

**GOVERNING RULES
OF THE
ONTARIO – MONTCLAIR
TEACHERS ASSOCIATION**

BYLAWS

Changes as of 4/07

Ratified 5/8/07

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ARTICLE I – NAME

Changes as of 04/07
Ratified as of 5/8/07

The name of this organization shall be the Ontario-Montclair Teachers Association/CTA/NEA in the county of San Bernardino (OMTA/CTA/NEA).

It shall be chartered chapter of the California Teachers Association (CTA) and an affiliated local of the National Education Association (NEA)

ARTICLE II – PURPOSES

The primary purpose of the Association shall be:

1. To be the exclusive representative of bargaining units (composed of employees within the scope of membership) in all matters related to employment conditions and employer-employee relations including, but not limited to wages, hours and other terms of employment;
2. To form a representative body to study problems of the teaching profession and the schools, to formulate and execute appropriate policies and actions, and to speak within authority for its members and matters of interest to them;
3. To promote educational interest and research for the improvement of the teaching profession and the benefit of the schools and community;
4. To promote professional attitudes and ethical conduct among its members and to raise the standards of the teaching profession;
5. To provide a means of representation for its ethnic-minority members;
6. To encourage cooperation between teachers and the community and to advance the general welfare of the school; and
7. To foster friendship and high morale among its members.

ARTICLE III – CLASSES OF MEMBERSHIP

Categories of Membership: There shall be two categories of membership in the Association: Active and Associate. Membership may be granted upon initiation of payroll deduction or upon payment of annual Chapter/CTA/NEA dues appropriate to the class of membership

Section 1 – Active membership

Certificated personnel, who are employed by the Ontario-Montclair School District, may (upon payment of appropriate annual dues as provided under the Article XV Section 1 of these Bylaws and Standing Rules) become active members with the following rights.

- a. The right to vote on all matters properly submitted (according to the provision of these bylaws) to the general membership;
- b. The right to present to the Representative Council matters of individual concern;
- c. The right to hold any position of leadership in the Association;
- d. The right to receive special services, obtain assistance in the protection of professional and civil rights, to receive reports and publications of the Association, and all of the protection and economic benefits normally available through the resources of the Association, CTA and NEA.

Section 2 – Associate Membership

Certificated personnel including substitutes, part-time consultants, and others (except those specifically excluded under Article III Section 1 above), who are not eligible to become active members, may (upon payment of the appropriate annual dues as provided under Article XIV Section 1 of these Bylaws and Standing Rules) become associate members with the following exceptions:

Associate members are not eligible to vote on any matters pertaining to the general membership.

Associate members are not eligible to hold any position of leadership within the Association.

Section 3 – Unified Membership

Membership in this Association shall also include membership in the California Teachers Association and National Education Association.

Section 4 – Termination of Membership

Termination of membership shall be a written notice to the Association at the end of any current master agreement. Termination within a school year may be granted at the option of the Board of Directors.

Section 5 – Code of Ethics

Active Members of the Association shall adhere to the Codes of Ethics of the education profession.

Section 6 – Membership Exclusions

Membership may be denied or revoked for cause upon a two-thirds majority affirmative vote of the Representative Council and a majority affirmative vote of those present at any general meeting. Cause must be in writing and presented to the Representative Council by the Professional Rights and Responsibilities Committee after due consideration.

Service on a negotiations team representing a school board or a board of trustees of a higher education institution, if exclusion for that reason is requested by the governing body of a CTA chapter in the school district or higher education institution in question. Service shall include being a member or consultant to such negotiating team.

Section 7 – Discipline

No member may be disciplined without a due process hearing, which shall include the established appellate procedure.

Section 8 – Non Discrimination

Rights and privileges of membership shall not be abridged in any way because of age, color, ethnic group, handicap, marital status, national origin, race, religion, sex, or sexual orientation.

Section 9 – Membership Year

The membership year shall be that period of time from July 1 of any given calendar year through June 30 of the following calendar year inclusive.

ARTICLE IV – OFFICERS

The officers of this Association shall include a president, first vice-president, second vice-president, immediate past president, secretary, and treasurer. These officers shall be elected by and from the Active membership of the Association. Such election shall be by open nominations and secret ballot.

Section 1 – Qualification of Officers

Association Service - Officers shall be and remain credentialed active OMTA/CTA/NEA members as a requirement for, nomination to, and service in an office.

Section 2 - Method of Nomination

Nominations of officers shall be made between February 15 and April 15, of each year by the nominations and elections Committee or by petition as prescribed under Article XIII Section 1-b of these Bylaws.

Section 3 – Election of Officers

Shall be conducted by secret ballot of the entire active membership prior to May 15, of each year in the manner specified under Article XIII Section 2 of these Bylaws and the Standing Rules of the Association.

Section 4 – Recall Procedures

Any officer of the Association may be recalled at any time for willful and continued disregard of these Bylaws. The following procedures shall be followed.

- a. A petition (signed by at least two-thirds of the active membership and stating the reasons for the recall action) shall be presented to the Nominations and Elections Committee along with the name of at least one willing and qualified candidate.
- b. The Nominations and Elections Committee shall immediately submit the names of the opposing candidates to the Council Representatives for posting as required under provisions of Article XIII Section 1c of these Bylaws.
- c. The Representative Council shall set the date of the election to take place within thirty (30) days of the date of posting.
- d. In the event the recall election results in defeat of the incumbent, the newly elected officer shall immediately be installed and begin serving.

Section 5 - Terms of Office

No person shall serve more than two consecutive terms in the same office.

The President shall serve a term of two years.

The First Vice President shall serve a term of two years.

The Second Vice President shall serve a term of two years.

The secretary shall be elected each even numbered year and shall serve a term of two years.

The treasurer shall be elected each odd numbered year and shall serve a term of two years.

All newly elected officers shall assume their duties on July 1.

Section 6 – Vacancies

When an office is declared vacant by the Board of Directors, it shall be filled in the following manner:

If any office becomes vacant, a special election shall be held to fill the vacancy. Any such specially elected officer shall serve the unexpired portion of his/her predecessor's term.

Section 7 – Duties of Officers

The duties of the officers shall include (but shall not be limited to) the following:

a. Duties of President

The president shall be held responsible for the progress and effectiveness of the Association;

Shall be the official spokesperson for the Association;

Shall attend or his/her alternate shall attend, all Service Center Council meeting and UTP meetings (CTA and NEA workshops) as directed by the membership;

Shall (with the approval of the Representative Council) appoint all chairpersons and members of committees, and the parliamentarian;

May (with approval of the Representative Council) replace the parliamentarian and any committee chairperson;

Shall appoint and may replace active members to any association district task force;

Shall (with the approval of the Representative Council) appoint members and alternates of the Bargaining Team and appoint one member as the team leader;

May (by a two-third majority affirmative vote of the Representative Council) replace any member of the Bargaining Team at any time for any reason;

Shall preside during all general meetings of the Association, meeting of the Representative Council, and meeting of the Board of Directors;

Shall serve as an ex-officio member of all committees;

Shall call meetings of the Association and the Board of Directors;

Shall be familiar with the governance documents of the Association , CTA and NEA;

Shall prepare the agenda for the meetings of the Association, Representative Council and Board of Directors;

Shall propose and coordinate the calendar of meetings and other Association events; and

Shall (with the approval of the Board of Directors) suggest policies and plans for all committees.

b. Duties of the First Vice-President

The first vice-president shall serve as an assistant to the president;

Shall serve as an ex- officio member and coordinator of all committees;

Shall (during the absence of the president) assume the duties of the president; and

Shall (in the event the office of president becomes vacant) succeed to that office for the remainder of the president's term.

c. Duties of the Second-Vice-President

The second vice-president shall act as an assistant to the first vice-president;

Shall serve as social chairperson for regular meetings and shall be responsible for the administration of details for special meetings and gatherings of the Association; and

Shall perform such other duties as may be assigned by the president.

d. Duties of the Immediate Past President

The immediate past president shall assist the president in becoming acquainted with the business and the past proceedings of the Association; and

Shall serve as a resource person to the president.

e. Duties of the Secretary

The secretary shall keep a complete record of all proceedings of the Representative Council and the Board of Directors;

Shall maintain an accurate roster of the names of association membership, all officers, the parliamentarian, all chairpersons, all elected committee members, members of the Bargaining Team as well as a list of alternates and the name of the team leader, all council representatives, and any Association representatives to Service Center, the California Teachers Association and National Education Association when assigned;

Shall maintain accurate records relating to dates of expiration of all terms of service;

Shall be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members of the Representative Council and Board of Directors; and to the membership when appropriate;

Shall furnish a copy of all such records to any member of the Association upon request; and

Shall carry on the correspondence pertaining to the affairs of the Association as directed by the President.

f. Duties of the Treasurer

The treasurer shall be responsible for all funds of the Association;

Shall receive all funds belonging to the Association and be responsible for their safekeeping and accounting;

Shall maintain an accurate roster of bargaining unit members (including membership status);

Shall keep an itemized account of receipts and expenditures and submit a monthly financial report to the Board of Directors and the Representative Council;

Shall issue checks authorized by the Representative Council or Board of Directors;

Shall transmit the annual membership dues to the California Teachers Association and the National Education Association as provided under Article III Section 3 of these bylaws;

Shall (after consultation with the various committee chairpersons and other members of the Board of Directors) prepare and recommend a budget for the ensuing fiscal year;

Shall (after adoption of the final budget by the Representative Council no later than the end of the fiscal year) prepare copies and make them available to all members of the Representative Council and to any other member of the Association upon request; Fiscal year is from September 1 to August 31.

Shall be responsible for submitting other informational and financial reports to the Association, CTA, NEA, and other agencies required by law including the filing of the annual tax returns (and any other reports required by law) to the U.S Department of Internal Revenue and the Franchise Tax Board of the State of California;

Shall maintain in the office of the Association file copies of all such reports; and

Shall submit the financial records of the Association for audit by October 1 of each year; and

Shall distribute a summary of the audit to the Board of Directors, the Representative Council and the membership upon request.

ARTICLE V – ASSOCIATION REPRESENTATIVES TO CTA AND NEA

Section 1 – CTA Representatives

Representatives shall be elected to represent and serve the Association at Service Center One and

at the State Council. The number of elected, the method of election, the manner of service, and the terms of service shall be specified under provision of the Bylaws of those bodies.

They shall report regularly to the membership on proceedings of CTA at State and Service Center One levels.

These representatives shall represent this Association at the general meetings of Service Center One.

They shall serve as ex-officio members, with full voting rights, on the same committee locally to which they are assigned by CTA.

Section 2 - NEA Delegates

NEA delegates to the annual convention of the National Education Association shall be elected in the number and manner consistent with the Bylaws of that organization. Procedures (not specified under those Bylaws) shall be specified in the Standing Rules of the Association.

These delegates shall give a report to the Representative Council not later than October 31 and to the general membership if so directed by the Representative Council.

ARTICLE VI – BOARD OF DIRECTORS

The Board of Directors shall be composed of the officers listed under Article VI, the CTA Service Center Representatives, and the State Council members who represent OMTA as a stand-alone unit. State Council members elected by a multiple will be non-voting members of the Board of Directors. Approved committee chairpersons shall be non-voting members of the Board of Directors.

All members of the Board of Directors shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in this position.

- a. They shall meet before each regular meeting of the Representative Council and at such other times as the President may deem necessary, or upon written petition of a majority of the members of the Board of Directors.
- b. They shall coordinate the activities of the Association;
- c. They shall have the responsibility and authority to appoint and remove employees of the Association, determine the qualifications of the employees, fix their compensation and prescribe their duties, as they deem necessary.
- d. They shall require such agreement and bonds as may be necessary to ensure faithful service, except that no written contract shall be signed or dissolved without the approval of the Representative Council.
- d. They shall approve Committee appointments;

- e. They shall approve appointments and removal of bargaining team members, subject to the final approval of the Representative Council; as well as direct the bargaining activities and grievance processing of the Association, subject to the policies set by the Representative Council;
- f. They shall survey the membership of the bargaining unit or units to determine the desired contents of the proposed master contract or reopeners, and submit all such proposals to the Representative Council for a declaration of policy position;
- g. They shall work with all members of the Representative Council in developing the initial proposals for the master contract or reopeners;
- h. They shall prepare the contract proposals for approval of the Representative Council;
- i. They shall recommend a budget for the Association to the Representative Council;
- j. They shall appoint an accountant to audit the financial records of the Association at the close of each fiscal year (August 31) and perform such other services as may be assigned;
- k. They shall determine the place of general meeting of the Association;
- l. They shall act for the Representative Council when school is not in session;
- m. They shall adopt the Standing Rules for the Association; and
- n. They shall exercise all the business and organizational powers and duties for the Association as prescribed by the law and these Bylaws, subject to any restrictions that may be imposed by the Representative Council.

ARTICLE VII – COUNCIL REPRESENTATIVES

Section 1 – Group Qualifying for Representation

The active members of each school shall be entitled to representation on the Representative Council.

Active members, who do not work at a school site or who do not work exclusively at any one school site, may form groups of ten (10) members or more and shall be entitled to representation on the Representative Council.

Active members of groups smaller than ten (10) in numbers may qualify for representation upon approval of the Representative Council. The Representative Council shall review the status of each such group at the regular October meeting each year.

Active members, unable to form a qualifying group, may select and join one of the established qualified groups.

Section 2 – Apportionment of Council Representative

Each qualified group shall be entitled to at least one (1) representative. In order to guarantee that the one-person, one-vote principal is followed, large groups shall be entitled to additional representation on the basis of one representative for each twenty (20) active members or the major fraction thereof.

Section 3 – Minority Member Representation

The standing rules shall provide for representation on the Representative Council by minority members which is, so far as practical, in the same ratio as the minority membership in the Association.

Section 4 – Qualifications of Council Representatives

All active members of the Association are eligible to be elected and to serve as Council Representatives.

Section 5 – Elections Procedures and Terms of Office

The Council Representatives shall be elected prior to June 15 by secret ballot of active members of their respective groups. Such election shall be by open nominations and by secret ballot. They shall serve a term of two years and when newly elected, shall assume their duties on July 1. In case of vacancy, the unexpired portion of the term shall be filled in like manner.

The Board of Directors shall declare a vacancy in the position of the Council Representative when any Representative is absent from two consecutive Representative Council meetings without an alternate within the representative's contractual year.

Vacancies: Vacancies in the position of Representatives for whatever cause shall be filled by properly elected replacements.

Section 6 – Duties of the Council Representatives

- a. The Council Representative(s) shall attend all meetings of the Representative Council and shall report the proceedings to the group represented;
 1. Shall send a qualified alternate to each meeting from which it is necessary to be absent;
 2. Shall provide the membership chairperson with an accurate list of the names of the active and the associate members of the groups represented;
- b. Shall conduct constant and ongoing liaison between the Representative Council and the Active members of the site unit;
- c. Shall serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and Active members;
- d. Shall represent the views and input of the Active membership of the site in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose;

- e. Shall conduct an ongoing membership campaign among the eligible employees of the group represented, administer the details of the dues, issue receipts and membership cards when appropriate;
- f. Shall conduct all other business as required by the Representative Council including (but not limited to) nomination of officers and elections involving the general membership; and
- g. Shall perform such additional duties as prescribed by the Board of Directors.

Section 7. Participation in Elections

A Council Representative may not conduct an election in which he/she is a candidate.

ARTICLE VIII – COMMITTEES

Committees shall be listed, and their duties shall be specified under the Standing Rules of the Association.

ARTICLE IX – THE PARLIAMENTARIAN

The Parliamentarian shall be appointed and may be replaced as specified under the provisions of Article IV Section 7 of these Bylaws:

- a. Shall study and be informed concerning Roberts Rules of Order, Revised;
- b. Shall monitor the parliamentary procedures during all meetings of both the Representative Council and general membership; and
- c. Shall serve as a resource concerning proper parliamentary procedures as required under provision of Article XIV Section 1 of these Bylaws.

ARTICLE X – THE REPRESENTATIVE COUNCIL

The Representative Council shall be composed of the members of the Board of Directors, the Council Representatives, the chairpersons of all committees (chairpersons not elected to another office or position shall be non-voting members of the Council), and the parliamentarian. It shall be the policy making body of the Association. The Representative Council, comprised of the members of the Association, derives its powers from and shall be responsible to the membership.

Duties of Representative Council shall include (but shall not be limited to) the following:

- a. Approve appointments as specified under provision of Article IV - Section 7a of these Bylaws;
- b. Establish Association policies and objectives;
- c. Approve the establishment and discontinuance of committees recommended by the Board of Directors;

- d. Approve all elections involving the general membership;
- e. Approve the budget and any changes during the budget year;
- f. Approve any proposed change in the amount of the dues;
- g. Approve all proposed amendments to the Bylaws before submitting them to the membership for a vote;
- h. Approve all items to be negotiated by the bargaining team;
- i. Approve all items successfully negotiated by the bargaining team;
- j. Approve the dates and the times of the general meeting; and
- k. Perform such other duties as may be necessary in carrying forward the proper business of the Association according to the provisions of these Bylaws.

ARTICLE XI – THE BARGAINING TEAM

The president shall (with approval of the Board of Directors and the Representative Council) appoint the bargaining team Chairperson, and such alternates, as the Representative Council may deem necessary. Members of the Bargaining Team may be removed by two-thirds vote of the Board of Directors.

- a. Duties of the Bargaining Team shall be to represent the bargaining unit or units concerning those matters of negotiation with the employer on which a policy position has been taken by the Representative Council. Additional duties, composition, and resources shall be specified under the Standing Rules of the Association.
- b. The Bargaining Team shall be under the direction of the Board of Directors, and shall report its activities to the Board of Directors, as the Board requires.
- c. The Bargaining Team is empowered to reach tentative agreements with the district subject to ratification by the Active membership.
- d. The duties of the Bargaining Team are to represent and to bargain for the bargaining unit(s).
- e. Vacancies created by resignation or inability to serve shall be filled by the Board of Directors from the list of alternates.
- f. Responsibility and authority for directing the bargaining process on behalf of the Association are vested in the Board of Directors subject to policies established by the membership.
- g. Employees in the bargaining unit shall be surveyed to determine contents of the proposed contract demands, and the contract proposal shall be approved by the Board of Directors and the Representative Council.
- h. The Bargaining Team shall report its activities to the Board of Directors in such form and with such frequency as the Board of Directors may require.

- i. The Board of Directors shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.
- j. Agreements reached between the Bargaining Team and the school board or its representatives shall be considered tentative and not binding upon the Association until such agreements have been ratified by the membership, unless such ratification shall have been specifically waived or otherwise delegated by the membership.

ARTICLE XII – GRIEVANCE PROCESSING

- A. The Board of Directors shall adopt, with the approval of the Representative Council, the procedures for grievance processing.
- B. These procedures shall include, but not be limited to, the following;
 - 1. Provide for representation to assist all members of the bargaining unit in processing grievances;
 - 2. Training for handling grievances; and
 - 3. Evaluation of the Association’s grievance policies and procedures.

ARTICLE XIII – NOMINATIONS, ELECTIONS, AND VOTING PROCEDURES

- A. There shall be an appointed Elections Committee.
- B. Elections shall be conducted with:
 - 1. An open nomination procedure;
 - 2. Secret Ballot;
 - 3. An all member vote
 - 4. A record of voters receiving and casting ballots; and
 - 5. Majority vote, unless otherwise specified.
- C. State Council Representative elections shall be conducted in accordance with CTA guidelines after the chapter or service center council has been notified to do so by the CTA Elections Committee.
- D. NEA State Delegate elections shall be conducted in accordance with CTA guidelines
- E. NEA Local Delegate elections shall be conducted in accordance with NEA/CTA guidelines.
- F. The duties of the Elections Committee shall be to:
 - 1. Ensure that all OMTA/CTA/NEA election codes and timelines are followed;
 - 2. Establish election timelines;
 - 3. Develop and carry out timelines and procedures;
 - 4. Prepare ballots for election of officers and such other elections as may be necessary;
 - 5. Count the ballots and certify the results ;
 - 6. Handle initial challenges.

Section 1 – The Elections Committee Shall Be Responsible For:

- a. Notifications of offices open for election, nomination procedures, and election time lines shall be distributed to all members and posted in all customary and appropriate locations, no later than April 15. Any active member of the Association at his/her request shall have his/her name placed upon the ballot for an office of the Association;

- b. Additional nominations – The name of any active member may be placed in nomination by any other member, with the consent of the nominee;
- c. Check and certify the qualifications of candidates as specified under Article IV Section 1 of these Bylaws;
- d. Prepare and send (to each Council Representative) copies of the slate of candidates in time to be posted on each group bulletin board at least two (2) calendar weeks prior to the dates of the election as set by the Representative Council;
- e. Prepare written ballots with spaces provided for names of write-in candidates and deliver them to the Council Representatives prior to the date of the election.

Section 2 - Election and Voting Procedures

- a. All elections involving the general membership (election of officers, election of CTA State Council and Service Center Representatives, election of NEA delegates, recall elections, proposals for amending these Bylaws, and other issues) shall be conducted by secret ballot.
- b. Voting by the Board of Directors and the Representative Council shall always be conducted by voice or show of hands. Roll call votes for the records shall be conducted at the request of two (2) or more members of these respective bodies.

ARTICLE XIV– MEETINGS AND PARLIAMENTARY AUTHORITY

Section 1 – Roberts Rule of Order, newly revised, latest edition, shall be the authority on the parliamentary procedure in both the general meetings and those of the Representative Council. The parliamentarian is responsible for parliamentary procedures as provided under Article IX of these Bylaws.

Section 2 – A quorum shall exist at any meeting of the Board of Directors, the Representative Council, or any elective committee, respectively when a majority of the voting members are present.

Section 3 – The order of business for all meetings shall be specified under the Standing Rules of the Association.

Section 4 – The Board of Directors shall meet at the direction of the president or by request of a majority of the members of the Board.

Section 5 – Committees shall meet at the direction of the respective chairpersons, or by request of a majority of the members of the respective committees, or by direction of the president.

Section 6 – The Representative Council shall meet at least once a month. At the July meeting the Representative Council shall determine the dates for the remaining regular meetings of the year.

- a. Notices and agendas for all meetings of the Representative Council shall be sent to all members of the Representative Council at least two days prior to the date of the meeting.

- b. The president may call special meeting of the Representative Council, by request of a majority of the members of the Representative Council, or by petition of ten percent (10%) of the active members of the Association.
- c. Special meetings of the Representative Council may be called for a specific purpose and no business other than that for which the meeting is called may be transacted.

Section 7 – General meetings of the Association shall be called during the year as directed by the Representative Council, the Board of Directors, the president, or by petition of twenty percent (20%) of the active members of the Association. The Board of Directors shall determine the place of such meeting. A quorum of at least twenty percent (20%) of the membership shall be present in order to make any decision binding upon the Association.

Section 8 – Emergency Meetings – For emergency meetings, during crisis situations, the Board of Directors shall adopt procedures to notify the Association membership of meeting dates, places, and times.

ARTICLE XV – DUES, FEES, AND ASSESSMENTS

Section 1 – Professional dues shall be sufficient to cover the normal operating expenses of the Ontario-Montclair Teachers Association, the dues of California Teachers Association, and the dues of the National Education Association.

- a. Dues shall be paid according to procedures specified under the Standing Rules of the Association.
- b. Any change in the amount of the local dues shall be proposed by the Board of Directors to the Representative Council. The proposed annual dues for the active members in the full-time educational service shall be based on, but not to exceed, Step One, Column One of the salary schedule multiplied by a factor of 0.0057.

Section 2 – Representation Fee/Organizational Security Fee

The Association shall apportion any negotiated representation fee or organizational security fee on the same percentage basis as the full United Teaching Profession (OMTA/CTA/NEA) dues.

Section 3 – The Association and its officers shall be bonded.

Section 4 – The annual accounting period of the Association shall end on August 31 and shall be followed by an audit of the books provided under Article IV Section 7f of these Bylaws.

Section 5 – Any revenue in excess of expenses shall be retained as fund balance for the following year or devoted to charitable, educational, or recreational purposes.

Section 6 – Upon dissolution of this Association, all assets (in excess of those required to discharge all obligation incurred by the Association) will be devoted exclusively to charitable, educational, or recreational purposes.

Section 7 – The treasurer shall be responsible for all matters of finance as specified under this Article and under Article IV Section 7f of these Bylaws.

Section 8 – Membership in a given class or category shall be continuous after initial enrollment until delinquent or until a change in professional status shall make the member ineligible for that class or category. If by October 31, of any calendar year a member has not either paid the established annual membership dues for the current membership year, or made satisfactory arrangements for payment, then that person’s membership shall be considered delinquent and the name dropped from the rolls.

ARTICLE XVI – STANDING RULES

The Governing Rules Committee shall be responsible for development of the standing rules of the Association. As provided under Article VIII Section 2d of these bylaws. Proposed changes shall be presented in writing (by the Governing Rules Committee) to the Representative Council. Final vote shall be conducted at the following Council meeting. Any changes to the Rules shall require only a simple majority affirmative vote. Standing Rules are the day-to-day rules by which the organization runs its meetings and business. They should be easily changed in order to adapt to changing conditions and policy.

ARTICLE XVII– AMENDMENTS TO THESE BYLAWS

Proposed amendments to these bylaws shall be presented to the Governing Rules Committee for preparation and presentation to the Representative Council for consideration. Upon approval by the Representative Council, notice shall be posted on the bulletin board of each council representative for at least two (2) calendar weeks prior to the date of the election as set by the representative council. Voting shall be conducted according to provisions under Article XII Section 2a of these bylaws. A two-thirds affirmative majority of all votes cast shall be required for approval.