

TROY EDUCATION ASSOCIATION (TEA) BYLAWS

ARTICLE I – RULES

Robert’s Rules of Order, latest edition, shall be the authority on all questions of procedure not specifically stated in the Constitution and Bylaws.

ARTICLE II – MEETINGS

Section I General Membership or Special Meetings may be called:

- A. By the President, the Executive Board, a majority vote of the Representative Assembly, or a signed petition by ten (10) percent of the active membership. The President shall then schedule the meeting within two (2) weeks giving the membership at least twenty-four (24) hours notice specifying date and time, place and purpose of such meeting.
- B. In the event there is not a tentative agreement on a proposed contract before the scheduled start of school, the President or the Executive Board shall call a General Membership meeting for the evening before the announced start of school.
- C. If a tentative agreement is reached before the last teacher workday, the President or the Executive Board shall call a General Membership meeting within five (5) working days.
- D. If a tentative agreement is not reached by a date which will allow for the provisions of section I, C above to be implemented, no General Membership meeting will be called prior to the evening before the announced start of school.
- E. In the event there is not a tentative agreement before the scheduled start of school, the President or the Executive Board shall call a General Membership meeting for the evening before the announced start of school. At this meeting the membership will listen to a report by the Negotiation Team.
- F. When a tentative agreement is reached before the opening of school, the President or the Executive Board shall call a General Membership meeting for the evening before the announced start of school.
- G. When a tentative agreement is reached while working under a no-contract situation or while withholding services, a General Membership meeting shall be called within twenty-four (24) hours.

Section II Representative Assembly (RA) Meetings

- A. The Representative Assembly, as the governing body, shall meet monthly during the school year or in accordance with the calendar adopted by the governing body. After establishment of a calendar, the membership shall be notified of dates, times and place of meetings.
- B. The President, a majority of the Executive Board, a petition signed by twenty (20) percent of the Representative Assembly, or a petition signed by five (5) percent of the active membership of the General Membership, may call additional meetings of the Representative Assembly.
- C. Any member of the Association may attend Representative Assembly meetings, but without voting privileges. The President or Executive Board may invite guests.
- D. Only members of the Representative Assembly may vote.
- E. Robert's Rules of Order, latest edition, shall apply at Representative Assembly meetings, unless provided for by the Representative Assembly in its Bylaws and Policies.

Section III Executive Board Meetings

Shall meet at least as often as the Representative Assembly, one (1) week prior to the scheduled Representative Assembly meeting, or as calendar permits.

Section IV Building Meetings

The building representatives shall be responsible for holding building meetings and keeping the active membership of the building informed.

ARTICLE III – QUORUM – IN ACCORDANCE WITH ROBERT'S RULES

Section I At any General Membership meeting it shall be determined that a quorum is in attendance before any official association business may take place. A quorum at a General Membership meeting shall be twenty-five (25) percent of the total active membership.

Section II At any Representative Assembly meeting it shall be determined that a quorum is in attendance before any official RA business may take place. A quorum at a Representative Assembly meeting shall be one-half (1/2) of the elected membership of the Representative Assembly. Each elected person shall have one vote.

ARTICLE IV – POWERS, DUTIES, AND MEMBERSHIP OF THE EXECUTIVE BOARD

Section I Membership of the Executive Board shall be as defined in the TEA Constitution.

Section II Powers and Duties of the Executive Board

- A. Shall be active members with tenure, not involved in any administrative internship-training program.
- B. All terms of office shall be for two (2) years, commencing August 1, with the exception of the immediate past president, whose term shall be one (1) year.
- C. Shall initiate the nomination of members of all committees and the Negotiations Team (at least one (1) member from each level: elementary, middle school and secondary), subject to the approval of the Representative Assembly.
- D. Shall initiate nominations of members of the Judicial Board, subject to approval of the Representative Assembly.
- E. May hear appeals of Judicial Board decisions.
- F. Shall prepare and submit to the Representative Assembly a proposed annual budget by May.
- G. Shall prepare agendas for Representative Assembly and General Membership meetings.
- H. Shall allot among themselves the assignments for ex-officio (non-voting) committee members.
- I. Shall determine the amount of bonded insurance for the members authorized to sign checks.
- J. Shall schedule elections and any other votes, as provided herein.
- K. Shall certify all petitions.
- L. Shall call meetings of the General Membership, as herein provided.
- M. Shall appoint replacements for vacancies on the Executive Board other than president, if fewer than ninety (90) days of term remain, subject

to a two-thirds (2/3) affirmation by the Representative Assembly. If more than ninety (90) days remain, an election will be held to fill the vacancy.

- N. Shall faithfully execute the policies and actions approved by the Representative Assembly and General Membership meetings.
- O. All members of the Executive Board shall be voting members of the Representative Assembly, with the exception of the presiding officer who shall vote only in the case of a tie vote.
- P. In all actions of the Executive Board, five (5) votes shall be necessary for approval of the proposal.
- Q. Shall approve TEA paid conferences and select from among applicants those to attend same.
- R. Any Executive Board member may direct the President to call a meeting of the Executive Board.
- S. Shall approve all vouchers that are covered by the budget, provided the appropriately charged line item will not be exceeded.
- T. When a bargaining request to add to, subtract from, extend or otherwise amend or modify an existing TEA contract arises, the Executive Board shall determine an appropriate course of action. Appropriate courses of action shall be limited to the following:
 - 1. Enforcing the existing collective bargaining agreement through the grievance process;
 - 2. Utilizing options under PERA, including issuing a demand to bargain;
 - 3. Pursuing negotiations per Article VIII, section D-8.
- U. Shall have knowledge of the issues to be negotiated (as per the member survey or other means).
- V. Shall receive communication from the Negotiation Team during the negotiations process, but not negotiate.

Section III Powers and Duties of the President

- A. Shall be official spokesperson for the Association.
- B. May call and preside over meetings of the Executive Board, the Representative Assembly and General Membership meetings. When

serving as the presiding officer at the Assembly and General Membership meetings, the President shall have no vote except in case of a tie.

- C. Shall prepare Executive Board meeting agendas.
- D. Shall initiate appointment of members of standing and ad-hoc committees within the Executive Board.
- E. Shall be a member of South Oakland Districts Association Coordinating Council and SODA PAC.
- F. Shall keep a brief daily log of business enacted on Association release time used by others and presidential release time for the Association, to be incorporated into the minutes of official TEA meetings.
- G. Shall be an ex-officio member of all committees but chairperson of no standing committee.
- H. Has the authority to approve the use of Association days for Association business other than conferences. When time permits the President shall seek approval from the Representative Assembly for the use of Association days.
- I. The President must submit to the Executive Board all requests to discuss bargaining issues prior to entering into negotiations.
- J. Shall be responsible for preparing and filing official Association correspondence and filing school board minutes (at the SODA Office).
- K. Shall distribute Representative assembly agendas and unapproved Representative Assembly minutes at regularly scheduled Representative Assembly meetings.
- L. Shall inform all members of conferences approved by the Executive Board.
- M. Shall be authorized to countersign checks, unless he/she is recipient of same.

Section IV Powers and Duties of the Vice President

- A. Shall assume duties of president in event of absence or resignation, for no more than ninety (90) days, until the election of a new president or resumption of duties by the president.

- B. Shall be an ex-officio member of at least one (1) standing committee, as provided for by the Executive Board.
- C. Shall be a permanent alternate to the SODA for either the president or the elected delegate.
- D. Shall attend or be responsible for TEA representation at school board meetings and/or regular study sessions, providing updates to the Executive Board and RA.
- E. Shall be authorized to countersign checks, unless he/she is recipient of same.

Section V Powers and Duties of the Secretary

- A. Shall be responsible for taking, editing and publishing the minutes of meetings of the Executive Board, the Representative Assembly and General Membership.
- B. Shall include in the minutes a list of correspondence sent and received concerning region and local matters.
- C. Shall be an ex-officio member of at least one (1) standing committee, as provided by the Executive Board.
- D. Shall be authorized to countersign checks, unless he/she is recipient of same.

Section VI Powers and Duties of the Treasurer

- A. Shall receive and bank all funds.
- B. Shall prepare and submit to the Representative Assembly a written monthly list of vouchers.
- C. Shall issue all checks upon receipt of authorized vouchers to be countersigned by two authorized members of the Executive Board.
- D. Shall be authorized to countersign checks, unless he/she is recipient of same.
- E. Shall keep all financial records up to date and on file for at least seven (7) years.
- F. Shall be an ex-officio member of at least one (1) standing committee, as provided by the Executive Board.

- G. Shall prepare and submit to the Representative Assembly a written monthly-itemized statement of receipts and expenditures.
- H. Shall file necessary form(s) to comply with federal, state and municipal laws. Additional assistance, remuneration, or release time may be provided for the completion of this task.
- I. Shall submit all vouchers to the Executive Board for approval.
- J. Shall provide for an annual audit of the books.
- K. Shall be bonded by as provided for/by the MEA/NEA.

Section VII Powers and Duties of the Membership Chair

- A. Shall maintain an accurate membership log on a monthly basis.
- B. Shall review the MEA membership log and make necessary adjustments to reconcile any discrepancies.
- C. Shall incorporate all leave information provided by the TSD with the TEA membership log.
- D. Shall notify the TEA Treasurer of membership status at least monthly so that dues deductions will occur in a timely manner and the TEA budget can be amended as necessary.
- E. Shall communicate with membership regarding dues obligations prior to the start of a new school year.
- G. Shall communicate with non-TEA members to illustrate membership benefits and procedures for joining the Association.
- H. Shall be an ex-officio member of at least one (1) standing committee, as provided by the Executive Board.
- I. Shall provide a membership report to the Representative Assembly at the October and June Representative Assemblies

Section VIII Powers and Duties of the Trustees

- A. The qualifications for senior high trustee include working primarily in the senior high schools; for middle school trustee, working primarily in the middle schools; for elementary school trustees, working

primarily in the elementary schools; and for public relations trustee, working at any grade level.

- B. Each trustee shall be an ex-officio member of at least one (1) standing committee as provided by the Executive Board.
- C. The senior high trustee shall be elected by members who work the majority of their time in senior high; the middle school trustee shall be elected by members who work the majority of their time in the middle schools; the elementary school trustees shall be elected by members who work the majority of their time in elementary; the public relations trustee should be elected by the General Membership.

ARTICLE V – MEMBERSHIP, POWERS, AND DUTIES OF THE JUDICIAL BOARD

Section I Membership

- A. Shall consist of five (5) members appointed by the Executive Board and approved by the Representative Assembly, to staggered terms of three (3) years.
- B. Shall consist of at least on (1) member from each level.
- C. Each member shall be an active member on tenure, who holds no other Association position and is not involved in an administrative intern program.

Section II Powers and Duties

- A. All actions shall be consistent with MEA guidelines.
- B. Shall establish a procedure for handling cases, including appeals and interpretations, subject to Representative Assembly approval.
- C. Shall rule on all questions concerning interpretations of the Constitution and Bylaws and Policies.
- D. Shall hear cases arising against members and render decisions within the limits specified in the MEA Bylaws; shall discuss, investigate, or consider only those matters supported by written charges as established in the MEA Bylaws.
- E. Shall keep a docket of all cases and submit monthly written reports to the Representative Assembly.
- F. Shall meet monthly at least nine (9) times a year.

ARTICLE VI – POWERS AND DUTIES OF THE MEA/NEA/REPRESENTATIVE ASSEMBLY DELEGATES

- A. Once elected, all MEA/NEA delegates become voting members of the TEA Representative Assembly.
- B. Shall attend the MEA/NEA Representative Assembly and other appropriate meetings including TEA Representative Assembly meetings.
- C. Shall make regular reports to the TEA Representative Assembly as requested by the Executive Board.
- D. MEA/NEA-Representative Assembly delegates shall be replaced by the duly elected alternate only.

ARTICLE VII – MEMBERSHIP, POWERS, AND DUTIES OF THE REPRESENTATIVE ASSEMBLY AND REPRESENTATIVES

Section I Membership

- A. Membership of the Representative Assembly shall be as defined in the TEA Constitution.
- B. Association Representatives are elected on the basis of one (1) representative for each fifteen (15) members or major fraction thereof, allowing each building (classification) at least one (1) association representative. A teacher working in various and/or multiple locations shall be represented in his/her home school.

Section II Powers and Duties of the Representative Assembly

- A. Shall act on the recommendation of all appointments to committees made by the Executive Board.
- B. Shall act on the recommendation of all appointments made to the Judicial Board by the Executive Board.
- C. Shall approve the annual budget and amendments to same. Shall send a majority-approved dues resolution to the general membership for ratification whenever a dues change is proposed.
- D. Shall act on all special assessments and submit the issue to the General Membership for approval.

- E. Shall act on all appointments to vacancies on the Executive Board. A majority is required for confirmation.
- F. Shall be responsible for calling and supervising Association elections and certifying contested elections.
- G. Shall select the second member of the SODA Board by the end of April.
- H. Shall appoint a parliamentarian to serve a one (1) year term commencing in September, who shall hold no other Association office.
- I. Shall, when asked by the President, approve Association leave day requests from officers and members using Association release time and funds.
- J. Shall be responsible for all Association business not herein provided for.

Section III Powers and Duties of the Representatives

- A. Representatives shall attend regular meetings of the Representative Assembly, and provide regular communication between members and governing body regarding association business.
- B. The building representative and delegates shall hold office for one (1) year from September to September.
- C. Vacancy in the building representative position shall be filled by special election in the building.
- D. The active members of each building shall elect from among themselves one (1) building representative. In addition, each building shall elect delegates to the Representative Assembly, the building representative being considered a delegate. Any building where the staff exceeds ninety-nine (99) the staff shall elect from among the delegates one (1) delegate as a Lead Delegate who will assist the representative in his/her duties. Each building shall have alternates. The building representative shall be on tenure.
- E. The building representative and all Representative Assembly delegates shall represent their building's members on an at-large basis.
- F. In the event of his/her absence, any delegate or alternate may assume the duties of the building representative, as determined by the building delegates.

G. The building representative shall be representative shall be responsible for holding building meetings and keeping the general membership of the building informed by holding building meetings and distributing and/or posting Association materials and announcements. He/she may also call or hold such meetings as may be necessary to determine the wishes of the membership of the building. He/she shall also be responsible for implementing Association policies at the building level.

H. Shall be an active member, not involved in any administrative internship-training program.

ARTICLE VIII-EXECUTIVE DIRECTOR(S)

- Section I The Association shall secure equal representation on the USCC Board responsible for screening and interviewing candidates for local area executive director.
- Section II Employment of the executive director(s) shall be accomplished with the advice and cooperation of the Michigan Education Association and the participating local association(s).
- Section III The Association's share of the time, efforts and financial support of the executive director(s) shall be understood by written agreement with other participating association(s) before the time of employment.
- Section IV The Association's share of the salary expenses, fringe benefits and other costs of the local area executive director(s) shall be subject to review and approval by the Representative Assembly biennially.
- Section V The Association's responsibilities to the executive director(s) shall be understood to include the rightful share in providing the necessary office, staff, equipment and expenses for his/her effective performance.
- Section VI The executive director(s) shall be expected to support the Constitution, Bylaws, Resolutions and all bonafide commitments of the Association. He/she shall cooperate with the Association's officers, committees and individual members to serve the best interests of the Association and its membership.
- Section VII The terms of contract, including compensation, duration of contract and responsibility shall be determined by the USCC Board, which includes equal representation from all participating locals.

Section VIII The Association shall be represented on the USCC Board by the president and one (1) elected representative. The elected representative shall be elected by the Representative Assembly.

ARTICLE IX – COMMITTEES

Section I Chairperson

- A. Unless otherwise provided for, standing committee chairpersons shall be elected from among the committee, for a one (1) year term commencing on or before October 1.
- B. The president of Executive Board may remove a committee chairperson with the approval of a majority of the Representative Assembly. The Representative Assembly may remove a chairperson on its own by a two-thirds (2/3) vote.

Section II Standing Committees and Their Duties

A. Professional Negotiations Study

- 1. Shall consist of at least one (1) member from each building.
- 2. Shall be appointed in September preceding expiration of the contract to serve until ratification.
- 3. At least one (1) member of the negotiations team shall be an active member of this committee from its start.
- 4. As soon as the negotiations team is appointed, all negotiations team members shall automatically become active members of the Professional Negotiations Study Committee.
- 5. Shall study the Master Agreement in effect between the Troy Board of Education and the Troy Education Association to recommend areas for improvement.
- 6. May survey the membership to determine issues and areas to be addressed in negotiations.
- 7. Shall present those collective suggestions to the Professional Negotiating Team and the Executive Board.

B. Political Affairs Committee

1. The PAC Committee shall maintain a file of legislative actions taken and proposed by the MEA and NEA.
2. The PAC Committee, through its chairperson, shall inform the Representative Assembly of significant legislative items that need action.
3. The PAC Committee shall coordinate all political activity.
4. The PAC Committee shall present all screened and recommended candidates and ballot proposals (excluding TEA elections) from the MEA/NEA.

C. Grievance Committee

1. Shall review all grievances that have reached level II.
2. Shall report to the Representative Assembly the current status of grievances reaching level III.

D. Negotiations Team

1. Shall be chosen from active members with tenure, not involved in any administrative internship-training program.
2. Shall maintain its members until the negotiated contract expires.
3. Shall negotiate and tentatively agree to all new contracts.
4. Shall negotiate and tentatively agree to all extensions, amendments and other modifications of existing TEA contracts.
5. Shall report to the Executive Board the issues to be negotiated (as per the member survey or other means) at the Executive Board meetings.
6. Shall inform the Executive Board on the progress of negotiations pertaining to issues on the table at Executive Board meetings.
7. Shall communicate with the Executive Board to clarify issues on the table at Executive Board meetings.
8. The Negotiations Team retains the authority to bargain.

E. Membership and New Teacher Orientation

1. Shall sign up new members.
2. Shall notify membership chairperson of additions or terminations in membership as well as changes in name, address or phone numbers.
3. Shall distribute promotional material and services information.
4. Shall plan and conduct a new teacher orientation workshop each August.
5. Shall inform new teachers about the Association, tenure, district policies, contract, insurance and all other pertinent information.
6. Shall provide assistance to new teachers in other ways requested and feasible.

Section III Ad-Hoc Committees

The following shall be ad-hoc committees:

A. Nominations

7. Shall solicit nominations to all offices of the Association for presentation to the Representative Assembly.
8. Shall consist of at least one (1) member from each level.

B. Elections

1. Shall conduct and certify all elections for Association offices, recalls, initiatives and referendums.
2. Shall certify elections, referendums, recalls and initiatives within three (3) days and report results to the secretary.
3. Shall keep custody of all ballots until authorized by the Representative Assembly to destroy them.
4. Shall consist of at least three (3) members.

C. Finance

1. Shall study the financial conditions of the school district and report same to the Representative Assembly, Negotiating Study Committee and Professional Negotiating Team.
2. Areas of study shall include, but not be limited to:
 - a. State aid
 - b. County aid
 - c. Federal aid
 - d. Local sources of revenue
 - e. Expenditures of the district
 - f. Data of salary and fringe benefits
3. Shall act on requests from the Negotiations Study Committee, Representative Assembly and the Professional Negotiating Team.
4. Shall be composed of a chairperson and at least three (3) other members. In addition, the School Finance Committee is free to assign projects on an ad-hoc basis to other members of the Troy Education Association.

D. Governance Review and Policies

1. Shall review the Constitution, Bylaws, and Policies and recommend changes to the Representative Assembly.
2. Shall be responsible for distribution of all adopted changes to membership of the Representative Assembly.
3. Shall consist of at least three (3) members.

E. Layoff and Recall

1. Shall verify the seniority list.
2. Shall meet regularly with the personnel director regarding related issues.

3. Shall communicate results of meetings and updates to the Representative Assembly.
4. Shall consist of at least one (1) member from each level.

ARTICLE X – NOMINATIONS AND ELECTIONS

Section I Voting Procedures

- A. Should a local wish to elect local officers, MEA/NEA representative delegates and additional region council delegates all at one time, the election must take place prior to April 1.
- B. The President shall appoint an elections committee, which shall establish election procedures, which guarantee that all elections shall provide for open nominations by active members, secret ballot voting procedures, and preservation of ballots for at least one (1) year. The preserved ballots shall remain in the custody of the president.
- C. All Association-wide elections shall be conducted by the Elections Committee by building. Electronic voting may also be utilized with appropriate procedures disseminated to the membership prior to the vote.
- D. Each member shall be granted one (1) vote. Voting shall be by secret ballot or secure on-line voting. In the event the number of candidates equals the number of positions to be filled, there is no need for a printed ballot; and the candidates can be declared elected by acclamation by the Representative Assembly. Officers must be elected by a majority of the vote. A run-off between the top two (2) candidates shall be held within five (5) working days.
- E. If an active member will be out of the building on the voting date, he/she may request an absentee ballot. The Election Committee will make absentee ballots available one week prior to a vote/election. The active member requesting an absentee ballot is responsible for returning the sealed ballot to the Election Committee chair by the close of the election work day.
- F. No person shall be denied the opportunity to apply for an elected office or of voting in any election on the basis of color, creed, religion or national origin.
- G. The governing body shall certify the elections committee report and publish results of the election. Election results must be published

within twenty-four (24) hours and distributed to the TEA membership as soon as possible thereafter. Official reports of elections must be filed with the MEA within thirty (30) days after the election. Official reports of elected representative assembly delegates shall be filed with MEA within ten (10) days after the election.

- H. The governing body shall fill a vacancy in any of the positions until the next general election, except a vacancy in the position of MEA or NEA representative assembly delegates. The duly elected alternate shall replace a MEA or NEA representative assembly delegate.
- I. All officers plus the MEA/NEA delegate(s), must be elected at-large by the membership.

Section II Executive Board

- A. Election of officers shall be by secret ballot as provided in Article IX, Section 3, of the Bylaws.
- B. All terms of office shall be for two (2) years, commencing August 1, with the exception of the immediate past president, who shall serve for one (1) year.
- C. Election of officers shall be held in the first week of May. Nominations shall be closed at a Representative Assembly meeting at least ten (10) working days prior to the election. Any active member may make a nomination at this meeting.

Section III Building Representative and Representative Delegates

- A. Election of building representatives and representative delegates shall be held by the end of the second full week of the school year and assume office upon election.
- B. Building Representatives and Representative Delegates shall hold office for one (1) year. A vacancy in the building shall be filled by special election.

Section IV MEA/NEA Representative Delegates

- A. Election of MEA/NEA delegates shall be by secret ballot as provided in Article X, Section I.B., of the Bylaws.
- B. All terms of the office shall be for three (3) years, commencing September 1.

ARTICLE XI – CONTRACT RATIFICATION

- Section I Only a proposed contract extension or a negotiated tentative agreement may be submitted to the membership for a ratification vote.
- A. The extension of a Collective Bargaining Agreement shall be defined as a continuation of all Articles of the Collective Bargaining Agreement that maintains current salary schedules, but adjusts calendar for the duration of the extension to preserve its current structure and intent.
- B. A tentative agreement shall be defined as a negotiated agreement of the entire Collective Bargaining Agreement to be effective upon expiration of the current agreement. Individual articles or segments thereof, schedules, and/or calendars are not eligible for ratification.
- Section II After the tentative agreement has been presented at the General Membership meeting; a ratification vote will be taken within five (5) days and not fewer than two (2) days. Voting shall be at the building level at an announced time and place. Electronic voting may be utilized with appropriate procedures disseminated to the membership prior to the vote.
- Section III At this General Membership meeting, the membership will listen to a report by the Negotiation Team.
- Section IV Each member shall receive a written copy of the proposed contract changes at this General Membership meeting. After the presentation of the Negotiations Team and the recommendation of the Executive Board, a period of not less than one (1) hour shall be scheduled for discussion. Then the General Membership shall vote following the procedures as provided in Article XI, Section II of the Bylaws.
- Section V A quorum shall be established at each General Membership meeting. Sixty (60) percent of those present must vote to withhold services or to work without a contract.
- Section VI The General Membership shall vote by secret ballot whether to withhold services or to work without a contract pending a ratification vote.
- Section VII A majority vote is required to ratify a contract.

ARTICLE XII– DUES

- Section I Dues of the Association shall consist of the total amount of local, state and national dues.

- Section II Local dues shall be established by a vote of the membership. A dues increase must be approved by a simple majority of the total active membership.
- Section III Special assessments shall be voted by the active membership. Special assessments must be approved by a two-thirds (2/3) vote of the total membership.

ARTICLE XIII – SPONSORS

- Section I The TEA adopts a no-pay, no-work policy with respect to extra-curricular activity sponsors. Extra-curricular activities are defined as those previously paid and/or now negotiated as paid positions in the new contract.
- Section II Payment for sponsors shall come from the school board.
- Section III Sponsors shall not accept payment from students or from student-sponsored fund-raising activities.

ARTICLE XIV – AMENDMENTS

- Section I Amendments by the Representative Assembly
- A. Amendments to these Bylaws may be introduced at a meeting of the Representative Assembly by three (3) voting members of the Assembly.
 - B. The vote on the proposed amendments shall be taken at the following regularly scheduled Representative Assembly meeting and shall become effective immediately upon adoption unless otherwise provided. Voting shall be by secret ballot.
- Section II Amendments from the General Membership
- A. Amendments to these Bylaws may be submitted to the Executive Board by two (2) percent of the active membership of the Association.
 - B. The Executive Board shall determine the dates for voting on the proposed amendment. The vote shall be taken within thirty (30) days of its submission.
 - C. A copy of the proposed amendment along with the recommendation of the Executive Board shall be distributed at least five (5) working days prior to the vote.

- D. Building Representatives shall hold building meetings to discuss the proposed amendment.
- E. Voting shall be by secret ballot. Amendments to the Bylaws may be adopted by a simple majority of those voting and shall become effective immediately upon adoption unless otherwise provided.

ARTICLE XV – POWERS

The officers and the Executive Board have those powers enumerated in the Constitution, Bylaws and Policies. The powers not delegated by the Constitution, Bylaws and Policies, nor prohibited by it, are reserved by the members respectively.

DATE RATIFIED May 13, 2008

DATE AMENDED February 14, 2012

Revised 2-14-2012

Amended 5-12-2015