

**Birmingham Education Association
Executive Board Governance 2014-15**

The Executive Committee shall consist of the four (4) officers

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| <i>*President – Scott Warrow</i> | <i>*Vice President – Maureen Martin</i> |
| <i>*Treasurer – Lisa Dugan</i> | <i>*Secretary – Robyn Tarnow</i> |
| <i>*Membership – Ann Gracy/Michelle Snyder</i> | |

Seven At-Large Delegates

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|--------------------------|------------------------|--------------------------------------|
| <i>*Dominick Perrone</i> | <i>*Joanne Rowe</i> | <i>*Shannon Peters, Crisis Chair</i> |
| <i>*Amy Denys</i> | <i>*Kate Alexander</i> | <i>*Amy Burns</i> |

Michigan Education Association Representative Assembly Delegates

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|-------------------------------|-------------------|-------------------------|-----------------------|
| <i>*Scott Warrow</i> | <i>*Ann Gracy</i> | <i>*Michelle Snyder</i> | <i>*Billy Jackson</i> |
| <i>*Sara Cibor, Alternate</i> | | | |

National Education Association Representative Assembly Delegates

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|------------------------------|--|----------------------------|------------------------|
| <i>* Scott Warrow</i> | <i>*Scott Craig, Legislative Chair</i> | <i>* Amy Blonde Cammet</i> | <i>*Linda Peterson</i> |
| <i>*Dawn Murua, Alternet</i> | | | |

SOMEA/Region 7 Delegates

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|----------------------|-----------------------|------------------------|-------------------------------------|
| <i>*Scott Warrow</i> | <i>*Joyc Laszczak</i> | <i>*Linda Peterson</i> | <i>*Maureen Martin, SOMEA Chair</i> |
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The Executive Committee shall be empowered to make decisions and take such actions as shall be required by the Association during the interim of the Representative Assembly, except for financial matters not specifically budgeted.

DUTIES OF OFFICERS and DELEGATES

PRESIDENT

The duties of the President shall include the following:

1. Shall be the chief executive officer of the Birmingham Education Association.
2. Shall be responsible for policy interpretation and direction between meetings of the Executive Committee and the Representative Assembly.
3. Shall be the official representative of the Association and the chief spokesperson on policy matters.
4. Shall propose policy and program changes to the Executive Committee and the Rep. Assembly.
5. Shall report to the Representative Assembly, Executive Committee and Membership.
6. Shall prepare agenda for the various governing bodies of the Association.
7. Shall preside at all governance body meetings.
8. Shall maintain a close working relationship with the Executive Directors.
9. May delegate duties of the President to the officers and to the Executive Directors.
10. Shall serve as ex-officio member on all committees.
11. Shall prepare the Association budget with the assistance of the Treasurer and the Executive Directors.
12. Shall have the power to veto any resolution of the Representative Assembly within seven (7) calendar days after the Representative Assembly's adoption of the resolution stating the reason for such veto.
13. Shall appoint a parliamentarian.
14. Shall serve as Michigan Education Association Representative Assembly Delegate, National Education Association Representative Assembly Delegate, and Region Seven Delegate and Coordinating Council Delegate.

VICE-PRESIDENT

The duties of the Vice-President shall include the following:

1. Shall perform the duties of the President in the absence of that officer.
2. Shall succeed to the presidency in the event that office shall become vacant.
3. Shall be a Region Seven delegate.
4. Shall be a Delegate or Alternate to the Coordinating Council.
5. Shall have such other duties as the President may determine.

SECRETARY

The Secretary's duties shall include the following:

1. Shall keep an accurate record of all motions and resolutions introduced at meetings of the Executive Committee.
2. Shall keep an accurate record of all motions and resolutions introduced at the Representative Assembly meetings.
3. Shall keep an accurate record of all motions and resolutions introduced at the General Membership meetings.
4. Shall publish same.
5. Shall keep a permanent record of such meetings.

TREASURER

The duties of the Treasurer shall include the following:

1. Shall make financial reports to the Representative Assembly and shall make special reports to the Executive Committee as required.
2. Shall assist the President in the preparation of the budget.
3. Shall have the custody of all monies of the Association and all evidences of value belonging to the Association.
4. Shall keep accurate records of the assets, receipts and expenditures of the Association.
5. Shall be bonded and the bond shall be paid by the Association.
6. Shall at the end of each President's term turn all records and books over to an auditor selected by the Executive Committee for the audit.

MEMBERSHIP CHAIR (At-large Delegate position)

1. Shall be responsible for overseeing membership enrollment.
2. Shall act as liason between the district and MEA on membership issues as directed by the President.
3. Shall meet with MEA Field Assistant as needed to enter and edit membership information. The field assistant shall complete on-line membership registration and generate a report to the Chair upon request.

DELEGATES

- Delegates to the Michigan Education Association, National Education Association Representative Assemblies, and Region Seven Council shall represent the Association at the Assembly and all official caucuses and shall report to the Association regarding actions of that Assembly.
- MEA and NEA Delegates and Alternates to which the Association may be entitled shall be elected at a General Membership Election of this Association for a term of two (2) years beginning August 1st, provided that upon implementation, the Internal Organization and Awards Committee shall make provision for the terms of Delegates to be staggered.
- All Delegate elections shall comply with respective Region 7, MEA, NEA Constitutions, Bylaws and administrative policies. This compliance shall take precedence over other BEA Bylaw provisions. Unless there are extenuating circumstances a Region Seven, MEA or NEA Delegate who is absent from two (2) consecutive meetings called by the President, the Region Chairperson, or the MEA/NEA President, when that delegate is expected to attend, shall forfeit the office. Upon appeal, the Board of Reference shall determine if there are extenuating circumstances.
- The President, Vice-President, and the Delegates to the Representative Assembly of the Michigan Education Association shall be delegates to the Region Seven Council of the Michigan Education Association. Any additional delegates to which the Association may be entitled shall be elected by the Representative Assembly for a one year term.

The Officers shall have such other powers and duties as the Representative Assembly may determine.

Elections:

The Internal Organization and Awards Committee Chair shall prepare the ballots, distribute them to the various Association Representatives tabulate the votes and report the results to the Representative Assembly for all Association elections.

The Internal Organization and Awards Committee shall conduct the election of officers by secret ballot, such election to be held annually.

The candidate receiving the majority number of votes shall be declared elected. In the event of a tie, a new election shall be held within one (1) week. In the absence of a majority, a run-off election shall be held within one (1) week between the two (2) candidates receiving the highest number of votes.

Newly elected officers shall assume office on the first day of the school year. Results of the election shall be published and distributed to the members within five (5) school days following the election. An official report will be filed with the Michigan Education Association no later than thirty (30) days following the election.

Any candidate receiving votes for an office which the candidate is eligible to hold may request a recount for that particular office, provided that such request is made in writing and presented to the Chairperson of the Internal Organization and Awards Committee within five (5) school days following the election.

If an elective position is not filled by an official election, the President may appoint, with the approval of the Representative Assembly, any qualified member to fill that position for the term of office unless otherwise stated in the Constitution and Bylaws.

Write-in candidates must have their first and last names written on the ballot, and the vote must be properly recorded.

Ballots for all elections may be destroyed after one (1) year has elapsed, provided no recount has been requested. If a count has been requested, ballots may be destroyed thirty (30) calendar days after the recount has been completed.