

# **Rochester Education Association**

## **CONSTITUTION BYLAWS POLICIES**

**May 2, 2012**



# CONSTITUTION



# **Education Minnesota**

## **Rochester Education Association Constitution**

### **PREAMBLE**

The name of this organization shall be Rochester Education Association (REA).

We, the members of Rochester Education Association, Education Minnesota, National Education Association (NEA), and American Federation of Teachers (AFT), believing that the active participation of non supervisory licensed education personnel in the development of all educational policy is essential for sound education in a democratic society, have joined together, as herein defined in this Constitution and Bylaws, for the purpose of exerting a collective and positive influence on education in Independent School District 535, Rochester Public Schools.

Rochester Education Association shall provide a united voice for public education, leadership in education innovation, dedication to Minnesota students and families, and an unwavering commitment to the welfare of our members.

Rochester Education Association shall be a local organization that provides professional service to its members by building and maintaining a strong, effective local and by promoting instructional advocacy. Rochester Education Association shall be committed to democracy in the workplace and within the organization.

### **PURPOSES**

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 as mark a profession.

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 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 authorities or constituencies.

If any provisions of this constitution and bylaws conflict or violate the constitution and bylaws of Education Minnesota, NEA or AFT, the provisions of the state and national organizations shall supersede those contained herein.

## AFFILIATIONS

The Rochester Education Association is affiliated with Education Minnesota, the American Federation of Teachers (AFT) and the National Education Association (NEA) in accordance with the provisions of the constitution and bylaws of these bodies. Individuals will be members of Education Minnesota, the American Federation of Teachers, and the National Education Association.

## MEMBERSHIP

Membership in the Rochester Education Association shall be in accordance with the constitution and bylaws of Education Minnesota, NEA, and AFT. The membership year shall be September 1 through August 31. No one shall hold office in the Rochester Education Association who is not an active member of Education Minnesota, NEA, and AFT.

### Section 1 - Active Members

- a. All persons who hold a bachelor's or higher academic degree (other than an honorary degree) or hold a current teaching certificate issued by the Minnesota State Board of Teaching and employed by Rochester Public School District #535 in a professional educational capacity or on an approved leave of absence shall be eligible for membership.
- b. Active membership shall be continuous, but may be terminated by a (1) failure to meet active membership requirements; (2) written resignation from membership to the Rochester Education Association president, effective with the month of August following receipt of the resignation; (3) nonpayment of dues; (4) where the association has determined and individual's membership may prejudice the purposes of the Rochester Education Association; or (5) upon termination of employment.

### Section 2 - Associate Member

Persons employed by Rochester Public School District #535 who are not eligible to become active members may upon payment of dues enroll as reserve members with all the rights and responsibilities of active members except the right to vote, to hold office, or to represent the Rochester Education Association.

### Section 3 - Disciplinary Action

The Rochester Education Association Executive Board shall, after a member's due process rights have been observed, have the power to censor, suspend, or expel a member for violation of the National Education Association Code of Ethics of the Education Profession or other sufficient cause. The member shall have the right to appeal any adverse decision to the Education Minnesota Board of Directors or, failing there, the National Education Association Review Board.

In the case of misfeasance, malfeasance, or nonfeasance on the part of an officer, member of the Executive Board, or member of the Faculty Representative Assembly for the Rochester Education Association, a majority of the executive board or 15 members of the faculty representative assembly may recommend to the assembly that that position be declared vacant. The Faculty Representative Assembly may declare the office vacant by a two-thirds majority of those voting.

#### Section 4 - Dues and Budget

State and national dues will be assessed in accordance with the dues categories and policies of Education Minnesota, NEA and AFT.

Rochester Education Association shall determine local membership dues in the following manner. All teachers employed for a normal school year shall pay 100 percent of the established dues. Dues shall be assessed in 10 equal installments through payroll deduction or by cash payment in one lump sum, payable to the Rochester Education Association by September 30th of each year.

For a teacher working less than a normal school year dues shall be based on the prorated salary a teacher would earn, with appropriate lane placement, as projected for a full year of employment. Dues shall be collected only during the months the teacher is employed.

All persons that pay and transmit a fair share assessment in the amount of 85 % shall be entitled to the full program of services available to an REA member except for the following: the right to vote, the right to hold office in the Association, the right to participate in REA committees and affairs, REA Economic and Special Services, conferences, workshops and training programs, and consultation and assistance not related to the contract and not related to exclusive representation.

Local dues of the REA president will be waived from the time he/she takes office until they leave the Association. He/she will be granted an honorary life membership in the Rochester Education Association. The vice president, secretary, treasurer, and elected representatives to the Executive Board shall have local dues waived during the years they hold office.

No net earnings shall inure to the benefit of any member.

#### OFFICERS

The officers of the Rochester Education Association shall be the president, vice president, secretary, and treasurer.

#### EXECUTIVE BOARD

Section 1 - The executive board shall consist of the officers of the Rochester Education Association and nine elected members. The nine elected executive board positions shall include two positions reserved for elementary teachers, one position reserved for a middle school teacher, one position reserved for a high school teacher, one position reserved for a student support services teacher, and one position reserved for a special area teacher, one position for membership, one position for Government Relations (GR), and one position for Professional Development (PD). Special area may include any of our pre-K program teachers, alternative teachers, Early Childhood Family Education teachers, or Adult Basic Education teachers.

A Rochester Education Association member who is a National Education Association or American Federation of Teachers officer or director shall be an ex officio nonvoting member. An Education Minnesota director from Election District M may serve as an ex officio nonvoting member.

All chairpersons of the REA standing committees shall also be ex officio nonvoting members. The standing committees may include Communications, Member Services, Negotiations, Teacher Rights, and Political Action.

Section 2 - The elected officers and the nine elected teacher representatives shall vote on all issues/motions that come before the board for action.

Section 3 - The Executive Board shall exercise the executive authority of the Rochester Education Association. Minutes of each meeting of the Executive Board shall be reported to the Faculty Representative Assembly.

#### FACULTY REPRESENTATIVE ASSEMBLY

Section 1 - The legislative and policy forming body of the Rochester Education Association shall be the Faculty Representative Assembly.

Section 2 - The Faculty Representative Assembly of the Rochester Education Association shall comprise of representatives elected from each school's faculty and from other areas of the staff not assigned to specific schools administered by Rochester Public School District #535.

Section 3 - Any member of the Rochester Education Association who is not a member of the Faculty Representative Assembly may attend its meetings. Those persons must be seated apart from the voting body and must request permission to speak.

#### VACANCIES

Section 1 - If a vacancy occurs in the office of President before the term of office expires, the Vice President shall assume the duties of the office of the President for the remainder of the term. If the Vice-President is unable to assume the duties of the office of President, the Executive Board shall appoint a President pro tempore until a special election can be held.

Section 2 - If a vacancy occurs in the office of Vice President, Secretary, Treasurer, or for an Executive Board member, a special election in the general membership shall be called by the Faculty Representative Assembly to fill the office for the remainder of the term unless the Faculty Representative Assembly, by majority vote, authorizes a temporary appointment by the President.

#### AMENDMENTS

The Faculty Representative Assembly may adopt amendments to this constitution by two-thirds (2/3) majority of those voting at any regular meeting provided that amendments have been introduced at the preceding regular meeting of the faculty representative assembly. Copies of proposed amendments must be distributed to members of the faculty representative assembly at that first meeting, for faculty discussion.

# **BYLAWS**



# **Rochester Education Association Bylaws**

Rochester, Minnesota  
Revised February 1987  
Revised February 1992  
Revised December 1994  
Revised March 1999  
Revised November 2007  
Revised May 2, 2012

## **ARTICLE I - Meetings**

### Section 1 - General Membership Meetings

General membership meetings shall be held at the request of the President, by a majority vote of the Executive Board, or by a request of at least fifteen (15) members of the Faculty Representative Assembly.

### Section 2 - Faculty Representative Assembly

- a. The Faculty Representative Assembly shall meet on the first Wednesday of each school month or as approved by the Faculty Representative Assembly.
- b. Special meetings of the Faculty Representative Assembly may be held at the call of the President or upon written request to the Executive Board from five faculty representatives. Business to come before special meetings must be stated in the call, which shall be in writing to each representative.

### Section 3 - Executive Board

The Executive Board shall meet each school month at the call of the President or at the request of three members of the Board.

### Section 4 - Standing Committees

The standing committees shall meet regularly at the call of the chairperson. Notice of location and agenda of all regular meetings shall be sent to the President.

## **ARTICLE II - Quorum**

A majority of their voting members shall be a quorum for the Faculty Representative Assembly, Executive Board and Committees.

## **ARTICLE III - Authority of Officers**

### Section 1 - President

The President shall preside over meetings of the Executive Board, appoint the chairpeople of standing committees and representatives to councils established by Education Minnesota with approval of the Faculty Representative Assembly. The President shall be an ex officio member of all standing committees, special committees, and the Faculty Representative Assembly. The

President shall be executive officer of the Rochester Education Association and shall be the official representative of the Rochester Education Association. The President shall, upon authorization of the Faculty Representative Assembly, make temporary appointments in the case of Executive board vacancies.

Section 2 - Vice-President

The Vice-President shall prepare an agenda for each meeting of the Faculty Representative Assembly and shall circulate the agenda as well as a background publication of issues to all members of the Faculty Representative Assembly so that representatives have time to discuss it with their faculty members in advance of the Faculty Representative Assembly meeting. The Vice-President shall be a member of, and preside over, the Faculty Representative Assembly.

Section 3 - Secretary

The Secretary shall take minutes of the Executive Board and Faculty Representative Assembly meetings and maintain official correspondence.

Section 4 - Treasurer

The Treasurer shall hold the funds of the Rochester Education Association and disburse them upon authorization by the Executive Board. The Treasurer shall receive the dues and any special assessments collected by Faculty Representatives and transmit amounts due to Education Minnesota. The Treasurer shall maintain a roll of the members, shall keep accurate accounts of receipts and disbursements, shall select a depository for safe keeping of receipts, shall report to each meeting of the Faculty Representative Assembly, and shall prepare an annual financial statement for publication to members as directed by the Executive Board. The Treasurer shall keep the President and Executive Board informed of the financial condition of the Rochester Education Association, shall assist the Faculty Representative Assembly in the initial drafting of the annual budget, and shall invest temporary surplus funds in short term savings certificates from any federally insured financial institution, government bonds, or treasury notes. Other types of investments must be approved by the Faculty Representative Assembly. The Treasurer shall have the books audited annually and shall be bonded by the Rochester Education Association.

**ARTICLE IV - Authority of Executive Board**

Section 1 - The Executive Board shall be responsible for the management of the Rochester Education Association, carry out policies established by the Faculty Representative Assembly, report its transactions and those of the Rochester Education Association to the members, and suggest policies for consideration by the Faculty Representative Assembly.

Section 2 - The Executive Board shall develop workshops and training conferences for leaders.

**ARTICLE V - Authority of the Faculty Representative Assembly**

Section 1 - The Faculty Representative Assembly shall approve the budget, set the dues for the Rochester Education Association, act on reports of committees, approve resolutions and other policy statements, and shall adopt procedures for implementing the Code of Ethics of the education profession and those to be followed in censuring, suspending, and expelling members for cause or for reinstating members. It may adopt such rules governing the conduct of the

Rochester Education Association and the conduct of meetings as are consistent with this constitution and bylaws. It shall be the final judge of the qualifications and election of officers and Faculty Representatives. Powers not delegated to the Executive Board, the officers, or other groups in the Rochester Education Association shall be voted in the Faculty Representative Assembly.

Section 2 - The Faculty Representative Assembly shall have the power to assess the members when such assessment is approved by the majority vote of the Faculty Representative Assembly.

Section 3 - In the absence of the Vice-President, the President shall preside over the meetings.

## **ARTICLE VI - Faculty Representatives**

Section 1 - In each public school or building in Independent School District #535, faculty members who are members in good standing of the Rochester Education Association shall elect, for a term of two years, one Faculty Representative for the Faculty Representative Assembly for each fifteen members or major fraction thereof. There shall be at least one representative from each building. Where more than one such representative is elected, one shall be designated the Senior Faculty Representative by the Faculty Representatives of that building. The terms of the Faculty Representatives shall be staggered.

Section 2 - The Senior Faculty Representative shall be responsible for coordination of those activities common to all faculty representatives.

Section 3 - Faculty Representatives shall attend all meetings of the Faculty Representative Assembly. If a Faculty Representative is absent for two consecutive meetings in one school year, the matter will be brought to the attention of the building membership by the President or Vice-President. After consideration, the representatives' position shall be declared vacant or affirmed the position with the assistance of the President or Vice-President. In the event the position is declared vacant, it shall be filled in accordance with Rochester Education Association policy.

Section 4 - If a Rochester Education Association member charges that a Faculty Representative has been grossly negligent in the performance of his/her duties, such a charge shall be investigated by a committee of three Faculty Representatives appointed by the Vice-President, who shall serve as chairperson. The committee shall determine if cause exists to bring the matter to the Faculty Representative Assembly for action.

Section 5 - Immediately following the call to order, the Faculty Representative Assembly shall consider the seating of substitute representatives for voting purposes.

Section 6 - The Faculty Representatives shall be responsible to communicate association business to the members. The Faculty Representatives, with the Senior Faculty Representative as chairperson, may call faculty meetings of the association members to discuss association business, shall appoint such faculty committees as the Rochester Education Association may require and shall organize and oversee the subsequent elections of Faculty Representatives and the enrollment of the members.

Section 7 -Each Faculty Representative shall be provided with a list of the members he/she represents at the building level. With the aid of the Faculty Representatives, the list shall be corrected as changes occur during the school year.

Section 8 - Faculty Representatives shall be members of the unified profession. They shall be members of the Rochester Education Association at the time of their election and shall maintain their membership in good standing during their term of service.

## **ARTICLE VII - Standing Committees**

### Section 1 - Structure

All standing committees with the exception of the Negotiations Committee (Article VIII, Section 5) shall follow these procedures: (1) they shall have at least six members, including the chairperson; (2) the committee members shall be selected by the appointed chairperson, with the approval of the Faculty Representative Assembly; (3) the members shall represent different levels in the Rochester Education Association; (4) the members shall be appointed for overlapping terms of two years.

All standing committees may organize subcommittees and task forces from the membership of the Rochester Education Association for specific activities. In no case shall a committee present or sponsor a statement to the public without first submitting it to the Executive Board or the Faculty Representative Assembly for approval.

### Section 2 - Reporting

Each committee shall choose a secretary who shall keep a continuing record of activities. Chairpersons or other representatives of the committees shall report each month to the Faculty Representative Assembly and shall prepare an annual written report summarizing objectives, action programs, gains and unreachd goals which shall become a part of the continuing committee record in the Rochester Education Association annual report.

## **ARTICLE VIII - Duties of Standing Committees**

### Section 1 - Governmental Relations Committee

Rochester's Governmental Relations Committee is a nonprofit, unincorporated committee organized to support and strengthen public education, to encourage educators and others to take an active role in governmental issues, to promote understanding of education issues; and assist in organizing effective political action by educators and others.

The committee shall have concern for local elected officials' activities. This may include the school board and state officials. The committee shall have broad concern for local, state, and national legislation affecting the interests of the Rochester Education Association and shall inform members of their political responsibilities. The committee shall be diligent to inform members about legislation. The Governmental Relations Committee shall study pending legislation and promote activities leading to the passage of desirable state legislation for education. The committee shall study legislation before the Congress and develop activities that lead to the passage of desirable federal legislation for education. The committee shall educate members and the public on the political responsibilities of teachers and develop programs that will encourage wide exercise of those responsibilities.

## Section 2 - Member Services

The committee shall develop and conduct programs for the orientation of new teachers to the community, the school system, and the Rochester Education Association. The committee shall organize such social activities as may serve the needs of members and promote fellowship within the Rochester Education Association. The committee shall investigate and organize special services for the membership in accordance with policies adopted by the Faculty Representative Assembly.

## Section 3 - Communications Committee

The committee shall seek to develop public understanding of the purposes and programs of the Rochester Education Association, the values and importance of education, and, in cooperation with the administration, the education philosophy and programs of the schools. The committee shall develop procedures by which the Rochester Education Association can work cooperatively with parents and the public in civic, fraternal, and social organizations, and through all available channels of communication.

## Section 4 - Negotiations Committee

The Negotiations Committee shall be the official representative body of the Rochester Education Association in all matters of business pertaining to negotiations of a master contract. The Negotiations Committee shall consist of at least five members appointed by the President. Appointments shall be approved by the Faculty Representative Assembly. The Negotiations Committee shall serve until the signing and delivery of the master contract. The members of the Negotiations Committee are directly responsible to the Executive Board and the Faculty Representative Assembly for directions and guidance. The committee shall explore and prepare action programs in all areas of negotiations. The committee may create subcommittees or task forces with particular responsibilities. The committee shall consult with and seek advice from all other standing committees relative to negotiations proposals.

## Section 5 - Professional Development Committee

The Professional Development Committee shall concern itself with all matters relating to educational objectives, curricular content, and teaching methods. The committee shall explore and develop action programs to raise and maintain standards for certification, employment, and assignments; to improve opportunities for pre-service, continuing, and in-service professional education; and to create and maintain rapport between the Rochester Education Association and institutions of higher education. The committee shall monitor and evaluate programs related to the profession.

## Section 6 - Teacher Rights

The Teacher Rights Committee shall suggest programs, policies and provisions for the master contract concerning the area of teacher rights. It shall work with the Executive Board, teacher advocates, and the Faculty Representatives to help secure proper dispositions of all Rochester Education Association grievances; advise the courses of action in situations of censure, suspensions, and expulsion of members in agreement with the policy of the Rochester Education Association; and advise the appropriate course of action on disciplinary actions to be taken involving violations of the Code of Ethics of the Education Profession by members of the district staff.

## Section 7 - Membership

The Membership Committee shall be responsible for recruiting and enrolling new and returning teachers as members of the Rochester Education Association; maintaining an accurate

membership list of all dues paying members and teachers paying fair share dues; transmitting all dues paid to Education Minnesota; and checking and reporting any changes in membership status to Education Minnesota to make sure all state and local records correspond. This should be done as soon as any corrections/changes are received.

## **ARTICLE IX - Select Committees**

Section 1 - The Elections Committee shall consist of five members appointed by the President. The committee shall find nominees to fill vacancies of officers, Executive Board members, National Education Association, American Federation of Teachers, and Education Minnesota delegates and alternates. The committee shall report all nominations to the Faculty Representative Assembly at the appropriate meeting and shall publish brief information on each candidate to the membership prior to the election. The committee shall follow and implement election guidelines adopted by the Faculty Representative Assembly.

Section 2 - Each year the President shall appoint any ad hoc committee chairperson(s).

## **ARTICLE X - Caucuses**

Section 1 - If Rochester Education Association members having a commonality of purpose or concern wish to establish an official caucus within the Rochester Education Association, the matter may be considered by the Faculty Representative Assembly. An official caucus of the Rochester Education Association shall be established upon an affirmative vote of a majority of the Faculty Representative Assembly.

Section 2 - The terms and conditions of the relationship between the Rochester Education Association and the caucus shall be negotiated by the Faculty Representative Assembly and the members seeking caucus status.

## **ARTICLE XI - Elections and Procedures**

Section 1 - Rochester Education Association elections will be held concurrently with Education Minnesota, National Education Association (NEA), and American Federation of Teachers (AFT). The number of delegates elected shall be equal to the number of delegates allocated to the Rochester Education Association by Education Minnesota, NEA, and AFT.

Section 2 - Election of National Education Association (NEA), American Federation of Teachers (AFT), and Education Minnesota delegates and alternates shall be consistent with NEA, AFT, and Education Minnesota Guidelines.

Section 3 - Election of Officers and Executive Board Members

- a. The President shall be elected for a three-year term and shall concurrently serve as an Education Minnesota delegate, National Education Association delegate, and American Federation of Teachers delegate.

No person shall be elected to the office of President for more than two consecutive terms.

The President shall be on a leave of absence from the school district for the term of office with no loss of salary or fringe benefits. The association shall bear the cost of salary and fringe benefits otherwise payable by the district were the president not on leave of absence.

- b. The Vice-President shall be elected for a three-year term and shall concurrently serve as an Education Minnesota delegate.
- c. The Secretary shall be elected for a three-year term and shall concurrently serve as an Education Minnesota delegate.
- d. The Treasurer shall be elected for a three-year term and shall concurrently serve as an Education Minnesota delegate.
- e. Executive Board members shall be elected for two-year terms.

#### Section 4 - Installation of Officers

Elected officers and executive board members shall be installed at the Faculty Representative Assembly May meeting. Newly elected officers and Executive Board members will assume their responsibilities on the last contracted day of the current school year.

#### Section 5 - Elections

Election Procedures: All elections shall be governed by applicable state and federal laws.

- a. Each member must receive at least 15 days notice of the procedures and deadlines to file as a candidate for the election and the date, time and place of the election.
- b. Every member must have a fair and equal opportunity to participate in the election without unreasonable impediments.
- c. Voting must be by secret ballot.
- d. In a contested election, candidates must be allowed to station observers at the polling places.
- e. Representatives of the competing candidates should be allowed to observe, but not actually participate in, the counting of ballots.
- f. The used, unused and challenged ballots; the envelopes used to return ballots; and other documents related to the election should be safely stored for one year in case there is a challenge to the election.
- g. No union funds may be used to support any candidate.
- h. The union should comply with reasonable requests to distribute campaign literature at the candidate's expense.
- i. Candidates have the right to inspect the membership list once within 30 days prior to the election. No candidate can have preferential access to the list.
- j. There shall be an open nomination process for all elections. During the month of January the active members of the Rochester Education Association in each building may make open nominations for candidates of officers and executive board members. Nominations will close at the February FR Assembly.
- k. If there is only one candidate for a position, the election for the position may be waived and the candidate declared elected. In order to waive such an election a reasonable period of time must have been provided for nominations and there shall be no provision allowed for write-in votes for any election.

#### Section 6 - Balloting and Reporting

- a. At the Faculty Representative Assembly at which nominations are made, the Elections Committee shall propose the primary and general election dates for Faculty Representative approval.

- b. All elections shall be conducted by the Senior Faculty Representative or Association member designated by the Faculty Representative Assembly. All balloting will be done by a secret ballot.
- c. The Elections Committee shall report the results of the primary and general elections to the President, who shall cause them to be published. National Education Association, American Federation of Teachers and Education Minnesota delegates and alternates shall take office upon election and shall serve until their successors are elected.

## **ARTICLE XII - Fiscal and Membership Year**

The fiscal and membership year of the Rochester Education Association shall be September 1 to August 31.

## **ARTICLE XIII - Ethnic Minority Representation**

The Rochester Education Association shall take all reasonable steps to ensure ethnic minority representation at least proportionate to its ethnic minority membership.

## **ARTICLE XIV - Authority**

Robert's Rules of Order, Revised shall be the official parliamentary guide for the Rochester Education Association.

## **ARTICLE XV - Amendments**

These Bylaws may be amended by majority vote at any regular meeting of the Faculty Representative Assembly provided that proposed amendments have been introduced at a preceding regular meeting of the Faculty Representative Assembly.

Revised: April 1970, May 1971, May 1973, May 1974, March 1975, June 1976, September 1981, May 1983, February 1987, August 1989, August 1990, October 1991, February 1992, December 1994, March 1999, November 2007, May 2, 2012

# **POLICIES**



# Rochester Education Association

## POLICIES

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# **ROCHESTER EDUCATION ASSOCIATION**

## **Meet and Confer Guidelines**

### **I. AUTHORITY**

The Meet and Confer Council hereinafter called the Council is a forum for licensed instructional staff discussion of all educational and professional concerns in Independent School District 535. The representative nature of the Council allows it to approach tasks from a professional base of wide and varied experience, and Council recommendations will be considered by the Superintendent of Schools and the School Board. The Council has contractual obligation to discuss and take appropriate action on the following Articles of the Master Contract between the School Board of Independent School District 535 and the Rochester Education Association: Meet and Confer Council (Article XXXIV, Section 1, 1985-87 Master Contract); Teacher Training (Article XXXIV, Section 1, 1985-87 Master Contract); and Work Load, Preparation Periods, Class Size (Article XXXIX, Section 3, 1985-87 Master Contract). The Council is meant to provide the licensed instructional staff with a way of contributing to educational decisions in the district. To this end, items of concern for the licensed instructional staff, administration, and the School Board shall be considered by the Council. It is therefore encouraged that recommendations of educational significance be discussed by the Council as part of the decision-making process.

Obligation to meet and confer:

The following sections have been taken from the “Public Employment Labor Relations Act” (PELRA) as amended, 1973:

Section 179.66, Subdivision 3: A public employer has the obligation to meet and confer with professional employees to discuss policies and such matters relating to their employment not included under Section 179.63, Subdivision 18, pursuant to Section 179.93.

Obligation to meet and confer can meet and negotiate only with the exclusive representative.

Section 179.66, Subdivision 7: The employer shall not meet and negotiate or meet and confer with any employee or group of employees who are at the time designated as a member of part of an appropriate employee unit except through the exclusive representative if one is certified for that unit or as provided in Section 179.69, Subdivision 1.

### **II. MEMBERSHIP**

The Meet and Confer Council shall consist of four (4) teachers appointed by the Association, three (3) administrators, the superintendent, and one (1) representative of the Board. Each group shall determine the appointment and terms of its representatives.

### **III. MEETING SCHEDULE**

The Council shall be called together at least every other month from September to June. Additional meetings may be scheduled as requested by the Association or the Superintendent.

### **IV. NOTICE**

Council meetings shall be announced and the proposed agenda published. Agenda items and related materials should be sent to the chairperson one week prior to the meeting so that a copy of the proposed agenda can be provided to Council members one week in advance of the meeting.

### **V. MEETING PROCEDURES**

The nine Council members shall have voting power. Only members in attendance may vote. No proxy votes may be cast, and no substitutes may be provided for absent members, except that each of the three groups represented may designate one named alternate to take the place of an absent member of the group. Six members and/or alternates shall constitute a quorum so long as each group represented on the Council has at least one representative present at the meeting. Once a quorum is established, it shall not be challenged.

Council meetings are restricted to members and alternates, but the chairperson may invite outside participants subject to the approval of the Council. A simple majority of those present and voting shall be required to pass a proposition. Voting shall be by open ballot only (voice vote or show of hands).

### **VI. MINUTES**

Motions and actions taken by the Council shall be recorded in the minutes as well as topics discussed. Preliminary minutes shall be submitted to the Council members for correction and preliminary approval. After preliminary approval, a final copy will be distributed to the nine members of the Council, to the president of the Rochester Education Association and to the Superintendent of Schools. The Council will act upon the minutes at each meeting as a matter of official record.

### **VII. DUTIES OF CHAIRPERSON**

1. To preside at Council meetings.
2. To provide for the preparation of a proposed agenda.
3. To act as Council spokesperson.
4. To call special meetings requested by Council members or which the chairperson determines are needed.
5. To set meeting times and places.
6. The Council may choose to appoint or rotate the responsibilities of a chairperson.

### **VIII. DUTIES OF THE SECRETARY**

1. To provide for the filing of Council minutes.
2. To preside over the Council in the absence of the chairperson.

3. To coordinate the secretarial help provided the Council.
4. The Council may choose to appoint or rotate the responsibilities of a secretary.

## **IX. AGENDA**

Items may be placed on the proposed agenda by any Council member. Proposed agenda items should be submitted to the chairperson one week prior to the meeting. Fact sheets should be included with the proposed agenda so that sufficient background is available.

The last item of the agenda shall be entitled “Other” so that last minute items can be included provided there is not objection from any members of the Council.

## **X. STANDARD OPERATING PROCEDURE**

The Meet and Confer Council guidelines will be resolved by nonvoting procedures.

1. Openly discuss issue brought by any member.
2. Attempt resolution.
3. Willing to re-evaluate.
4. Report as a group the resolution.
5. Accept nonagreement. Refer position, if necessary to appropriate committees or agencies.

## **XI. AMENDMENTS TO THE MEET AND CONFER COUNCIL GUIDELINES**

Proposed changes in these guidelines must be submitted in writing at a Council meeting. (A proposed amendment given at the meeting and recorded by the secretary shall be deemed submitted in writing.) If the proposed changes receive approval of a majority of the Council at the subsequent meeting, the guidelines are amended.

These guidelines, Roberts Rules of Order and the Master Contract shall govern the meetings of the Council.

Approved by action of the Meet and Confer Council on October 20, 1980.  
Amended January 1986  
Amended May 2, 2012

# **ROCHESTER EDUCATION ASSOCIATION**

## **Budget Policy**

### **I. BUDGET PREPARATION**

- 1) Budget preparation for the REA shall include budgets in:
  - a) operations
  - b) governance
  - c) program
- 2) Budget preparation:

The projected expenditures for the budget shall be calculated, the AFT/NEA and Education Minnesota shares (projected) shall be subtracted, and the balance shall be the REA responsibility (upon FR Assembly approval).
- 3) Program budget preparation:
  - a) Each committee chairman and those people responsible for non-committee budget categories shall be asked for a proposed budget amount at such time each year as directed by the REA Executive Board. Proposals shall be forwarded to the REA Treasurer.
  - b) The REA Treasurer shall submit these proposals to the REA Executive Board, along with appropriate comments and recommendations.
  - c) The REA Executive Board shall subsequently submit a proposed budget to the FR Assembly for discussion, modification, and/or approval. The budget may then be changed only by FR Assembly Action.
  - d) The budget shall be presented at a monthly FR meeting for discussion and review. Action on the budget shall take place at the next regularly scheduled FR Assembly meeting.

### **II. BUDGET OPERATION**

- 1) Once the budget has been established and approved by the FR Assembly, any planned expenditures which would exceed the budgeted amount for any committee or budget category must receive prior approval from either the FR Assembly or a finance committee appointed by the FR Assembly.
- 2) The Treasurer of the REA will issue checks in payment of valid bills charged to the REA if:
  - a) the President has reviewed all expenditures.
  - b) the President prepares vouchers or designates the Treasurer to do so when bills are received.
  - c) the bill is attached to a voucher signed by the chairperson of the committee to be charged.
  - d) the bill is to be applied to several committees (example, a hotel bill for state council meetings), in which case each chairperson involved shall be notified of the amount charged against his/her committee budget.
  - e) the bill is against Operations and is cleared by the President.
  - f) the bill is against the Executive Board, State Delegate Assembly, or NEA Convention budgets and is cleared by the REA President.
  - g) the bill is to be charged against the Contingency Fund and has been approved by FR Assembly action.

- 3) In the event the REA President carries a personal credit card used solely for REA business, the President shall be responsible for designating accounts to be charged and filling out the accompanying voucher.
- 4) The monthly report of the REA Treasurer shall reflect the budgeted amount, expenditures to date, and balance remaining for each program budget category. This report shall be presented to each committee chairman as well as the FR Assembly.

Adopted 1975

Revised May 1992

Reviewed May 2, 2012

## ROCHESTER EDUCATION ASSOCIATION

### **Procedures for General Membership Voting at the Discretion of the FR Assembly**

When the FR Assembly authorizes a vote by the general membership, the following procedures shall be used:

1. The Vice President of the REA shall call a meeting of the FR Assembly for purposes of information and recommendation on issues of importance for which a vote of the general membership is deemed necessary. The FR Assembly shall hear and debate the issues of importance and may, at its discretion, authorize that the following steps be taken.
2. A written communication to the general membership shall be made within 24 hours or as soon thereafter as is feasible.
3. The Faculty Representatives, based on recommendations of the Executive Board regarding logistics, shall determine the date(s) and time(s) for a general membership meeting for the purpose of disseminating information regarding issues of importance. They will take responsibility for inviting all members to attend the general membership meeting(s).
4. Voting by the general membership on issues of importance shall commence on dates determined by the Faculty Representative Assembly. The Voting procedures to be implemented will be determined by the Assembly dependent on the purpose of the vote. Voting may take place as part of an all member meeting or conducted at specified sites. Times and locations will also be dependent on the voting procedures adopted by the Assembly for the particular decision to be made.
5. The Faculty Representatives shall have the authority to determine how and when the votes are totaled dependent on the voting procedures adopted for the particular issue of importance. The results of the vote shall be communicated to the President who shall inform the Executive Board who then will support the Faculty Representatives in communicating the results of the vote to the general membership.
6. The expenses for conducting the election shall come from the REA treasury in the amount determined by the FR Assembly. Improprieties (e.g. disputed ballots) shall be handled by the FR Assembly.

Adopted 1975

Revised May 1992

Revised November 2007

Revised May 2, 2012

# **ROCHESTER EDUCATION ASSOCIATION**

## **Negotiations Team Payment**

Payment for the Contract (2-Year Appointment)

Lead Negotiator (if not President)	\$1198/599 each year
Secretary	\$1198/599 each year
Member	\$1198/599 each year
Settlement Chair	\$800/400 each year

Adopted December 6, 1989

Revised August 1999

Revised November 2007

Revised May 2, 2012

# **ROCHESTER EDUCATION ASSOCIATION**

## **Contract Ratification Policy**

1. The REA Negotiating Team shall inform the REA President of the completion of a tentative agreement, including a recommendation of the REA Negotiating Team. (In the event that such a tentative agreement is reached during the execution of a strike, the REA Executive Board shall have authority to call members back to work pending the outcome of a ratification vote. An informal meeting for members will be held to outline terms of the tentative agreement before returning to work).
2. The REA President shall direct the immediate dissemination of an explanation of the tentative agreement to REA members and others represented by the REA.
3. Within four working days of the completion of the tentative agreement, the REA President shall convene a meeting of the REA Executive Board and the REA Faculty Representative Assembly for the purpose of information and/or recommendation on issues related to the tentative agreement.
4. The Faculty Representatives shall identify the need for a membership meeting for the purpose of presenting the specifics of the tentative agreement, presenting recommendations of the REA Negotiating Team, the REA Executive Board, and the REA Faculty Representative Assembly, and answering questions of the members.
5. A written communication to the REA membership and others represented by the REA shall be made by the REA President setting the time, date, and location of a unit membership meeting for the purpose of carrying out a contract ratification vote. This meeting shall take place within twelve working days of the completion of the tentative agreement.
6. The question on the ballot for the vote will be, "Shall the Rochester Education Association ratify the tentative contract agreement?" The ballot will include the years for the contract.
7. Voting shall be made by secret ballot. Ballots shall be counted and certified by six tellers appointed by the REA President and results announced to the membership upon the close of the balloting. The REA President shall also inform the Chairperson of the School Board.
8. Members of the REA shall be eligible to vote in a contract ratification election. Persons voting shall identify themselves as members. Persons unable to be present to cast a ballot at the membership meeting may vote at the REA Office during regular office hours on the two preceding business day(s) and until 3:00 PM on the day of voting. Such absentee ballots shall be given to eligible voters who sign in on the membership sheet.
9. In the event of an interruption in the voting procedure due to unavoidable circumstances and/or natural disaster, the REA President shall declare a cessation and postponement of the voting, order the ballots that may have already been cast to be sealed, and announce a time, date, and place for the resumption of voting for eligible voters who had not previously voted.
10. A "YES" vote shall be a vote in favor of ratifying the tentative agreement. Ratification shall be accomplished if a majority of the membership shall so determine.
11. A "NO" vote or failure to vote shall be a vote against ratification of the tentative agreement. Should a majority of the membership vote against ratification, the tentative agreement shall be rejected, activating the strike authorization policy.

12. Within 30 days of the vote, the REA Faculty Representatives shall certify the results of the ratification vote and authorize the destruction of the ballots.

October 5, 1983

January 11, 1988

Revised November 13, 1991

Revised May 1992

Revised February 2011

Revised May 2, 2012

# ROCHESTER EDUCATION ASSOCIATION

## Crisis Fund Policy

The Rochester Education Association Crisis Fund was established in January 1976. Contributions are collected through payroll deduction and total \$10.00 a year contribution by each member and \$7.65 a year for persons who are members of the bargaining unit but are not members of REA.

### GUIDELINES

1. The treasurer shall keep a separate accounting of all Crisis Fund monies and include the status of the fund on the monthly report submitted to the Faculty Representatives.
2. The President is authorized to send to a striking local an amount no greater than five (5) percent of the amount contributed by REA members, up to a maximum of \$100.00. These funds shall be sent to a striking local as early as possible following notification of a strike.

The striking local association may receive additional financial support if authorized by the Faculty Representative Assembly. The possibility of additional financial support will be based on such considerations as the merits of the strike, needs of the local, etc.

3. If a bargaining crisis occurs in Rochester, the crisis fund shall be available for use during the crisis for strike-related costs prior to and during implementation of a legal strike. Other expenditures may be approved by the FR Assembly upon recommendation from the Executive Board.
4. Grants/loans to individual members to cover emergency costs shall be considered on a case by case basis by a local ad hoc Crisis Fund Committee. Members shall be encouraged to utilize the Education Minnesota Crisis Fund procedures before making application to the local crisis fund. Fair share members will not be eligible for local crisis fund monies in loan/grant form but receive benefit from the pre-strike or legal strike activities as funded from the Crisis Fund.
5. In the event funds are expended for a legal strike from the local crisis fund, the REA Treasurer and the REA President will apply for a grant from the Education Minnesota Crisis Fund, under the guidelines, to replenish the local fund. In the event that said application is denied or local negotiation expenses are extremely extraordinary, the REA may assess members to rebuild the local Crisis Fund.

Adopted May 1, 1992  
Reviewed May 2, 2012

# ROCHESTER EDUCATION ASSOCIATION

## Strike Authorization Policy\*

The President of the Rochester Education Association shall call a meeting of the Faculty Representative Assembly for the purpose of information and recommendation on issues related to collective bargaining. The Faculty Representative Assembly shall hear and debate the issues of importance and may recommend a strike authorization and/or authorize that the following steps be taken:

1. Upon determination of a strike authorization at a membership meeting, the Faculty Representative Assembly may set a date for a strike authorization vote if that action had not been taken previously and take such other action as it determines to be appropriate.
2. A written communication to the REA membership shall be made by the President, setting the time, date, and location of a membership meeting for the purpose of carrying out a strike authorization vote.
3. Members of the Rochester Education Association shall be eligible to vote in a strike authorization election. Persons voting shall identify themselves as members. Persons unable to be present to cast a ballot at the membership meeting may vote at the Rochester Education Association office during regular office hours on the two preceding business days or up to 3:00 PM the voting day. Such absentee ballots shall be given to eligible voters who sign in on the membership sheet.
4. At that membership meeting, the vote will be on the question, "Shall the Rochester Education Association authorize a strike?" The ballot will include the years for the contract.
5. In the event a contract proposal is placed before the membership pursuant to a negotiating team recommendation, to reject the contract proposal, a "Yes" vote shall be a vote in favor of authorizing a strike and a "No" vote shall be a vote to accept the contract proposal. Should a majority of the members vote "Yes," the contract proposal shall be rejected and authorization of a strike effected concurrently.
6. Voting shall be by secret ballot. Ballots shall be counted by six tellers appointed by the president.
7. A strike authorization shall be accomplished if two thirds of the membership shall so determine. Upon passage of a strike authorization at a unit membership meeting, the Faculty Representative Assembly may call a strike and take such other action as it determines to be appropriate.

\*Adopted by the Faculty Representative Assembly on September 2, 1981

\*Adopted by the Faculty Representative Assembly on November 13, 1991

Revised January 3, 1990

Revised November 13, 1991

Revised May 1992

Revised February 2011

Revised May 2, 2012

# **ROCHESTER EDUCATION ASSOCIATION**

## **Faculty Representative Assembly Procedures for Implementation of a Unit Membership Strike**

The passage of a strike authorization vote by the membership shall:

1. Authorize the President to announce the date and time for the initiation of a strike action upon recommendation of the REA Negotiating Team and concurrence by the Faculty Representative Assembly at a meeting called for that purpose.
2. Authorize the REA Executive Board to make available such Crisis Fund and other Association resources as may be necessary for the successful completion of contract negotiations.
3. Authorize the Executive Board to take such actions on behalf of the Rochester Education Association as may be necessary to obtain Affiliate services, Education Minnesota Crisis Fund and to maintain maximum Association flexibility under the Minnesota Public Employee Labor Relations Act (PELRA).
4. Authorize the President, on behalf of the Faculty Representative Assembly, to urge all members to support the strike action and to cooperate with Association request for their assistance.
5. Authorize the President to notify Association members who cross a legitimately established REA picket line and/or materially damage the strike action in other ways that may prolong the strike that Association ethics charges may be brought against them. Successful prosecution of those charges would result in suspension of REA, Education Minnesota, and AFT/NEA membership and loss of the rights and privileges of such membership for the period of suspension. Suspension may be for a definite period, an indefinite period, or permanent.

The REA Faculty Representative Assembly may from time to time levy an assessment on unit members to pay extraordinary cost associated with negotiation of a Master Contract.

Adopted by the Faculty Representative Assembly on September 16, 1981.

Adopted by the Faculty Representative Assembly on November 13, 1991.

Adopted by the Faculty Representative Assembly on November 7, 2007.

Reviewed May 2, 2012

# ROCHESTER EDUCATION ASSOCIATION

## Faculty Representative Assembly Organization and Procedure

1. All speakers at the Faculty Representative Assembly must identify themselves and position:
  - a) Faculty Representatives (FR) - Name and building
  - b) Executive Board Members - Executive Board
  - c) Committee Chairpersons - Name and committee
  - d) Members - Name and building
2. The front area may include the President, Vice President (FR Assembly Chairperson), the Secretary of the Faculty Representative Assembly, the Treasurer, Education Minnesota Field Representative, and others designated by the Chairperson of the FR Assembly.
3. The Vice President may designate a parliamentarian who may or may not be a faculty representative.
4. FR meetings shall begin at 4:00 p.m. and adjourn no later than 6:30 p.m. (unless by special action of the assembly).
5. FRs should be prompt to the meeting to attain needed quorum. (If an FR is absent with a substitute, FR should request that the sub be prompt.)
6. Officers shall submit written monthly reports, when appropriate, to the assembly. These will be mailed out with the FR mailing and received prior to the FR meeting. Each representative shall review these reports prior to the meeting.
7. Reports at the FR meetings shall be limited to highlighting important items and requests and providing additional information not included in written reports. Oral reports shall be limited to five (5) minutes or less wherever possible.
8. Shorter discussion of agenda items shall be facilitated wherever possible.
9. If FR agendas become longer than what it appears can be handled within the established time limits, the chairperson shall ask the assembly at the opening of the meeting if the agenda should be split into two meetings, and if so, which items should be carried over to the second meeting.
10. If FRs have a new business item to propose, it shall be submitted in writing to the REA Vice-President by the 15th of the month preceding the month it is to be placed on the agenda. If this is not possible, the Vice-President shall be contacted prior to the meeting regarding the item, and the FRs shall be asked if they object to its addition to the agenda before approving the agenda.
11. FRs shall hold background discussions in their buildings before FR meetings and come prepared to vote at the FR meeting.

12. All FRs shall be provided with notebooks containing: lists of REA officers with their home school, school phone number, and email address, REA Constitution & Bylaws, REA Grievance Procedures & Timelines, a parliamentary procedure guide, and notices.
13. The REA President shall provide to all FRs each fall a printed master calendar which will include all FR and Executive Board meeting dates, Education Minnesota activities, and Education Minnesota meetings. Additions will be added at FR meetings.
14. FRs shall receive early and timely notices of activities to allow for planning and facilitation of such activities.
15. Faculty Representatives shall encourage membership involvement and commitment by having at least one contact for each of these REA/Education Minnesota committees: Governmental Relations (GR), Professional Development (PD), Teacher Rights (TR), Negotiations, and Communications. These contacts will agree to do short-term jobs in their area and will keep the FR informed of problems and concerns in those areas.

August 1975

Revised fall of 1986

Revised August 1989

Revised May 1992

Revised September 1996

Revised October 1999

Revised November 2007

Revised May 2, 2012

# ROCHESTER EDUCATION ASSOCIATION

## District Committee Assignments

### REA DISTRICT COMMITTEE ASSIGNMENTS

#### I. Committee Appointments

Appointment to district committees shall be made by the REA President with approval by the Faculty Representative Assembly.

#### II. Role of the Committee Member

When the Association appoints committee members to school district committees, the committee member shall be held responsible to the REA and shall assume the following role:

- A. The committee member shall report periodically to the appropriate level of the REA as designated by the president on the activities (both actual and planned) of the district committee.
- B. The committee member shall become acquainted with previous REA policy statements that will affect the work of the committee. If no policy statement is available, the committee member shall seek REA positions from the appropriate REA body.
- C. The committee member shall speak to the issue from the viewpoint of the REA and, if expressing personal views, shall carefully differentiate between personal views and official REA positions.

- III. The REA Executive Board will be responsible for making the established REA positions available to committee members.

Reviewed May 2, 2012

# **ROCHESTER EDUCATION ASSOCIATION**

## **REA Liaisons to Other Organizations**

The Association does not intend to infringe upon any member's right to participate in any other organizations. However, when a member acts as a liaison contact from the REA to another organization, he or she is acting as a representative of the Association and assumes the following communications role:

1. The liaison shall on a periodic basis communicate to the appropriate level of the REA, as designated by the president, on the activities (both actual and planned) of the other organization.
2. The liaison shall, when speaking to an issue, carefully differentiate between personal views and official REA positions.
3. The liaison shall attempt to maintain and build good public relations with the organization to which he/she is liaison.

The REA Executive Board will be responsible for providing the REA positions and policies to the liaisons.

Reviewed May 2, 2012

# **ROCHESTER EDUCATION ASSOCIATION**

## **Policy for Expenses Reimbursement for REA Members**

The Association shall reimburse members for normal expenses such as lodging, meals, registration, mileage, parking and cost of substitute pay for their regular teaching assignments while performing authorized Association duties. Receipts/bills will be required on all vouchers.

The Association may reimburse members for unusual expenses incurred upon prior approval by the President and the authorizing agent for the particular budget item.

The Association will reimburse its members for mileage at the maximum IRS rate.

Reimbursements of expenses for nonmembers will be made only upon approval of the REA Executive Board.

Passed June 1, 1977

Revised February 12, 1990

Revised May 1992

Reviewed May 2, 2012

## **ROCHESTER EDUCATION ASSOCIATION**

### **Application of Reimbursement for Expenses by Non-Committee Members of REA for Attendance at Workshops, Conventions, and Other meetings**

1. Application for reimbursement of funds for attendance at workshops, conventions, or other meetings by non-committee members must be submitted in writing to the REA President at least two (2) days prior to the Executive Board meeting immediately preceding such attendance.
2. The request must state the purpose of the session to be attended, itemization of projected expenses and all sources of funding.
3. The session must be of general benefit to the REA membership and be related to education. The Executive Board reserves the right to request a written or oral report of the session.
4. The funds will come from the REA Executive Board budget. The amount of funding will be determined by the Executive Board.
5. Such a request must be approved by a majority of Executive Board present.
6. Funds will be released to the approved individual or individuals upon receipt by the REA treasurer of an estimated itemized expense voucher. Copies of all bills, checks or receipts will be submitted to the treasurer and any unexpended funds upon his return.
7. Reimbursement will be made only for prior approved attendance and only to REA members.

November 15, 1972

Reviewed May 2, 2012

# ROCHESTER EDUCATION ASSOCIATION

## Member Reimbursement

At the April 19, 1992 Executive Board meeting, a motion was passed directing an ad hoc committee to deal with a policy regarding out-of-pocket member expenditures. Members of the committee were Sue (Bock) Greenberg, Bill Schneider, Larry Reinartz and Tom Metzroth.

The policy statements below are an attempt to streamline and control out-of-pocket expenditures for members.

1. An Association (business) credit card will be issued to the president and to the treasurer. S/he will use it whenever in attendance at functions that shall be vouchered to the Association. The vouchers will be submitted to the treasurer by the president.
2. All meeting expenditures may be charged on the President's credit card used for REA business if the president is in attendance.
3. The above statements do not interfere with the present vouchering system, but complement it.

May 16, 1989

Revised May 1992

Revised May 2, 2012

# ROCHESTER EDUCATION ASSOCIATION

## Organizational Political Involvement Policy

1. Legislative Affairs/Political Action funding decisions affecting the Rochester area will be publicized as information for members through the *Update* or other communications from time to time.
2. Individual members involved in political campaigns shall not use the Association name in connection with that involvement.
3. Only the official governing body of the Association may endorse or imply endorsement on behalf of the organization absent such governing body action.
4. Members are encouraged to support candidates for public office financially, through involvement in campaigns and at the ballot box, especially those identified through Legislative Affairs/Political Action funding.

Recommended by GRC and Executive Board

Adopted by REA Faculty Representative Assembly October 4, 1978

Revised August 1999

Reviewed May 2, 2012

# **ROCHESTER EDUCATION ASSOCIATION**

## **Governmental Relations**

### **ARTICLE I - Name and Definition**

The name of the Committee is Governmental Relations. It is a voluntary, non profit, unincorporated Committee of individual educators and others, not affiliated with a political party.

### **ARTICLE II - Purposes**

The purposes of Governmental Relations are:

1. To support and strengthen the commitment of the citizens and government of the State of Minnesota to excellence in public education at all levels.
2. To promote and strive for the improvement of the public schools by encouraging and stimulating educators and others to take a more active part in governmental affairs pertaining to public education.
3. To encourage educators and others to know and understand the nature and actions of their government, and the important political issues, as they pertain to public education.
4. To assist educators and others in organizing themselves for more effective political action, and in carrying out their civic responsibilities.
5. To engage in any suitable activities to achieve the purposes stated above.

### **ARTICLE III - Governance**

1. Governmental Relations shall be governed by the Executive Board of the REA.
2. The Executive Board shall have full authority and responsibility to take such action as is necessary or desirable to carry out its purposes.
3. The REA President shall appoint a Governmental Relations chairperson, with confirmation by the Faculty Representative Assembly.

### **ARTICLE IV - Procedural Guidelines**

1. All funds available to Governmental Relations shall be through the result of voluntary contributions resulting from direct solicitations, payroll deduction, or other fund raising activities.

2. Administrative cost for operation of Governmental Relations shall be kept at a minimum and shall be paid from contributions received. Money shall be handled in accordance with the following.
  - A. The REA Treasurer shall maintain a bank account in the name of Governmental Relations and his records shall be reviewed annually by the Executive Board.
  - B. A record shall be kept of all contributors and the amount of the contribution from each.
  - C. A record shall be kept of each campaign receiving funds from Governmental Relations with the amount of the contribution.
3. Candidate selection, endorsement, and contributions to candidates and/or campaigns shall be the result of the action of the Executive Board according to criteria and procedures determined by said Board
  - A. The process of evaluation of candidates seeking reelection shall include consultation with individuals who have personal knowledge of their educational records and evaluation of their performance and support or lack of support for educational issues.
  - B. All candidates shall be endorsed on the basis of their commitment to established educational goals as determined through the REA screening process.

#### **ARTICLE V - Amendments**

Amendments to this document shall be adopted only by two-thirds vote of the members of the REA Executive Board.

Revised May 1992  
Revised May 2, 2012

# **ROCHESTER EDUCATION ASSOCIATION**

## **Annual REA Celebration Banquet**

The Celebration Committee members, under the direction of the President, will be in charge of arrangements for the banquet and will each receive one free ticket.

The following will have two free tickets:

- Each retiring teacher

- President

- Vice President

- Education Minnesota Field Representative

- All Executive Board members (incoming, present, and outgoing) will receive two free tickets.

- Human Relation Award recipients.

Each Education Minnesota-NEA/AFT official will receive one free ticket.

One complimentary ticket is allowed for all standing committee chairpersons.

The President is allowed five complimentary tickets for his/her selected presidential guests.

The President may award up to five Presidential Citations to individuals who have served the Association extraordinarily.

Revised May 2, 2012

# **ROCHESTER EDUCATION ASSOCIATION**

## **New Officer Installation**

Would the new officers please come forth?

Service to our United Teaching Profession requires diligence and hard work. Each level of our organization is of importance to our continuing struggle to improve the quality of public education.

Do you promise to adhere to the constitution of the National Education Association/American Federation of Teachers? If so, answer “yes.”

Do you promise to adhere to the constitution of the Education Minnesota? If so, answer “yes.”

Do you promise to adhere and advance the constitution of the Rochester Education Association? If so, answer “yes.”

In the authority vested in me as President of the Rochester Education Association, I welcome you as newly installed officers of this United Teaching Profession. Congratulations!

Policy as determined by REA Executive Board June 1978

Revised April 1988

Revised August 1999

Reviewed May 2, 2012

## **ROCHESTER EDUCATION ASSOCIATION**

### **Recommended Policy for REA Participation in Fund Raising Activities**

1. The participation of the Rochester Education Association in special fund raising activities shall not include direct use of membership dues.
2. The REA will consider each request individually and may or may not provide the staffing, services, organization or fund raising drive to meet the request.
3. All requests shall first be directed to the Executive Board who will pass those that meet the best interests and purposes of the Association on to the REA Faculty Representative Assembly for final action.
4. Youth oriented and educationally sound programs shall be given primary consideration.

Revised May 1992

Reviewed May 2, 2012

# **ROCHESTER EDUCATION ASSOCIATION**

## **Policy for REA Donated Funds**

1. Requests will be accepted for review when presented in written form providing supportive statements that describe the need and purpose for funding.
2. The basis of approval will be made on support for educational opportunities, communications, or public relations for students in the Rochester Public Schools or relationships with community members in Rochester.
3. The REA will consider each request individually but in the case of same requests from like schools, will fund them equitably.
4. All requests will be directed to the Executive Board who will pass those that meet the above guidelines and the best interests and purposes of the Association on to the Faculty Representative Assembly for final action.

Adopted November 3, 1999

Reviewed May 2, 2012

## **ROCHESTER EDUCATION ASSOCIATION**

### **Recommended Policy for Use of REA Special Services for Hardship Cases**

1. The participation of the Rochester Education Association in providing member special services in hardship cases shall not include direct use of membership dues.
2. The Association may provide services or organizational support for members in need of assistance. The REA will consider each request individually.
3. All requests shall first be directed to the President and the Executive Board who will pass those that meet the best interests and purposes of the Association and its members on to the REA Faculty Representative Assembly for final action.
4. The Executive Board will take responsibility to provide support for members in the hospital or confined to their home.

Passed by FR Assembly June 3, 1988  
Revised May 2, 2012

# **ROCHESTER EDUCATION ASSOCIATION**

## **Memorials**

1. A sympathy card shall be sent to any REA member who has suffered a death in the immediate family. The immediate family shall include parents, siblings, children, spouse, or domestic partner.
2. A \$25.00 memorial shall be sent to Quarry Hill Fund in the name of the deceased. This shall include the immediate family.
3. The Faculty Representative(s) in each building shall be responsible for notifying the REA office of the name of the deceased or ill member and address at which time the Secretary of the REA Executive Board shall take the appropriate action.
4. In the event an active member dies, a \$100.00 memorial will be sent to Quarry Hill. In addition, flowers will be sent to the funeral or memorial service.

November 1973

Revised May 1992

Revised November 2007

Revised May 2, 2012

## **ROCHESTER EDUCATION ASSOCIATION**

### **Local Officers and Executive Board Members Candidate Night**

1. An REA Faculty Representative Assembly Candidate Night may be held each year at least one week prior to REA local elections.
2. Candidates for the open positions may address the Faculty Representative Assembly for up to three (3) minutes each.
3. Order of speakers will be chosen by drawing of lots.
4. A maximum of fifteen minutes for questions and answers will follow the candidates' presentations.

Policy as determined by the Rochester Education Association Representative Assembly on May 14, 1986.

April 24, 1986

February 4, 1987

Revised May 1992

Reviewed May 2, 2012

## **ROCHESTER EDUCATION ASSOCIATION**

### **Candidates for REA Election**

Requirement: Each candidate must have completed a Candidate Form provided by the Elections Committee. The form must be returned to the Elections Chairperson on or before the February Faculty Representative Assembly at which time the nominations will be closed.

Verbal indications of candidacy or failure to complete the Candidate Form will result in the member's name not being placed on the ballot.

Adopted by the Faculty Representative Assembly May 18, 1988

Revised May 1992

Reviewed May 2, 2012

## **ROCHESTER EDUCATION ASSOCIATION**

### **Education Minnesota Candidates Night**

The Education Minnesota candidates will be allowed 5 minutes each for speaking. The question and answer session that follows will be 20 minutes. Speaking order in each race shall be determined by alphabetical order, according to the candidate's last name.

Policy set by FR Assembly January 8, 1986

Revised May 1992

Reviewed May 2, 2012

## **ROCHESTER EDUCATION ASSOCIATION**

### **Special Projects Review Committee**

Faculty Representatives authorized the establishment of a committee that would review and make decisions concerning special projects as provided in the new contract. The committee would include: President, Vice President, PR/R Chairperson, Teacher Rights, and Negotiations Representative as voting members. The Field Representative will be a non-voting ex officio member.

January 1978

Revised August 1999

Reviewed May 2, 2012

## **ROCHESTER EDUCATION ASSOCIATION**

### **Chamber of Commerce Membership Policy**

The Rochester Education Association will pay annual membership dues to the Rochester Area Chamber of Commerce.

Adopted April 1978

Revised May 1992

Revised November 2007

Reviewed May 2, 2012

# ROCHESTER EDUCATION ASSOCIATION

## Potential Update Advertisers

The Rochester Education Association will accept paid advertising in its newsletter in accordance with the following conditions:

1. Advertising will be accepted from all members and from Association approved or sponsored services. Non-member advertisers shall be approved by the Executive Board. All non-member advertising shall offer a service/opportunity for members. Selling of products and/or educational materials will not be allowed.
2. All advertising must be "camera ready." The best copies will be made from very black ink on white paper. Margins must be at least 3/8" on all four sides.
3. All advertising must carry a notice that it is PAID ADVERTISEMENT.
4. All advertising must be brought to the REA Office.
5. All ads will be run on a space available basis at a time convenient for the REA. The desires of advertisers will be met, if feasible.

### RATES

Full Side 8 ½ x 11	\$70.00
Full Side 8 ½ x 14	\$70.00 (limited availability)
½ Side 8 ½ x 11	\$40.00
½ Side 8 ½ x 14	\$32.00 (limited availability)

Executive Board Action August 18, 1982

Revised May 1992

Revised August 1999

Reviewed May 2, 2012

# ROCHESTER EDUCATION ASSOCIATION

## Logo



*Designed by Chris Roth, senior at John Marshall High School*

Adopted April 1987