



MCEA BYLAWS

August 29, 2020

Article I – Name

This Association shall be known as “Maryland Classified Employees Association, Inc.,” as prescribed by the Articles of Incorporation and hereinafter referred to as the “MCEA.”

Article II – Objects

The objects of the MCEA shall be those prescribed by the Certificate of Incorporation and by the Constitution and Bylaws of the American Federation of Teachers (AFT), including but not limited to the following:

- A. Protect members’ rights under the merit principles of public employment;
- B. Advise and represent its members on any of their employment rights and obligations;
- C. Deal or bargain collectively with public employers in the State of Maryland concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work for public employees in the State of Maryland;
- D. Represent members under the Correctional Officers’ and Law Enforcement Officers’ Bills of Rights; and
- E. Represent members generally in matters relating to their employment.

Article III – Membership

§ 1. Eligibility. Any public employee, contractual public employee, or retired public employee of the State of Maryland or any of its political subdivisions shall be eligible for membership in the MCEA. Any employee of a quasi-public agency in the State of

Maryland which assumes the delivery of services to the public which previously had been delivered by the State or any of its political subdivisions shall be eligible for membership in the MCEA. Any surviving spouse whose deceased spouse included him or her in the MCEA insurance programs shall be eligible for membership.

§ 2. Types. The four types of membership shall be:

- A. An employee member is a full or part-time public employee or contractual public employee who may vote, and hold office;
- B. A retiree member is a retired public employee who may vote and hold office;
- C. A surviving spouse member is the surviving spouse of a member who included them in the MCEA insurance programs who may not vote and hold office;
- D. An associate member is any person who supports the objects of the MCEA who may not vote and hold office.

§ 3. Dues. Dues shall be determined by the biennial convention, and:

- A. Effective January 1, 2021, the dues for employee members shall be \$22.75 bi-weekly;
- B. Effective January 1, 2021, dues for retiree members shall be \$48.00 per year;
- C. Effective January 1, 2021, dues for surviving spouse members shall be \$48.00 per year;
- D. Effective January 1, 2021, dues for associate members shall be \$48.00 per year.

§ 4. Per Capita. Employee members' per capita payments shall be determined by the delegates at the AFT's biennial convention held in July or August of even numbered years, and MCEA, local 01935, shall increase their dues to equal any increase in per capita payments that are required to be made to the American Federation of Teachers and any increase to either the state federation or the regional council with which the local is affiliated.

Article IV – Officers

§ 1. Officers and Duties. The officers of MCEA shall be a President, a Vice President, Secretary, Treasurer, and four directors. These officers shall perform the duties prescribed by the AFT Constitution and Bylaws, the MCEA Bylaws, and *Robert's Rules of Order Newly Revised*.

§ 2. Nomination Procedures and Time of Election. Members may submit names to the election committee no later than the first of July in odd-numbered years. The election shall be conducted by the election committee and held during odd-numbered years either remotely or in conjunction with the biennial Convention.

§ 3. Ballot Election, Term of Office.

- A. Elections shall be by ballot, either during the biennial Convention or by appropriate electronic means, to be indicated in an email to the membership in August. The officers shall serve for two years or until their successors are elected and shall take office at the close of the biennial convention.
- B. A plurality of the votes cast is sufficient to elect a director.
- C. The votes of the retired members shall be weighted at one per five (5) retired members.

§ 4. Office Holding Limitations. No officer may be a member in a union or employee organization competing for membership with the MCEA.

§ 5. The President shall:

- A. Be the presiding officer at all meetings of the Convention, Board, executive committee, and Statewide council;
- B. Be an ex officio member of the area advisory councils;
- C. Appoint committee members with the exception of the election committee and the appeals committee;
- D. Be the principal executive officer of the MCEA;
- E. Receive, report and respond to correspondence of the MCEA;
- F. Supervise all employees of the MCEA;

- G. Be one of the responsible financial officers of the MCEA and shall be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- H. Represent the MCEA before bodies of the employer, executive and legal officials;
- I. Represent the MCEA before the public, community, organizations, and the news media;
- J. Be, by office, a delegate to the Central Labor Council, and the state AFL-CIO body;
- K. Be, by office, a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated bodies;
- L. Make an annual report to the MCEA's membership; and
- M. Be able to delegate the responsibilities of the office except where otherwise specified by the bylaws;
- N. Such other duties as may be required.

§ 6. The Treasurer shall:

- A. Receive, record and deposit all dues monies and other income in the name of the MCEA;
- B. Be one of the responsible officers of the MCEA and be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- C. Maintain all financial records of the MCEA;
- D. Arrange for an independent annual audit of the MCEA's corporate books and records by an external Certified Public Accountant, and submit the auditor's report to the Board;
- E. Transmit per-capita payments on a regular basis to the secretary-treasurer of the American Federation of Teachers and similar officers of all other bodies with which the MCEA is affiliated;
- F. Oversee the work of and receive reports from the Finance Committee;

- G. Perform other duties as delegated by the President or assigned by the Board of Directors;
- H. Perform duties of the office as required by the Labor-Management Reporting and Disclosure Act, and the guidelines developed by the AFT;
- I. Such other duties as may be required.

Article V – Conventions

§ 1. Biennial Conventions. Biennial Conventions shall be held in odd-numbered years in October on a date and at a location determined by the convention committee.

§ 2. Special Conventions. A special convention may be called by the President, by a majority vote of the delegates at the Convention in session, by $\frac{3}{4}$ of the members of the Board of Directors, or by petition signed by a majority of the presidents of chapters in good standing with the approval of each chapter membership.

§ 3. Voting at Conventions. The votes of the retired members shall be weighted at one vote per five (5) retired members.

§ 4. Quorum. Thirty (30) employee members shall constitute a quorum, at least two-thirds of whom shall be active employee members.

Article VI - Board

§ 1. Board Composition. The officers, the elected directors, a county employee to be nominated by the President and approved by the Board following each biennial Convention, the president of the retirees' chapter, immediate past president, and the area governors shall constitute the Board.

§ 2. Board's Duties and Powers. Subject to the Convention, the Board of Directors shall be the governing body for and direct the policies of the MCEA.

§ 3. Board Meetings.

- A. Unless otherwise ordered by the Board, regular meetings of the Board shall be held on the third Thursday of each month, with the Board meeting no fewer than eight (8) times per year.

- B. Special meetings of the Board may be called by the President or shall be called upon written request of five (5) members of the Board.

§ 4. Absences.

- A. The unexcused absence of a member of the Board from attendance at three (3) Board meetings within a 12-month period is deemed as a resignation from the Board.
- B. A request to be excused from attendance shall be submitted to the Board of consideration.

Article VII – Executive Committee

§ 1. Executive Committee Composition. The executive committee shall consist of the President, Vice President, Secretary, Treasurer, and one additional member chosen by the President from the members of the Board of Directors.

§ 2. Executive Committee Duties and Powers. The executive committee shall have general supervision of the affairs of the MCEA between meetings of the Board, and shall make recommendations to the Board.

§ 3. Executive Committee Meetings. The executive committee shall meet at the call of the President or at the written request of two officers, and may meet by “Skype” or equivalent electronic means.

Article VIII – Executive Director

§ 1. Executive Director. An Executive Director may be hired by the Board.

§ 2. Executive Director’s Duties and Powers. The Executive Director shall:

- A. Be in charge of the day-to-day administration of the MCEA;
- B. Answer to the Board and to the President;
- C. Perform such other duties as are incident to this office as directed by the Board and assigned by the President;

§ 3. Executive Director's Ex Officio Status. The Executive Director shall, with no voting rights, be an ex officio member of the Board, the executive committee, and the other committees.

Article IX – Committees

§ 1. Budget Committee. A budget committee composed of the Treasurer and four (4) other members shall prepare a biennial budget in accordance with the *MCEA Budget Procedure Manual* for consideration by the Convention.

§ 2. Bylaws Committee. A bylaws committee composed of four (4) members shall review the MCEA's governing documents, at least annually, and ensure they are in compliance with the Maryland Corporations and Associations Code Annotated, the AFT Constitution and Bylaws; and ensure they reflect the current practices of MCEA.

§ 3. Convention Committee. A convention committee shall be appointed by the President and shall report to the Board regarding the preparation and conduct of the Statewide Advisory Committee meeting and the Convention.

§ 4. Election Committee. An elections committee shall be appointed by the Board and shall be responsible for the managing of elections for the officers and elected director positions.

§ 5. Other Committees, President's Ex Officio Committee Membership. Such other committees, standing or special, may be established by the Board as it shall from time to time deem necessary to carry on its work. The President shall be an ex officio member of all committees.

§ 6. Committee Meetings. Committees may meet by "Skype" or equivalent electronic means.

Article X – Finance

§ 1. Fiscal Year. The fiscal year shall be January 1st through December 31st.

§ 2. Check Authorization. All checks drawn against any funds of MCEA shall be

A. Signed by any one of the following:

1. President
2. Vice President, or

3. Executive Director and
- B. Must be countersigned by
1. Treasurer or
 2. Secretary or
 3. Some other person to whom such authority shall have been delegated by the Board of Directors.
- C. Payment of bills shall first be approved by the Executive Director, the President, or the Treasurer.

Article XI – Units

§ 1. Statewide Advisory Council

- A. **Composition.** The chapter presidents and the Board of Directors shall constitute the Statewide Advisory Council.
- B. **Meetings.** The President shall call at least one meeting per year promptly after the Maryland General Assembly adjourns.
- C. **Officers.** The officers of the MCEA shall be the officers of the Statewide Advisory Council.
- D. **Duties.** The Statewide Advisory Council may make recommendations to the Board of Directors.

§ 2. Area Advisory Councils. The areas shall be determined by the Board.

- A. **Composition.** The areas' officers and chapter presidents shall constitute the area advisory council.
- B. **Meetings.** The area governor shall call at least one meeting each year.
- C. **Officers.** The area officers shall be a governor, a vice governor, a secretary, and a treasurer elected at the first meeting following the Convention in odd-numbered years.
- D. **Duties.** The area advisory council may make recommendations to the Board of Directors.

§ 3. Chapters.

- A. **Composition.** Chapters shall be composed of eight (8) or more members and Chapter 152 shall be composed of retiree members; all retiree members shall be members of Chapter 152 on the official MCEA roster, but may also be active participants in the chapter from which they retired.
- B. **Meetings.** Chapters shall hold at least two meetings each year.
- C. **Officers.** The chapter officers shall be a president, a vice president, a secretary, and a treasurer elected at the first meeting following the Convention in odd-numbered years.
- D. **Duties.** Chapters may make recommendation to the Board of Directors.

Article XII – Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the MCEA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the MCEA may adopt.

Article XIII – Amendment of Bylaws

§ 1. Amendment With Notice. These bylaws may be amended at any convention of the MCEA by a majority vote, provided that the MCEA bylaw amendment form has been submitted to the bylaws committee and the form has been submitted to the members at least thirty days before the convention.

§ 2. Amendment Without Notice. These bylaws may be amended at any convention of the MCEA by a three-fourths vote if the MCEA amendment form has been submitted at the convention without having been previously submitted to the members.

End Bylaws as revised August 29, 2020