appointed, or official capacity.
 - 3. A charged member shall be provided with due process in accordance with PSEA’s Constitution and Bylaws.
- C. Removal of any Member of the Executive Council or Chairs of Standing Committees

1. Cause for removal of an elected official shall be due to negligence of the powers and duties of their office as set forth in the Constitution and Bylaws and/or detrimental abuse of the authority and powers granted by the Constitution and Bylaws (see [Article III.B of the Constitution](#)). Cause for removal may also be incapacitation and the inability to perform the duties of their office as set forth in the Constitution & Bylaws.
2. Removal of an elected official shall be initiated by a removal petition signed by twenty-five percent (25%) of the membership and given to the Parliamentarian to be presented to the Representative Council.
3. The Representative Council must give written notice with a description of the alleged cause for removal to the elected official in-question within five days of the submission of a signed petition.
4. The elected official has five days to either resign or respond with a written rebuttal presented to the Representative Council by the Parliamentarian.
5. A majority of the Representative Council may decide to proceed with the removal of the elected official for cause as defined in [Article XIV C.1 of the Bylaws](#).
6. Notification is then given to the elected official about the decision to exonerate or proceed to a vote for removal by the General Membership.
7. The vote for removal shall adhere to the procedures outlined in the [Article VII, F-G of the Constitution](#) in addition to the following:
 - a. General Membership must concur by a two-thirds majority of those who vote—after being provided with documentation of the alleged cause and the written rebuttal.
 - b. If there is concurrence by the General Membership for removal, the elected official must be notified of the decision in writing within 24 business hours.
 - c. The Representative Council shall then authorize the Outreach Committee to communicate the decision to the General Membership.
 - d. The President shall appoint an interim in accordance with the procedures in Article IX.D-E of the Constitution.

ARTICLE XV – RATIFICATION OF COLLECTIVE BARGAINING AGREEMENT

- A. All individuals who are members of the Association may vote on the ratification of a collective bargaining agreement via a secured electronic ballot as outlined in [Article VII A, F-G](#) of the Constitution.
- B. The details of the vote shall be set by the Representative Council and carried out by the Outreach Committee.
- C. Informational meetings shall be scheduled at the discretion of the Negotiations Committee Co-Chairs prior to the ratification vote. At least two informational meetings, presenting the collective bargaining agreement, shall be held prior to the ratification vote at varying times to maximize attendance.
- D. Prior to any informational meeting, each member will receive an electronic copy of the proposed changes to the collective bargaining agreement and/or the proposed agreement itself.
- E. The procedures for the informational meeting shall include the following:
 1. The co-Chairs of the Negotiation Committee shall conduct the meeting.
 2. A secured meeting link shall be sent to guarantee participation by association members only.
 3. An explanation of the proposal shall be presented by bargaining team members.
 4. Members shall be given the opportunity to ask questions for the purposes of clarification and to discuss the merits of the agreement.
 5. Members shall be instructed that there are to be no press releases or outside public discussions of the proposed contract.

6. An explanation of the procedure to be used at the ratification electronic voting process shall be given.
- F. The procedures for the ratification election process shall include the following:
1. The Outreach Committee shall send out the collective bargaining agreement ratification ballot to all members of the Association.
 2. Members shall vote by confidential electronic ballot.
 3. A majority affirmative vote of members participating is needed in order to adopt the proposed Collective Bargaining Agreement.
 4. The Outreach Committee members are responsible for overseeing and tabulating the votes and notifying the Executive Council of the results; no Executive Officer or Negotiations Committee member should oversee or tabulate votes.
 5. Only the Association President or designee is authorized to make any press releases or public statements.
 6. A General Membership Meeting shall be called by the President no later than two weeks after a failed vote to discuss and adopt a plan of action in the event the proposed contract is not ratified.

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