

Southcentral Minnesota UniServ



Constitution & Bylaws

Revised & Adopted February 12, 2025

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Southcentral Minnesota UniServ



CONSTITUTION AND BYLAWS

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PREAMBLE

The membership of the United Teaching Profession in the Southcentral Minnesota UniServ Unit, realizing the growing need for professional involvement in all areas of educational decision making; and the need for increased unity in the use of professional expertise in maintaining quality education; and the need for full-time professional assistance to locals; and a structure for the effective management of such staff; do hereby approve and ratify the following constitution and bylaws.

CONSTITUTION

ARTICLE I - Name

The name of this organization shall be the Southcentral Minnesota UniServ Unit.

ARTICLE II - Purpose

Section 1

To work for the welfare of school children, the advancement of education, and the improvement of instructional opportunities for all.

Section 2

To develop and promote the adoption of such ethical practices, personnel policies, and standards of preparation and participation.

Section 3

To unify and strengthen the teaching profession and to secure and maintain the salaries, retirement, tenure, professional and sick leave, and other working conditions necessary to support teaching as a profession.

Section 4

To enable UniServ members to speak with a common voice on matters pertaining to the teaching profession and to present their individual and common interests before the Board of Education and other legal authorities.

ARTICLE III - Membership

Pursuant to the Bylaws of Education Minnesota, the membership of Southcentral Minnesota UniServ shall consist of those Education Minnesota local affiliates which are listed in the attached bylaws.

Certified Membership: Delegate allocation will be determined using membership numbers from September membership rosters.

ESP Membership: Delegate allocation will be one (1) delegate representative per ESP local.

Section 1

Local affiliates of Education Minnesota which provide written notification to the Southcentral Minnesota UniServ Governance Board of their desire to withdraw from membership prior to April 15 of any year shall have their membership status changed as per their request effective on September 1 of the same year in which such request is made. Requests to join Southcentral Minnesota UniServ may be made

to the Governing Board at any time throughout the year. Delegate allocation of new locals will be determined using membership numbers from the month when the Governing Board approves a local's request to join.

Section 2

For certified locals, a membership list shall be prepared each year on September 1 that establishes the unit's membership for the next fiscal year.

ARTICLE IV - Affiliation

The Southcentral Minnesota UniServ is affiliated with Education Minnesota in accordance with its regulations governing such affiliation.

ARTICLE V – Governance Board

Section 1

The legislative and policy forming body of the Southcentral Minnesota UniServ shall be the Governance Board.

Section 2

- A. The voting membership of the Governance Board will consist of the officers of Southcentral, the President (or designee) of each affiliated Local and elected delegates from each affiliated local as set forth in Bylaws Art. V, Sec. 1., and the Southcentral Council Chairpersons, who are appointed by the Chair and approved by the Governance Board.
- B. Procedures for election of the Education Minnesota Representative Convention delegate(s) are to be established by the Local Associations.

Section 3

Whenever a majority of the Governance Board shall agree that an officer has been grossly negligent of the duties of the office as defined in the Bylaws or is incapacitated, it shall recommend to the Southcentral Governance Board that the office be declared vacant. If the Governance Board so agrees by a two-thirds majority, it shall immediately elect a replacement to fill the unexpired term.

Section 4

Whenever a majority of the Governance Board shall agree that a member of the Governance Board has been grossly negligent of the duties of that office, it shall recommend that the Local declare the position vacant and the members of the Local shall take action as they deem appropriate.

Section 5

The Governance Board, within budgetary limitations, shall have the power to manage and carry on the programs of Southcentral Minnesota UniServ in accordance with the Education Minnesota Constitution and Bylaws.

Section 6

Any teacher-member of a Local within Southcentral who is not an official delegate to the Governance Board may attend a Governance Board Meeting, sit apart from the body, but may receive permission to speak. In the event that an affiliated Local does not have full representation of official delegates, any teacher-member or ESP member from that Local present may be seated as a delegate upon majority vote of the body.

ARTICLE VI – Amendments

Section 1

The Southcentral Governance Board may amend this Constitution with a two- thirds majority of those voting at any Governance Board meeting, providing that the amendment(s) had been introduced at a previous regular meeting of the Governance Board, or in accordance with *Robert's Rules of Order, Revised*.

ARTICLE VII - Officers

The officers of the UniServ Unit shall be the Chairperson, Vice-Chairperson, and Secretary/Treasurer.

BYLAWS

ARTICLE I - Meetings

Section 1 - Governance Board

The Governance Board shall meet at least six (6) times a year, including an organizing meeting which shall be held during the month of May. Special meetings may be held at the call of the UniServ Chairperson or at the request of three (3) members of the Board.

Section 2 - UniServ Councils

UniServ Councils, if any, shall meet as needed by the call of their Council Chairperson(s) or the UniServ Chairperson.

ARTICLE II - Quorum

A simple majority of the membership present shall constitute a quorum for the Governance Board. Meetings of the councils are not bound by the quorum rule.

ARTICLE III - Power of Officers

Section 1

The UniServ Chairperson shall preside over meetings of the Governance Board and shall be the executive officer of the UniServ Unit. The UniServ Chairperson shall appoint Council/Committee Chairpersons subject to the approval of the Governance Board. The UniServ Chairperson shall cosign all checks.

Section 2

The Vice-Chairperson of the UniServ Unit shall perform the functions usually attributed to that office and shall fill out an unexpired term of the Chairperson, should the position become vacant. The Vice-Chairperson shall take minutes of the Governance Board meetings.

Section 3

The Secretary/Treasurer shall assist the UniServ Chairperson and cosign all checks, help develop the preliminary budget, keep the financial records, and prepare and submit financial statements at the Governance Board meetings.

ARTICLE IV – Powers of the Governance Board

Section 1

The Governance Board shall be responsible for the management of the Southcentral Minnesota UniServ. It shall approve expenditures of

Southcentral funds, carry out policies and programs, report its transactions to the members, and suggest adoption of policy for consideration.

Section 2

The Governance Board shall develop workshops and training sessions for all members, shall be vested with the power to change the calendar of meetings to facilitate removal of conflict, and may formulate the guidelines and procedures for establishing an Executive Committee from its membership to carry on the management of the Southcentral Minnesota UniServ subject to approval of the Governance Board.

Section 3

The Governance Board shall approve the budget, acknowledge the local assessment for Southcentral dues, act on reports of Councils, approve resolutions and other policy statements, and adopt procedures for censuring, suspending, and expelling member locals of the Southcentral Minnesota UniServ for cause, and also adopt procedures for reinstatement of member locals. It may adopt any other such rules governing the conduct of Southcentral Minnesota UniServ and the conduct of meetings as are consistent with the Constitution and these Bylaws.

Section 4

The Governance Board shall be the final judge of the qualifications and election of Southcentral officers and/or Local members in the event the Local Association is unable to resolve disputed Local elections.

Section 5

The Governance Board shall have the power to assess the member Locals when such an assessment is approved by a majority vote and also shall be the final authority for the member Locals in all fiscal matters of the Southcentral Minnesota UniServ.

ARTICLE V – Local Delegates to the Southcentral Governance Board

Section 1

The locals of Southcentral Minnesota UniServ shall be:

- a. Albert Lea Education Association
- b. Alden-Conger Education Association
- c. Austin Education Association
- d. Blooming Prairie Teachers' Association
- e. Glenville-Emmons Education Association
- f. Hayfield Education Association
- g. Kasson-Mantorville Education Minnesota
- h. Lyle Education Association
- i. Education Minnesota - NRHEG
- j. Education Minnesota - Southland

- k. Triton Education Minnesota
- l. United South Central Education Association

Section 2

All teacher Local Associations of the Southcentral Minnesota UniServ shall be entitled to a Local Delegate in addition to their local President on the Governance Board. If a teacher local has Co-presidents, then at the local's option, it may have both Co-presidents serve on the Governance Board but may not have an additional delegate unless allowed by local membership numbers in excess of 150.

Teacher locals whose membership exceeds 150 shall be represented on the Governance Board in the following ratios:

- 151 to 250 = President and 2 delegates
- 251 to 350 = President and 3 delegates
- 351 to 450 = President and 4 delegates

All ESP Local Associations of the Southcentral Minnesota UniServ shall be entitled to one (1) local delegate.

Section 3

The Local Delegates shall be elected from and by the membership of each Local Association through procedures adopted by that body. In the event that any Local is entitled to more than one Delegate, the Local is strongly encouraged to adopt procedures that would stagger their terms of office.

Section 4

The term of office for the Local Delegate(s) to the Southcentral Governance Board shall be between one and three years. Each Local Delegate should have been a member of the Local for at least one year prior to becoming a Delegate.

Delegates may be reelected for consecutive terms.

Section 5

Election of Governance Board members from the locals will be held by secret ballot in the respective areas.

Section 6 - Terms of Office and Election of Officers

Subd. a: Area Representatives

Terms of office shall begin at the convening of the August meeting.
Terms of office shall end immediately before the convening of the August meeting in the year in which the term expires.

Subd. b: UniServ Chairperson and Secretary-Treasurer

The election of the UniServ Chairperson, Vice-Chairperson, and Secretary- Treasurer shall be the first item on the agenda at the May organizing meeting. The terms of office shall begin as soon as the

election of new officers is completed; said term shall be for one year and shall expire upon completion of the election of officers the following May.

Section 7

Vacancies occurring on the UniServ Governance Board shall be filled by the locals affected, except that the Executive Committee may appoint temporary replacements for officers in case of emergencies. If the office of the Chairperson becomes vacant, the Vice-Chairperson shall be the successor to that position. The Governance Board shall elect a new Vice-Chairperson to serve the remainder of the applicable term.

Section 8

All UniServ elections of officers and delegates shall be by secret ballot. A voice vote may be approved by majority of the Governance Board.

Elections of national affiliate clustered delegates (if needed):

1. First Monday of March; Nominations open.
2. Third Monday of March; Nominations close.
3. Ballots will be sent out immediately after nominations close.
4. Elections shall be held in conjunction with the state Education Minnesota elections.
5. Ballots must be returned immediately following the election.
6. These timelines may be waived by the Governance Board in cases of emergency.

ARTICLE VI - UniServ Councils

There shall be two (2) UniServ Councils, as follows:

Government Relations (GR)
Field Services

The Chairperson of each Council shall be appointed by the UniServ Chairperson for a one-year term; however, the Council Chairperson may be reappointed. The Chairperson of each Council shall be responsible for program activities in the designated areas of activity and shall be responsible to the UniServ Chairperson and the Governance Board.

ARTICLE VII – Education Minnesota Staff

The Education Minnesota staff person(s) assigned to the UniServ shall serve as an advisor and consultant and shall implement service programs to locals and the UniServ consistent with Education Minnesota policy.

ARTICLE VIII – Governing Board Representative

A representative from the Education Minnesota Governing Board shall be invited to each meeting. This representative is a guest, and therefore does

not have voting rights within the body. Besides voting rights, all other privileges that are as stated in the Southcentral Minnesota UniServ Constitution & Bylaws shall be provided to this representative.

ARTICLE IX – Special Committees

The UniServ Chairperson has the authority to appoint temporary or ad hoc committees to take charge of circumstances or events which will benefit from the committee's leadership.

ARTICLE X - Authority

Robert's Rules of Order, Newly Revised, shall be the parliamentary guide for the UniServ Unit.

ARTICLE XI – Amendments to the Bylaws

The Southcentral Minnesota UniServ Governance Board may adopt amendments to these Bylaws by two-thirds (2/3) majority of those voting at any Governance Board meeting. Amendments take effect upon introduction at a regular meeting of the Governance Board for majority approval by that group.

ARTICLE XII - Miscellaneous

Section 1

The fiscal year shall coincide with that of Education Minnesota. Presently, the fiscal year is September 1 through August 31.

Section 2

The UniServ Chairperson and Secretary/Treasurer shall be bonded. Current bonding is provided by the NEA through the NEA Fidelity Bond Program and covers all officers.