

ISTA Bylaws

ARTICLE I ~ Name & Location

Section 1. Name—The name of this Corporation shall be Indiana State Teachers Association, hereinafter called the Association.

Section 2. Offices—Its principal office shall be located at 150 West Market Street, Suite 900, Indianapolis, Indiana, 46204-2875.

Other offices for the transaction of business shall be located at such places as the Board of Directors may from time to time determine.

ARTICLE II ~ Board of Directors

Section 1. Membership—The business and property of the corporation shall be managed by a Board of Directors of not less than 15 in number or more than that number hereafter provided by these Bylaws or that may hereafter be prescribed in these Bylaws. Each director shall receive no compensation for services as a director.

The members of the Board of Directors shall be the president, the president-elect, the vice president, the treasurer, the Indiana members of the National Education Association (NEA) Board of Directors, and one or more member(s) elected by and from each Association District for each 1,400 members in the District or major fraction thereof according to Association membership records as of the previous August 31; except for Education Support Professionals and Institutional Teachers, which shall be entitled to a minimum of one (1) director, and such additional directors as they rightfully qualify for pursuant to this section. To be entitled to voting rights, each ISTA Board and Standing Committee member must represent a minimum of 350 members. Elections shall be held at the time and place of the Assembly.

Early Career Educator (ECE) representation on the board must be demonstrated by at least one elected position on the ISTA Board of Directors. Early Career Educator is defined as any active member with no more than seven total years of experience in public education at the time of election. The Representative Assembly shall elect an additional member to the Board of Directors as necessary to ensure Early Career Educator representation. If it is determined, following the district meeting election results, that at least one of the members of the board meets the definition of Early Career Educator, no at-large election will be held. However, if it is determined that no elected members of the ISTA Board of Directors meet the definition of Early Career Educator, then an election will be held to fill an at-large position. A person elected to this position shall be eligible for two (2) consecutive three-year terms, in addition to any portion of an unexpired term, provided that the individual still meets the definition of Early Career Educator at the time of the election for either term.

ISTA members of the National Education Association (NEA) Board of Directors not elected by the delegates to the ISTA Representative Assembly shall be seated on the ISTA Board as full members with all privileges and responsibilities attendant to that position.

Ethnic minority representation on the Board of Directors shall be at least proportionate (to the nearest whole number) to the ethnic minority population in the state. The Indiana State Teachers Association-Retired (ISTA-Retired) members and the Indiana Student Education Association (ISEA) President shall not be included in the statistics when computing the ethnic minority membership of the Board of Directors. The Representative Assembly shall elect additional members to the Board of Directors as necessary to insure such ethnic minority representation. If it is determined that as of the day of the Assembly the ethnic minority representation on the Board of Directors is not at least proportionate to the ethnic minority population of the state, an election for an ethnic minority representative(s) on the Board of Directors shall be held at the Representative Assembly. Members so elected shall serve for a three-year term beginning August 1 following the meeting of the Assembly at which the individ-

ual was elected. A person elected to this position shall be eligible for two (2) consecutive three-year terms in addition to any portion of an unexpired term. In the event an ethnic minority member so elected is unable to complete the at-large term of office, the vacancy shall be filled by appointment by the Association president with the concurrence of the Board of Directors.

The Association shall provide proportionate representation on the Board of Directors between its classroom teacher members and its administrator members, excluding active education support, institutional teachers, and ISTA-Retired members. Each year, the Assembly shall elect additional members to the Board of Directors as necessary to ensure such representation. Members so elected shall serve for one (1) year terms beginning the first day of the month following the meeting of the Assembly at which the individual was elected. No more than one (1) Board member at large shall be elected from a District to ensure such representation. In the event a member so elected is unable to complete the at-large term of office, the vacancy shall be filled by appointment by the Association president with the concurrence of the Board of Directors.

The District Council may elect a Substitute Board member to replace the Board member in the event of his/her absence for a specific Board meeting. Such Substitute Board member shall have the power to vote, make motions, and fully participate at that Board meeting in the place of the absent member in accordance with the established Board policy. The ISTA Board of Directors shall develop guidelines for the election and reimbursement of these Substitute Directors.

The president of the ISEA shall be seated on the Board of Directors as a voting member.

Members of ISTA-Retired shall be entitled to a minimum of one (1) director for each 4,800 ISTA-Retired members or major fraction thereof. However, ISTA-Retired members shall be entitled to no less than one (1) director. Except as provided below, elections shall be held at the time and place of the Assembly.

The election for ISTA-Retired director(s) shall be conducted by an every-member ballot of eligible ISTA-Retired members. Procedures for this election shall be determined by the Board of Directors. The term of this position shall be for three (3) years beginning as stated in these Bylaws.

Higher Education members shall be entitled to one nonvoting member. The election for Higher Education director shall be conducted by an every member ballot of eligible Higher Education members according to procedures adopted by the Board of Directors. The candidate receiving the second highest number of votes shall be the alternate Board member. The term of these position shall be for three (3) years.

Section 2. Term of Office—All elections for members of the Board of Directors from the Association Districts shall be held as provided in these Bylaws so as to provide three-year staggered terms for all such members, except that some directors on said Board, ex officio by virtue of their office in the Association, may have a shorter term of office as directors as herein prescribed.

No member of this Association shall be eligible to serve more than two (2) consecutive three-year terms in addition to any portion of an unexpired term as a member of the Board of Directors elected from an Association District.

The elections for ISTA-Retired members of the Board of Directors shall be held as provided for in these Bylaws so as to provide three-year staggered terms for such members. Prior service as a District Board member from active classroom teacher districts or from active education support districts shall not be counted toward the two (2) consecutive term limit. No ISTA-Retired member shall be eligible to serve more than two (2) consecutive three-year terms in addition to any portion of an unexpired term as a member of the Board of Directors.

Section 3. Powers of Board of Directors—The Board of Directors shall conduct, manage, and control the affairs and business of the Association between meetings of the Assembly, subject to the policies established by the Assembly. The Board shall carry out plans and policies adopted by the Assembly. It shall have the power to establish policies of the Association not inconsistent with the action of the Assembly and the Articles of Incorporation and Bylaws of this Association when the Assembly is not in session, and to perform such other duties as are required by the Articles of Incorporation and Bylaws of the Association and for the welfare of the Association.

The Board of Directors shall appoint and determine terms and conditions of employment of the executive director in accordance with these Bylaws.

The Board of Directors shall review and may amend the proposed annual budget prior to recommendation to the Representative Assembly. The Board of Directors may make adjustments in the annual budget adopted by the Representative Assembly as the need arises.

The Board of Directors shall review and may amend policies of the standing committees. The Board of Directors shall approve or recommend to the Assembly any committee recommendations for action.

The Board of Directors shall have written policies and shall publish annually an ISTA Handbook.

Section 4. Meetings—Special meetings of the Board of Directors may be called by the president, and in the absence of the president by the vice-president; or by a majority of members of the Board. By unanimous consent of the directors, special meetings of the Board may be held without notice, at any time and place. A regular meeting of the Board of Directors shall be called by the president no later than seventy-five (75) days after taking office and at such other times as determined by the Board.

Section 5. Executive Committee—There shall be an Executive Committee of the Board of Directors whose duties are outlined in this Section.

- A. There shall be an Executive Committee composed of the president, the vice president, the treasurer, and six representatives who shall be elected by secret ballot by the Board of Directors for a one-year term.
- B. Duties—The actions of the Executive Committee shall be to submit recommendations to the Board of Directors. In addition, the Committee shall have the power to censure, suspend, or expel, and the power to reinstate an affiliate pursuant to procedures adopted by the Board of Directors, with an affiliate having the right to appeal such decision to the Board of Directors. The Committee may grant deviations from dues submission requirements. Other duties and responsibilities of this Committee shall be those that are delegated to it by the Board of Directors.

Section 6. Quorum—A quorum for the transaction of business at any meeting of the directors shall consist of a majority of the Board; but a majority of those present at any meeting shall have power to adjourn the meeting to a future time.

Section 7. Report—At the meetings of the Assembly, the directors shall submit a statement of the business done during the preceding year.

ARTICLE III - Representative Assembly

Section 1. Membership and Meeting—The Representative Assembly as provided for in the Articles of Incorporation shall be composed of delegates elected by and from local affiliates, local units or ISTA-Retired. The officers of the Association, unless elected as a local unit delegate, shall be ex officio delegates with full voting rights except they will not be permitted to vote in the officer election of the Assembly. In addition, Standing Committee Chairpersons shall be nonvoting delegates unless elected as a local unit delegate. No state professional staff member shall serve as a delegate.

The Assembly shall meet once during each Association year. The date, time and place of the meeting shall be decided by the Board of Directors.

The purposes of the Assembly shall be to:

- Elect Association officers and standing committee members;
- Take action on amendments to bylaws and resolutions;
- Take action on items required by the bylaws;

- Take action on the Vision Document;
- Take action on the budget for the next fiscal year;
- Receive reports from committees, and
- Act on any other matters placed on the agenda by vote of the Assembly.

Special sessions of the Assembly shall be convened by the president within thirty (30) days when so directed by the Board of Directors or upon petition by 150 elected delegates. Such petition must state the specific purposes for which the special session is to be called and the business transacted at that session shall be limited to those purposes.

The ISEA shall be entitled to one (1) delegate to the Assembly from each of its four (4) regions in addition to the president of ISEA. These delegates shall be granted full voting rights if elected by an every-member ballot. If not so elected, these delegates will not be permitted to vote in officer elections of the Association.

Higher Education members shall be entitled to one delegate to the Representative Assembly. Additional delegates shall be allotted as provided for in Article III, Section 2. The election of these delegates shall be conducted by an every member ballot of higher education members according to procedures adopted by the Board of Directors.

Each statewide affiliated organization shall be entitled to one (1) nonvoting delegate to the Assembly provided that the organization is affiliated with the Association at least thirty (30) days prior to the Assembly.

The delegates certified by the presidents of the respective organizations shall be certified by the Credentials Committee provided they are otherwise qualified and properly selected in accordance with the rules of the organizations. However, delegates representing local affiliates, which have not paid at least forty percent (40%) of dues owed by the Assembly or have not completed payment of dues and penalties for the prior membership year (Article XII, Section 1) shall not be seated by the Representative Assembly. The treasurer shall furnish to the Credentials Committee, the day of the Assembly, a list of any local affiliates affected by this provision.

Section 2. Local Affiliate and Local Units—A local affiliate shall be defined as a group composed of the active members of the Association maintaining an affiliated status with the Association working in a given school corporation or comparable employing agency or college. In order to guarantee governance representation for those active members not a part of an affiliate, such members shall be assigned to the local affiliate in the area in which these members are employed. When such temporary combination of members occurs, this combination shall be known as a local unit.

A local affiliate or a local unit shall solely contain active teacher members or active education support members; but, a given school corporation may have both a local affiliate or a local unit of active teacher members and a local affiliate or a local unit of active education support members.

Section 3. Number of Delegates—Delegates shall be allotted on the basis of one delegate for each 40 members and one delegate for each additional 40 members, or major fraction thereof. Each affiliate or local unit shall be entitled to a minimum of one delegate. A local affiliate or local unit may choose to designate in its Constitution or Bylaws that the first delegate shall automatically be the local president from that affiliate, without the necessity of conducting an election for that delegate position.

To determine the number of delegates a local affiliate or local unit is entitled to have, the number of active members of the previous year shall be used. Additional delegateships shall be granted if at least ten (10) days prior to the meeting of the Assembly the local president certifies to the Association president that the affiliate or unit has sufficient members to qualify for additional delegateships.

ISTA-Retired delegates shall be allotted on the basis of one delegate for each 160 members and one delegate for each additional 160 members, or major fraction thereof. ISTA-Retired shall be entitled to a minimum of one delegate. To determine the number of delegates that ISTA-Retired is entitled to have, the number of ISTA-Retired members of the previous year shall be used. Additional delegateships shall be granted if at least ten (10) days prior to the meeting of the Assembly the ISTA-Retired

chairperson certifies to the Association president that ISTA- Retired has sufficient members to qualify for additional delegations.

Whenever, as a result of consolidation or annexation, the Board of Directors is unable to make a fair and equitable computation of delegations on the basis of the previous year's membership, then by a two-thirds vote the Board of Directors may make such computation on the basis of the current year's membership.

The executive director of the Association shall notify the chairperson of the local affiliate of the number of delegates to which the local affiliate or local unit is entitled and the chairperson of ISTA-Retired of the number of delegates to which ISTA-Retired is entitled. The names and addresses of the delegates and alternates elected shall be sent by the chairperson of the local affiliate or local unit to the executive director of the Association by completing the required information on the ISTA website by April 1.

Section 4. Local Delegates' Election—Procedures to elect delegates shall be developed by the local Association president in cooperation with the local Association executive body. Such procedures must contain provisions for open nominations, secret ballot elections and write-in votes. All active local members shall be eligible and allowed to vote. Each local affiliate shall determine the term of its delegates, which may not exceed two (2) years. The election of delegates shall be held by local affiliates or local units prior to April 1 of the year of the Assembly for which the elected delegates would be attending. A sufficient number of alternates as prescribed by the Board of Directors shall be elected in the same manner.

In each local affiliate or local unit, whenever possible, the ethnic minority representation in its delegation to the Representative Assembly shall be at least proportionate (to the nearest whole number) to the ethnic minority membership in that local affiliate or local unit.

The delegates to the Assembly from each local affiliate or local unit shall provide for proportional representation between its classroom teacher members and its administrator members, except for a local affiliate or local unit of active education support members.

Notwithstanding provision in these Bylaws concerning the election of delegates, the Association Board of Directors upon receipt of a bona fide request from within a local affiliate or local unit may make such alterations as shall serve the best interests of the Association and protect the rights of the individual members. Such alterations shall be effective until rescinded by the ISTA Board of Directors.

Section 5. ISTA-Retired Delegates' Election—Procedures to elect ISTA-Retired delegates shall be developed by the ISTA-Retired Executive Committee.

Section 6. Voting Power—All delegates shall be active members except as otherwise specified in these Bylaws. Only qualified delegates shall have the right to put motions and vote in the business meetings of the Assembly and in the Association District business meetings. Delegates must be present at the meetings of the Assembly in order to exercise their voting power. Any active member may take part in the discussion of business before the Assembly. The Assembly shall vote by secret ballot on any pending question if requested by one-fifth of the delegates present.

Section 7. Quorum—A quorum shall consist of a majority of the registered delegates based upon the reports of the Credentials Committee. The Preliminary Report shall be used until a Final Report is adopted.

Section 8. Powers of Representative Assembly—The Representative Assembly shall be the legislative body of the Association. As the legislative body of the Association, the Assembly shall formulate policies; adopt the annual budget of the Association; receive and/or act on reports; approve resolutions and Articles of Incorporation and Bylaw amendments; conduct the business affairs of the Association; and have all other powers and duties specifically provided to it by other Articles of Incorporation and Bylaws, or which are necessary to the achievement of the objectives of the Association which are not specifically delegated to other agents or agencies by the Articles of Incorporation or Bylaws.

Section 9. Standing Rules—The Standing Rules of this Association shall be in harmony with these Bylaws, shall be adopted and amended by the Representative Assembly, shall be codified and made available for general use.

Section 10. Election of Association Officers—The Assembly shall elect the following officers of the Association: the president, the vice president, and the treasurer.

Section 11. Representative Assembly Committee Membership—After July 15, the person who shall serve as president for the coming year shall appoint a Rules Committee, Elections Committee, Credentials Committee, and Audit Committee, subject to the approval of the Board of Directors. Terms of office for members of these committees shall commence upon Board approval at a meeting prior to September 1 and shall extend until a new committee is appointed and approved.

Section 12. Rules Committee—It shall be the duty of the Rules Committee to assist the Assembly in the conduct of its affairs and to make recommendations to the Assembly concerning the rules and other matters of that nature pertaining to the business meetings of the Assembly. Upon call of the chairperson of the Elections Committee, the members of the Rules Committee may also assist the Elections Committee with its duties. It shall also be the duty of this Committee to conduct a continuing study concerning the revision, abolition, creation, or modification of the Representative Assembly Rules. This Committee shall be composed of five (5) persons who shall serve as nondelegates.

Section 13. Credentials Committee—It shall be the duty of the Credentials Committee to pass judgment upon the credentials of any delegate whose qualification or election is in dispute. The Credentials Committee's report shall be final unless those affected choose to bring the dispute before the seated delegates for final decision. If a delegate cannot attend, an elected alternate may be seated by the Committee. The chairperson of this Committee shall serve as a nonvoting delegate unless elected as a local Association delegate. This Committee shall be composed of five (5) persons who may serve as local Association delegates representing local affiliates or local units.

Section 14. Elections Committee—It shall be the duty of the Elections Committee to conduct the elections held on the day of the Assembly or to conduct any other elections assigned to the Committee by the Board of Directors. Upon call of the chairperson of the Rules Committee, the members of the Elections Committee may also assist the Rules Committee with its duties. It shall also be the duty of this Committee to conduct a continuing study concerning the revision, abolition, creation, or modification of the Rules Governing Elections at meetings of the Assembly. This Committee shall be composed of seven (7) persons who shall serve as nondelegates.

Section 15. Audit Committee—It shall be the duty of the Audit Committee to review the Treasurer's Report and to review the Report of Examination of the Certified Public Accountants. Any report of the Audit Committee to the Assembly shall include a statement of its findings. The Treasurer shall serve as the chairperson of this Committee.

Section 16. Contingency Account—Each year's budget at the time of adoption shall include an amount no less than one (1) percent of the incurred expenses or no less than one (1) percent of the adopted budget for the previous fiscal year, whichever is the lesser amount. This account is to be charged with expenses not specified in the budget.

Section 17. Fund Balance Requirement—A Fund Balance of no less than twenty-five (25) percent of the annual budgeted expenses shall be maintained by the Association. The purpose of this Fund Balance requirement is to stabilize the Association's cash flow and allow it to pay bills as they come due, eliminating or minimizing the need to borrow money for short term (less than twelve [12] months) purposes. To achieve the needed liquidity and avoid short-term borrowing, current assets must exceed current liabilities (current ratio) at each fiscal year end.

The Board of Directors shall monitor progress toward, and maintenance of, this Fund Balance requirement.

ARTICLE IV ~ Standing Committees

Section 1. Standing Committees—Standing Committees shall be the Professional Practices and Standards Committee, Issues

and Concerns Committee and Governance Committee.

The Committees shall meet as necessary to fulfill their duties as determined by the Assembly and/or the Board of Directors. The Committees shall have written policies, which shall be presented to the Board of Directors. Any recommendations for action shall be presented to the Board of Directors for its approval or its recommendation to the Assembly.

Section 2. Standing Committee Membership—Each of the Standing Committees shall be organized according to the following provisions:

- A. One member for each Committee shall be elected from the membership in each District for each Board of Director position established in Article II, Section 1, Paragraph 2 of these Bylaws.
- B. One member for each Committee shall be elected from the membership of ISTA-Retired to serve a two-year term.
- C. One member at large shall be appointed by the president to serve a one-year term.

The president shall appoint one of these persons to serve a one-year term as chairperson. The Board of Directors shall approve all such chairperson appointments.

Ethnic minority representation on all Standing Committees shall be at least proportionate (to the nearest whole number) to the ethnic minority population in the state. Each year the president shall appoint, subject to the approval of the Board of Directors, as many additional members to each of the Standing Committees as necessary to ensure such ethnic minority representation. Members so appointed shall serve one-year terms.

The Association president, with recommendations from the president of ISEA, shall appoint one student member for a one-year term to each of the Standing Committees. These appointees shall be voting members.

Members of the Governance Committee shall be elected from Governance District 1 through Governance District 12, Institutional Teachers and ISTA-Retired in odd-numbered years and from Governance District 13 through 23 and Education Support Professionals in even-numbered years. Members of the Professional Practices and Standards Committee and the Issues and Concerns Committee shall be elected from Governance District 1 through Governance District 12, Institutional Teachers and ISTA-Retired in even-numbered years and from Governance District 13 through 23 and Education Support Professionals in odd-numbered years. The NEA Resolutions Committee members shall be ex officio, nonvoting members of the Issues and Concerns Committee.

Except as provided below, the Districts and ISTA-Retired shall elect their members at the Assembly. Elected and appointed members' terms of office shall be from August 1 through July 31, except as otherwise provided in these Bylaws.

The election for these ISTA-Retired Committee members shall be conducted by an every member ballot of eligible ISTA-Retired members. Procedures for this special election shall be determined by the Board of Directors.

The District Council may elect a substitute Governance, Professional Practices and Standards, Issues and Concerns or Minority Affairs committee member to replace the elected member from his/her council in the event of his/her absence for a specific meeting. Such substitute member shall have the power to vote, make motions and fully participate at the meeting he/she is elected to attend.

Section 3. The Professional Practices and Standards committee shall be concerned with members' relationship with the profession. The Committee will deal with increasing practitioner involvement in matters related to professional development, teacher quality and excellence in teaching, student perform and progress and school capacity to facilitate student learning. It shall research, develop, and recommend to the appropriate bodies, primarily in the stated areas.

The committee shall make a report at meetings of the Assembly.

Section 4. The Issues and Concerns committee shall be concerned with the members' relationship with the community. The Committee will deal with increasing practitioner involvement in matters related to educational legislation, contract development and maintenance, and statements of Association position, belief, and intent. It shall research, develop, and recommend to the appropriate bodies primarily in the stated areas.

The Committee shall make a report at meetings of the Assembly.

Section 5. The Governance Committee shall be concerned with members' relationship with the Association. The Committee will deal with increasing member involvement in matters related to membership recruitment, retention, leadership development, communications, and revisions of Bylaws and General Standing Rules. It shall research, develop and recommend to the appropriate bodies primarily in the stated areas.

The Committee shall make a report at meetings of the Assembly.

Section 6. The Minority Affairs Committee shall be a special Standing Committee composed of one (1) member elected from each District and ISTA-Retired, representative of the following ethnic minorities within the Association membership: Black Americans, American Indians/Alaskan Natives, Hispanics, Asians, Native Hawaiian or other Pacific Islanders; provided, however, that each ethnic minority category shall be guaranteed at least one (1) representative, when possible. The president shall designate the chairperson annually. Members of the Minority Affairs Committee shall be elected from Governance District 1 through Governance District 12, Institutional Teachers and ISTA-Retired in odd-numbered years and from Governance District 13 through Governance District 23 and Education Support Professionals in even-numbered years. Except as provided below, the Districts and ISTA-Retired shall elect their members at the Assembly. Elected and appointed members' terms of office shall be from August 1 through July 31, except as otherwise provided in these Bylaws. The Ethnic Minority At-large members on the Board of Directors shall serve as ex officio members to the Minority Affairs Committee.

The president may appoint additional at-large ethnic minority members to the Committee for either of two (2) purposes: first, to ensure representation of all ethnic minorities, when possible; and second, to bring the total membership of the Committee closer to the full authorized complement of one (1) member per District when long-term vacancies exist. In the event that any district position of the Committee remains continuously unfilled through two (2) consecutive meetings of the Assembly, such position will be deemed to be a long-term vacancy. For purposes of this paragraph, the president may appoint up to four (4) members of the Committee or two-thirds (2/3) the number of long-term vacancies, whichever number shall be the greater.

The election for this ISTA-Retired Committee member shall be conducted by an every member ballot of eligible ISTA-Retired members. Procedures for this special election shall be determined by the Board of Directors.

This Committee will deal with monitoring the minority guarantees provided in our NEA and Association documents, providing minority input into Association programs and services, and increasing ethnic minority membership and participation in the Association. It shall research, develop, and recommend to the appropriate bodies primarily in the stated areas.

The Committee shall make a report at meetings of the Assembly.

ARTICLE V – Officers

Section 1. Officers and Elections—The officers of this Association shall be a salaried, full-time president; a vice president; a treasurer; and a Board of Directors.

All officers shall be elected by secret ballot with the exception that, if the number of candidate(s) equals the number of position(s) to be filled for a particular office, then the chair shall declare such candidate(s) elected.

Section 2. Term of Office—The terms of the president, vice president, and treasurer of the Association, except as otherwise provided for in these Bylaws, shall be August 1 through July 31.

Board of Directors members elected by the Association Districts, except as otherwise provided for in these Bylaws, shall begin their terms of office on August 1 through July 31 on the years indicated as follows:

- A. Governance District 1 through Governance District 8 on years divisible by three.
- B. Governance District 9 through Governance District 16 and institutional teachers on the years immediately following a year divisible by three.
- C. Governance District 17 through Governance District 23 and Education Support Professionals on the years preceding a year divisible by three.

Board of Directors members elected by ISTA-Retired delegates shall serve terms of office beginning August 1 through July 31 on the years indicated as follows:

- A. One-third (1/3) of these members shall be elected on years divisible by three.
- B. One-third (1/3) of these members on the years immediately following a year divisible by three.
- C. One-third (1/3) of these members on the year preceding a year divisible by three.

The president may, with the approval of the Board of Directors, convene a reorganization meeting between July 1 and 31 for the purpose of filling elected and appointed committees for the upcoming term. Terms of office for incoming board members shall commence and outgoing members shall terminate at the start of the reorganization meeting.

Section 3. Qualifications—All officers of this Association except officers representing ISTA-Retired shall be active members and shall have been active members during the previous year. Officers representing ISTA-Retired shall be current members of ISTA-Retired and shall have been an ISTA-Retired member or an ISTA member during the previous year.

Section 4. No member of this Association shall hold concurrently more than one (1) of the following state positions: president; vice president; treasurer; Board of Directors member elected from a District, at-large or ISTA- Retired; NEA Board of Directors members; elected member of a Standing Committee; or appointed member of a Standing Committee.

ARTICLE VI - President & Vice President

Section 1. Responsibilities of President and Vice President—It shall be the responsibility of the president to preside at all meetings of the Assembly, to make necessary appointments to Committees and to select chairpersons of Standing Committees, to attend regional, national, and international meetings, to assume speaking engagements, to promote public relations within and for the Association, to work with the staff through the executive director in implementing policy, to prepare the agenda with input from the Board of Directors, and to perform all functions belonging to such office. The president shall be a member, ex officio, of all Committees of the Association except the elections committee, and shall serve as chairperson of the Board of Directors.

In the absence of the president at a meeting of the Assembly, the vice president shall be the presiding officer. The vice president shall serve as vice chairperson of the Board of Directors. In the event of a vacancy in the office of president, the vice president shall become president and shall assume the duties and authority of the office.

The president and vice president shall serve as first and second Alternate NEA Directors, respectively, when an NEA Director(s) is unable to attend a meeting of the NEA Board of Directors.

In the event of the physical or mental inability of both the president and the vice president of the Association, or in their absence from a properly called meeting of the Board of Directors or the Assembly, a president pro tempore shall be elected by the Board of Directors to perform the duties of the president at such meeting or so long as the president and the vice president shall be absent or physically or mentally unable in the judgment of the Board of Directors to perform the duties of their offices.

Section 2. President-elect—The duties, responsibilities and expense allowance of the president-elect shall be determined by the Board of Directors.

Section 3. Filling Vacancies—In the case of a vacancy in the office of vice president, the president shall appoint within thirty (30) days from the day of the vacancy a member of the Association, subject to the approval of the Board of Directors at its next regular meeting. This appointee shall serve until the Monday following the next regular meeting of the Assembly. At said Assembly, a vice president shall be elected to serve the unexpired term.

Section 4. Terms of Office—The terms of office for the president and vice president shall be three years.

No member of this Association shall be eligible to be elected to more than two consecutive three-year terms as president of the Association nor to be elected to more than two consecutive three-year terms as vice president.

ARTICLE VII ~ Executive Director

Section 1. Appointment—The Board of Directors shall employ an executive director for an initial two-year contract. Thereafter the Board of Directors may employ an executive director for a fixed term contract of not more than four (4) years. The terms and conditions of such contract, including the method of termination, shall be determined by the Board of Directors.

Section 2. Vacancy—In the event of a vacancy in the position of executive director, the Board of Directors shall appoint an acting executive director no later than its next regularly scheduled Board meeting. As soon as possible after the vacancy in the position of the executive director, the Board of Directors shall appoint an executive director to serve an initial term, which term shall expire the first August 31 after the executive director has served two full years in the position.

Section 3. Termination of Executive Director by Representative Assembly—The Representative Assembly may terminate the contract of an executive director at any time after the initial contract period by a two-thirds vote of the Representative Assembly. In the event the Representative Assembly terminates the contract of the executive director as provided for above, the Board of Directors shall immediately declare the position of the executive director vacant. Provisions herein relating to the vacancy of the position of the executive director shall be applicable with the exception that the Board of Directors may not employ the same person as executive director who has been terminated by the Assembly.

Section 4. Duties—The executive director shall be the chief administrator of the Association and shall be responsible for the following:

- A. Recommend to the Board of Directors the addition or deletion of staff positions.
- B. Employ, direct, evaluate and dismiss the Association's staff.
- C. Implement the policies, services and programs as adopted by the Board of Directors and Representative Assembly.
- D. Prepare the annual Association budget.
- E. Control expenditures and direct the financial operations of the Association within the framework of the annual Association budget.
- F. Maintain complete record of all proceedings of the Association.
- G. Prepare such reports as may be required by the Representative Assembly, Board of Directors, officers or other official bodies of the Association.
- H. Make all official releases of the Association in conjunction with the president.
- I. Receive and keep all funds belonging to the Association and pay out the same only on order of and following regulations of the Board of Directors and/or a resolution regularly adopted by the Assembly in its business meetings.
- J. Deposit all funds of the Association, both the current and reserve and all securities owned by the Association in such bank or banks as shall be designated by the Board of Directors and in the name of the Indiana State Teachers Association.
- K. Act as resident agent of the corporation and serve as a nonvoting ex officio member of all committees of the

- Association except the Board of Directors.
- L. Other duties as described in the executive director's contract with the Board.

ARTICLE VIII ~ Treasurer

Section 1. Duties—The treasurer shall serve as the financial officer of the Association and shall serve as a member of the Board of Directors and of the Executive Committee and make regular financial reports to the Board of Directors and to the Representative Assembly. The treasurer shall also serve as chairperson of the Audit Committee and as a member of the ISTA 401(k) Committee. It shall be the responsibility of the treasurer to provide financial leadership to the Representative Assembly and the Board of Directors and to provide advice and counsel on financial matters to the executive director and the president. The treasurer shall assist in developing the budget and shall present same to the Representative Assembly on behalf of the Board of Directors. All financial records of the Association shall be open to the treasurer at all times. All warrants drawn by the executive director upon funds of the Association shall be countersigned by the treasurer and be of such form as shall be prescribed by the Board of Directors. The treasurer shall be bonded in such amounts as the Board of Directors may require and approve, such bond to be paid for out of funds of the Association. The treasurer may also perform other duties as may from time to time be assigned to that person by the president or the Board of Directors.

The treasurer shall serve as the third Alternate NEA Director when an NEA Director is unable to attend a meeting of the NEA Board of Directors.

Section 2. Election and Term of Office—The treasurer shall be elected in the same manner as the president. The term of office of the treasurer shall be three years. No member of the Association shall be eligible to be elected to more than two consecutive terms.

Section 3. Filling Vacancies—In case of vacancy in the office of treasurer, the president shall appoint within thirty (30) days from the day of vacancy a member of the Association, subject to the approval of the Board of Directors at its next regular meeting. This appointee shall serve until the Monday following the next regular meeting of the Assembly. At said Assembly, a treasurer shall be elected to serve the unexpired term.

Section 4. Fiscal Year Report—The treasurer of the Association shall have compiled within ninety (90) days of the end of the Association fiscal year and available to any member upon request:

- A. Complete list of the following for each Association staff employee:
 - 1. Name
 - 2. Length of Association service
 - 3. Salary
 - 4. An accounting of all Association funded fringe benefits
 - 5. An account of actual classroom experience.
- B. A complete accounting of all Association income from:
 - 1. Membership
 - 2. Association properties
 - 3. All other sources listed specifically.

ARTICLE IX ~ NEA Board of Directors

Section 1. Duties—The Indiana members of the NEA Board of Directors shall serve on the Association Board of Directors with full voting rights. Such persons shall also be responsible for those duties as delineated in the NEA Bylaws.

Section 2. Election—The Indiana members of the NEA Board of Directors shall be elected in the same manner as the Association president. The term of office of those members shall be three (3) years and no member of the Association shall be eligible to be elected to more than two (2) terms.

Section 3. Filling Vacancies—In case of a vacancy in any of the NEA Directors position(s), the Association Board of Directors may recommend the name of a member to the NEA Board of Directors or NEA Executive Committee, to serve as an interim NEA Director. This appointee shall serve until the Monday following the next regular meeting of the Assembly. At said Assembly, an NEA Board of Director Member shall be elected, as stipulated in the Bylaws and the NEA Bylaws, to serve the unexpired term.

Section 4. Alternates—The president, vice president and treasurer shall serve as first, second and third Alternate NEA Board of Directors, respectively, when an NEA Director(s) is unable to attend a meeting of the NEA Board of Directors.

ARTICLE X ~ Composition of Districts & ISTA~Retired

Section 1. Districts—There are hereby created Association Districts for the purpose of transacting certain business of the Association as provided in the Bylaws.

Local Association	District
Crown Point EA	1
Hanover Org Professional Educators	1
Highland CTA	1
Lake Central TA	1
Munster TA	1
Association Porter Township Educators	1
ESP of River Forest	1
Hobart TA	1
Merrillville CTA	1
Merrillville ESPA	1
Porter County SETA	1
River Forest TA	1
Union Township TA	1
Oregon Davis CTA	2
Portage Association of Teachers	2
Camp Summit	2
Duneland TA	2

Local Association	District
LaPorte ESP Association	2
Michigan City Classified	2
Michigan City EA	2
Michigan City ESP	2
School Custodial Alliance of LaPorte	2
South Central CTA	2
Tri-Township CTA	2
Valparaiso TA	2
Westville TA	2
New Prairie CTA	3
NEA South Bend	3
Baugo EA	3
Mishawaka EA	3
Penn Harris Madison TA	3
John Glenn EA	3
Union North TA	3
Elkhart TA	4
Argos CTA	4
Bremen EA	4
Concord TA	4
Fairfield EA	4
Goshen EA	4
Plymouth EA	4

Local Association	District
Triton TA	4
Wa-Nee EA	4
Wawasee Community EA	4
Tippecanoe Valley CTA	4
Middlebury TA	5
Angola CTA	5
Central Noble TA	5
East Noble EA	5
Eastern Dekalb EA	5
Fremont CTA	5
Garrett-Keyser-Butler EA	5
Hamilton Community CTA	5
Lakeland EA	5
Prairie Heights EA	5
Smith Green CTA	5
West Noble CTA	5
Westview EA	5
Whitley County TA	5
Whitko CTA	5
North Newton EA	6
Rensselaer Central CTA	6
South Newton CTA	6
Tri-Creek Teachers Organization	6

Local Association	District
Kankakee Valley TA	6
North Judson-San Pierre CTA	6
Culver CTA	6
Benton EA	6
Delphi CTA	6
Frontier CTA	6
North White CTA	6
Tri-County CTO	6
Twin Lakes CTA	6
Carroll EA	6
Eastern Pulaski	6
West Central CTA	6
Huntington CTA	7
Manchester TA	7
North Miami EA	7
Peru Community EA	7
Rochester CTA	7
Caston CTA	7
Eastern Howard CTA	7
Kokomo TA	7
Logansport EA	7
Maconaquah EA	7
Northwestern EA	7

Local Association	District
Pioneer CTA	7
Southeastern EA of Cass County	7
Taylor EA	7
Western EA	7
East Allen County Schools Trans Association	8
East Allen Custodial Association	8
East Allen EA	8
East Allen Maintenance Association	8
East Allen Paraprofessionals	8
Southwest Allen County CTA	8
Bus Drivers of Fort Wayne	8
Fort Wayne Classified	8
Fort Wayne EA	8
Fort Wayne Nurses	8
Adams Central CTA	9
Bluffton-Harrison TA	9
North Adams TA	9
Norwell CTA	9
South Adams CTA	9
Eastbrook EA	9
Mississinewa TA	9
Cowan Community CTA	9
Delaware Community CTA	9

Local Association	District
Jay CTA	9
Liberty Perry CTA	9
Muncie TA	9
Wes-Del ACTO	9
Yorktown TA	9
Lafayette EA	10
Tippecanoe EA	10
West Lafayette EA	10
Attica CTA	10
Crawfordsville EA	10
Greencastle CTA	10
North Central Parke CTA	10
North Putnam TA	10
South Montgomery EA	10
Southeast Fountain EA	10
Southwest Parke EA	10
Warren County EA	10
Martinsville CTA	10
North Vermillion CTA	10
South Vermillion EA	10
Clinton Central AP	11
Clinton-Prairie CTA	11
Frankfort EA	11

Local Association	District
Rossville CTA	11
Lebanon CTA	11
Lawrence EA	11
Pike CTA	11
Washington Township EA	11
Tipton EA	11
Sheridan EA	11
Westfield CTA	11
Zionsville EA	11
Madison Grant TA	12
Marion TA	12
MSD Wabash County EA	12
Oak Hill United CTA	12
Carmel Clay EA	12
Alexandria EA	12
Elwood CTA	12
Frankton-Lapel EA	12
Hamilton Heights CTA	12
Hamilton Southeastern EA	12
Noblesville Teachers Forum	12
NEA Union County	13
Richmond EA	13
Franklin County EA	13

Local Association	District
Monroe Central CTA	13
Randolph Central CTA	13
Randolph Eastern CTA	13
Randolph Southern CTA	13
Shenandoah EA	13
South Madison CTA	13
Union School CTA	13
Blue River Valley CTA	13
Centerville-Abington EA	13
Charles A. Beard CTA	13
Nettle Creek CTA	13
New Castle EA	13
New Castle ESP Association	13
Northeastern Wayne TA	13
South Henry CTA	13
Western Wayne EA	13
Old National Trail Prof Association	14
Western Boone TA	14
Brownsburg CTA	14
Eminence CTA	14
Mill Creek CTA	14
Monroe-Gregg TA	14
Mooresville CTA	14

Local Association	District
North West Hendricks CTA	14
Plainfield Prof EA	14
Decatur EA	14
Perry EA	14
Pendleton Correctional Facility	14
Indianapolis EA	15
Speedway CTA	15
Beech Grove CTA	15
Warren EA	15
Greater Randolph Special TA	15
Mount Vernon CTA	15
Greenfield Central CTA	15
New Palestine CTA	15
Hancock Madison Shelby EA	15
Center Grove UTA	16
Clark-Pleasant EA	16
Greenwood EA	16
Johnson County Special Services EA	16
Indiana School for the Deaf UTA	16
Indiana School for the Blind	16
Central Nine TA	16
Franklin Township EA	16
South Side Special Service	16

Local Association	District
Blue River Career Programs TA	16
Edinburgh EA	16
Franklin Community TA	16
Nineveh Hensley Jackson CTA	16
Shelby Eastern CTA	16
Shelbyville Central TA	16
Southwestern Consolidated CTA	16
Triton CTA	16
Northeast CTA	17
Shakamak CTA	17
Southwest Sullivan EA	17
Vigo County C & M Association	17
Vigo County Secretaries	17
Vigo County TA	17
North Knox CTA	17
South Knox CTA	17
Vincennes EA	17
Cloverdale EA	18
South Putnam CTA	18
Clay Community CTA	18
Bloomfield TA	18
Brown County EA	18
Eastern Greene TO	18

Local Association	District
Greene Sullivan Special Ed	18
Linton Stockton CTA	18
Monroe County EA	18
Richland-Bean Blossom EA	18
Spencer Owen EA	18
White River Valley EA	18
Batesville EA	19
South Dearborn EA	19
Sunman Dearborn EA	19
Decatur County EA	19
Flat Rock-Hawcreek TA	19
Greensburg TA	19
Madison TA	19
Southwest Jefferson CTA	19
Columbus EA	19
Jac-Cen-Del EA	19
Jennings County CTA	19
Milan EA	19
Ohio County CTA	19
Ripley Ohio Dearborn Special Ed Co-Op	19
South Ripley CTA	19
Switzerland County CTA	19
East Gibson CTA	20

Local Association	District
NEA Mount Vernon	20
NEA North Posey	20
North Gibson EA	20
Pike County TA	20
South Gibson TA	20
Evansville TA	20
Cannelton CTA	21
Crawford County CTA	21
Jasper CTA	21
Northeast Dubois CTA	21
Paoli CTA	21
Perry Central CTA	21
Southeast Dubois CTA	21
Southwest Dubois CTA	21
Springs Valley TA	21
Tell City-Troy Township CTA	21
North Harrison CTA	21
South Harrison CTA	21
NEA North Spencer	21
South Spencer County CTA	21
Warrick County TA	21
Mitchell EA	22
North Lawrence EA	22

Local Association	District
Barr-Reeve CTA	22
Daviess-Martin Special Ed TA	22
Loogootee EA	22
North Daviess CTA	22
Orleans CTA	22
Shoals TA	22
Washington CTA	22
Brownstown Central CTA	22
Crothersville CTA	22
Medora CTA	22
Salem CTA	22
South Central Area Special Ed EA	22
West Washington EA	22
Seymour EA	22
East Washington CTA	23
Lanesville EA	23
New Albany Bus Drivers	23
New Albany-Floyd County EA	23
Clarksville EA	23
Greater Clark Cafeteria	23
Greater Clark EA	23
Greater Clark Para-Educator Assn	23
Greater Clark Service	23
Jennings Township CTA	23
Scott County School District #2 CTA	23
West Clark TA	23

ISTA-Retired, Education Support Professionals and Institutional Teachers shall be both a statewide District, for Governance, and a part of the UniServ District for which they are assigned for service. Education Support Professionals, composed of active education support members, Institutional Teachers composed of active institutional teacher members employed for the Indiana Department of Corrections, the Indiana Department of Health, the Indiana School for the Blind, the Indiana School for the Deaf, and the Indiana Department of Mental Health, hereinafter referred to as Indiana State Institutions, and ISTA-Retired composed of retired Association members.

Changes in the number and size of the Districts shall be determined by the Assembly in the same manner that amendments are made to the Bylaws unless otherwise provided by these Bylaws.

The Association shall be governed according to the One-Person-One-Vote principle. Should the membership in the Districts comprised of active members cause the Association to be out of compliance with the One-Person-One-Vote principle, the Districts shall be reapportioned by the Assembly. If reapportionment becomes necessary, no district shall be established with fewer than 900 members. If such reapportionment is necessary, the Governance Committee, in conjunction with the Board of Directors, using the previous August 31 membership figures, shall present a plan for reapportionment to the Assembly. Any reapportionment plan shall be presented to the Assembly to become effective the following August 1.

The District Council chairperson of any District, which might be directly affected by a restructure plan, shall serve as an advisor to the Governance Committee and the Board of Directors during the time the restructure plan is being developed. Any delegate may submit an alternate reorganization plan from the floor of the Assembly.

Section 2. Membership and Election of the District Council—The District Council shall be composed of the following persons elected from the District: Board of Directors member(s), Standing Committee members, local presidents and/or other representatives elected from the local affiliates, including Education Support Professionals, Institutional Teachers, and ISTA-Retired, on the basis of membership. Voting members of the District Council shall consist only of those elected by local affiliates composed primarily of members from elementary and secondary public or private schools and Indiana State Institutions. A local Association affiliate or local unit may choose to designate in its Constitution or Bylaws that the first delegate shall automatically be the local president from that affiliate, without the necessity of conducting an election for that delegate position. In a District with more than one local affiliate each local affiliate shall elect one representative and one additional representative for each eighty-five (85) members or major fraction thereof. In such a case, a District Council chairperson shall be elected from and by the District Council. District Council members from Education Support Professionals, Institutional Teachers and ISTA-Retired shall be eligible for election as the District Council chairperson as long as they are not holding the same position in their statewide district.

In a District with one local affiliate, the local executive board, or its equivalent, shall serve as the District Council for that district.

The number of representatives to ISTA-Retired's District Council shall be determined by the ISTA-Retired Operating Procedures.

Local affiliate elections of representatives to the District Council shall be conducted with open nominations and secret ballot, using the One-Person-One-Vote principle. A plurality of the votes cast by the membership in the local affiliate shall be necessary for a candidate to be elected.

Ethnic minority representation from a local affiliate shall be at least proportionate (to the nearest whole number) to ethnic minority membership in that local. The election shall be administered by the local affiliate in accordance with the Bylaws and Standing Rules of the Association.

Terms of office for voting members of the District Council will be September 1 through August 31. Length of terms shall be determined by each District Council.

In a District with more than one local affiliate, all elected District Council officers shall be elected from and by the District

Council through open nominations and secret ballot. Length of term shall be determined by the District Council.

Section 3. District Council Chairperson Duties—The duties of the District Council chairpersons shall be:

- A. To preside over all District Council meetings and to plan the pre-Assembly delegate meetings.
- B. To organize the year's agenda, dates and places of all District and District Council meetings.
- C. To plan, with the assistance of the staff coordinator, all meetings of the District and District Council and to notify all members concerned with the meetings.
- D. To file with the office of the Association President, supplementary District and District Council policies and copies of the minutes of all District and District Council Meetings, within fifteen (15) days following such meetings.
- E. To notify the Association President of the person selected by the District Council to fill vacancies within five (5) days following the selection.

Section 4. Duties of the District Council—The duties of the District Council shall be as follows:

- A. To organize the District for Assembly elections and carry out such action programs as are directed by the Assembly or the Board of Directors.
- B. To hear reports from the Board of Directors member and Standing Committee members.
- C. To discuss professional problems.
- D. To assist in implementation of Association programs and services.

Section 5. District Council Vacancies—In the event of a vacancy in any District-elected office or elected committee position, the District Council shall elect, within thirty (30) days from the day of vacancy, a member of the Association who shall be employed in the District wherein the vacancy exists. This member shall serve until the next regular meeting of the Assembly at which time a successor shall be elected as stipulated in these Bylaws to complete the unexpired term. If this meeting of the Assembly is the scheduled time for election to that position, the person elected for the next full term shall also fill the unexpired term.

In the event of a vacancy in the ISTA-Retired positions on the Board of Directors, the Standing Committees or the Special Standing Committee, a special election shall be conducted by an every member ballot of eligible ISTA-Retired members. Procedures for this special election shall be determined by the Board of Directors. The elected member shall complete the remainder of the unexpired term.

Association Board of Directors and Standing Committee Members—With the exception of ISTA-Retired, the Assembly delegates of each District shall meet no later than 6 p.m. on the day of the Assembly for the purpose of electing Board of Directors members and Standing Committee members. Candidates for these positions should be made known to the delegates at the appropriate pre-Assembly meetings.

The elections shall be conducted with open nominations and secret ballot using the One-Person-One-Vote principle. UniServ District Assembly delegates from Education Support Professionals and Institutional Teachers shall also be eligible for election as Association Board of Directors and Standing Committee members within the District Council as long as they are not holding the same position in their statewide district.

A majority of the votes cast by the delegates is necessary for a candidate to be elected. Details concerning the election will be specified in the Standing Rules.

In the event an officer or Committee member elected by a District shall move from a place of employment so that the person is not employed in the school corporation assigned to the particular District by which the person was elected or for any reason vacate the District office, then such office or Committee position shall become vacant and shall be filled as provided by these Bylaws. Should a member of the Board of Directors, or an elected Committee member be moved from one District to another due to changes in District boundaries, such member shall continue in office representing the new District until the end of that

term.

The statewide Education Support Professionals, Institutional Teachers and ISTA-Retired Association Board of Directors and Standing Committee members shall be elected as determined elsewhere in these Bylaws. Terms of office for voting members of these statewide District Councils will be August 1 through July 31.

ARTICLE XI ~ Recall

Section 1. Reasons for recall—The following shall be the reasons for recall of any elected or appointed state, district or division officials:

- A. Excessive absence.
- B. Non-performance of duties.
- C. Disregard for the governing rules of the Association.

Section 2. Definitions

- A. Excessive absence shall be continued absence without acceptable reason from official meetings, which are a function of office or appointment.
- B. Non-performance of duties shall be the absence of official action to carry out the duties of an office or appointment.
- C. Disregard for the governing rules of the Association shall be repeated acts in violation of these rules.
- D. Statewide appointees shall be those persons appointed by the Association president.

Section 3. Initiation of the recall procedure

- A. State officers or persons elected at large—A petition of recall shall be supported by signatures of one of the following:
 - 1. A majority of the Assembly delegates from eight Districts,
 - 2. 33 percent of the Assembly delegates statewide, or
 - 3. 25 percent of the active state membership.The Assembly must support by a two-thirds (2/3) vote for the office to be declared vacant.
- B. Statewide Appointees—The recall procedure found in Section 3, paragraph A, shall be used or 33 percent of the Board of Directors may initiate the procedure. The Board of Directors must support by a two-thirds (2/3) vote for the office to be declared vacant.
- C. Board of Directors and Elected Standing Committee Members—A petition of recall shall be supported by signatures of one of the following:
 - 1. A majority of the District Council,
 - 2. 33 percent of the District Assembly delegates, or
 - 3. 25 percent of the Active state membership of that District.

The Assembly delegates from that District must support by a two-thirds (2/3) vote for the office to be declared vacant.

Section 4. Procedure

- A. The recall petition shall be sent to the Board of Directors.
- B. Upon receipt of such petition, the Board of Directors shall direct a Committee to act on it. The Committee

shall notify the concerned parties and allow adequate time for the presentation of written and oral arguments from both sides. The initiator(s) of the petition and the charged person shall have the right to present a position statement to the appropriate body. The Committee shall submit its findings and recommendations to the appropriate body before that body votes upon the recall.

- C. The recall petition may be withdrawn if a majority of the signers indicate such by an appropriate means.
- D. Other procedures ensuring due process shall be adopted by the Board of Directors in accordance with the provisions found in Article XIV.

ARTICLE XII ~ Membership & Dues

Section 1. Membership Year—The Association membership year shall be from September 1 to August 31. Enrollment shall be accomplished by completion of an annual or continuing membership form. These forms shall be forwarded to the Association office by October 15 of said year. If an educator applies for membership after October 15, such application shall be forwarded to the Association office within fifteen (15) days of receipt of the application by the local collecting agent.

To be in full compliance with federal and state regulations, all monies collected as professional membership dues for the Association and the NEA, where applicable, shall be forwarded to the Association office no later than fifteen (15) days after the local collecting agent receives them. Locals who are not in compliance with this section shall be required to enter into the ISTA Electronic Funds Transfer Program.

Section 2. Active Membership

- A. **Definition**—Any person actively employed in or who is on a leave of absence from educational work in any educational institution of Indiana approved by the Association, and state released-time presidents, vice presidents, and treasurers and local released-time officers, shall be eligible for active membership.
- B. **Privileges**—These active members shall be eligible to vote, to hold office, or to serve on Committees of this Association. Those eligible for active membership shall be admitted to the annual programs and business meetings of the Association only on the presentation of their active membership cards.
- C. **Conditions of Active Membership**
 - 1. Membership in the Association shall be on a continuing basis according to procedures to be established by the Board of Directors.
 - 2. Adherence to the Code of Ethics of the Education Profession adopted by the Association shall be a condition of continuing membership in the Association.
 - 3. The Board of Directors shall recommend to the Assembly for adoption, amendment, or rejection procedures for suspension or expulsion of a member of this Association for justifiable cause.
 - 4. Eligibility for membership in the Association shall include membership in the NEA and the appropriate Association local affiliated Association, if eligible.
 - 5. Members of ISTA will be afforded all rights, privileges and services of their membership classification beginning with the date of their enrollment in the Association. These rights, privileges and services will continue so long as the member has no past dues obligations.
- D. **Dues**
 - 1. **Active Teachers Members**
 - a. The dues for active teacher members will be computed as 1.4 percent of the Average Beginning Teachers Salary (ABTS) of the previous year rounded to the nearest dollar and as reported to the Indiana Education Employment Relations Board (IEERB), plus a special

- dues assessment of forty (40) dollars.
- b. The membership fee for persons eligible for Active membership who are regularly employed for fifty (50) percent or less, but greater than twenty-five (25) percent, of the normal schedule for a full-time employee, who are not employed as substitutes, and who are not eligible for membership as a full-time employee through another local (as verified by the local association) shall be one-half (1/2) of the Active dues as appropriate, plus a special dues assessment of twenty (20) dollars. The membership fee for persons eligible for Active membership who are regularly employed for twenty-five (25) percent or less of the normal schedule for a full-time employee, who are not employed as substitutes and who are not eligible for membership as a full-time or part-time employee through another local association (as verified by the local association) shall be one-quarter (1/4) Active dues, as appropriate, plus a special dues assessment of ten (10) dollars.
 - c. Commensurate Dues—Any person
 - (i) who joins as an Active member for the first time after the commencement of the membership year,
 - (ii) who becomes eligible for Active membership after the commencement of the membership year, or
 - (iii) who returns to professional educational employment or to an education support position from a limited leave of absence after the commencement of the membership year shall be enrolled in full standing for the remainder of the membership year by paying the amount of annual dues which is commensurate with the remaining portion of the membership year.
 - d. Non-Representative Dues Credit—The Board of Directors may grant a dues credit of up to the difference between active teacher membership dues and fifty dollars (\$50.00) to an active teacher member of the Association where an Association local affiliate is not the recognized bargaining agent. The Board of Directors shall review each application under this paragraph yearly and determine the amount of dues credit awarded to each local affiliate, which qualifies. The action of the Board of Directors shall be communicated to the applying group no later than July 15.
 - e. First-year Teacher Dues Credit—The Association shall allow credit to first-year teachers who join the Association during their first year of membership eligibility, the reduction of their dues being twenty-five (\$25) per year for each year of their membership in a Student Education Association which is affiliated with NEA up to four (4) years. The first-year teacher shall provide proof of membership in SEA to be eligible for the credit.

2. Active Education Support Members

- a. Active Full Time—The dues for active education support members assigned to work more than four (4) hours per day and/or whose potential earnings are in excess of \$5,000 per year, shall be .7 percent of the Average Beginning Teachers Salary (ABTS) of the previous year rounded to the nearest dollar and as reported by the Indiana Education Employment Relations Board), plus a special dues assessment of twenty (20) dollars.
- b. Active Part Time 26 %-50 %—The dues for active education support members assigned to work more than two (2) hours but not more than four (4) hours per day and whose potential earnings are \$5,000 or less shall be one-half (1/2) of the dues of Active Full Time), plus a special dues assessment of ten (10) dollars.
- c. Active Part Time 25% or less—The dues for active education support members assigned to work two (2) hours or less per day and whose potential earnings are \$3,000 per year or

less shall be one-half (1/2) of the dues of Active Part Time 26 percent-50 percent), plus a special dues assessment of five (5) dollars.

- d. The dues of any active education support member who is employed for less than half of the applicable work year in a particular job classification shall be one-half (1/2) of the applicable dues category for that member.
 - e. Non-Representative Dues Credit—The Board of Directors may grant a dues credit of up to the difference between the appropriate category of active education support dues and twenty-five dollars (\$25.00) to an active education support member of the Association where an Association local affiliate is not the recognized bargaining agent. The Board of Directors shall review each application under this paragraph yearly and determine the amount of dues credit awarded to each local affiliate, which qualifies.
3. Dues Credit Limitation—No member of this Association shall be eligible for more than one (1) dues credit or dues reduction provision in any one membership year as provided for in these Bylaws.

Any alteration in the dues rate as specified above shall be made during the meeting of the Representative Assembly, through the bylaw process. Any increase in dues would become effective for the fiscal year beginning the succeeding September 1. Any decrease in dues would become effective for the fiscal year beginning one year after the succeeding September 1.

Section 3. Reserve Active Membership—Any active member establishing status with the Association, as being on leave of absence from the profession for the school year for professional improvement, emergency, or laid off due to a reduction in force, shall be eligible for Reserve Active Membership. The Board of Directors shall set policies for establishing status with the Association for Reserve Active Membership. The dues for this membership shall be \$25 per year for a maximum of three years.

Any member in Indiana eligible for a Reserve Active Membership classification may become an active member of the Association for one (1) year only upon payment of one-half (1/2) full active membership dues, as applicable.

After one (1) year, to retain active membership the member must pay full membership dues, as applicable. Said member will be entitled to all benefits granted to other active members.

Should the officers (president, vice president, or treasurer) be refused a leave of absence to serve in their office, they shall be granted Reserve Active Membership, subject to full active dues, upon their resignation from their educational position for as long as they remain as state officers.

Section 4. Institutional Teacher Membership—Any educator employed in an institution under the jurisdiction of the Indiana State Institutions as defined in these Bylaws shall be eligible for Active Institutional Teacher Membership. The dues for Active Institutional Teacher members under contract as full-time employees shall be full Active dues for full-time employment and one-half (1/2) dues for part-time employment), plus an additional forty (40) dollars for full-time employees and twenty (20) dollars for part-time employees.

Section 5. Active Higher Education Membership—Any educator employed in a college or university shall be eligible for Active Higher Education Membership. The dues for Active Higher Education members under contract as full-time employees shall be equal to one-third (1/3) the dues for active members), plus an additional thirteen dollars and fifty cents (13.50). The dues for Active Higher Education members under contract as part-time employees shall be one-sixth (1/6) of the dues for Active members, plus an additional seven (7) dollars.

The Association shall pay the Active Higher Education membership dues for up to two (2) Student Education Association advisors per Student Education Chapter each year.

Section 6. Active Non-public Membership—Any educator employed in a non-public elementary or secondary school shall be eligible for Active Non-public Membership. The dues shall be one-third (1/3) of the dues for active members.

Section 7. Substitute Membership

- A. Substitute Teacher Active Membership—Any educator employed as a substitute teacher not under a regular or temporary teacher's contract in any educational institution of Indiana approved by the Association shall be eligible for a Substitute Teacher Active Membership. The dues shall be one-third (1/3) of the dues for active members, except for those laid off due to a reduction in force, whose dues shall be \$25 per year for a maximum of three years.
- B. Substitute Education Support Membership—Any education support professional employed, as a substitute in a particular job classification shall be eligible for Substitute Education Support Active Membership. The dues shall be the equivalent of Class III of active education support membership, except for those laid off due to a reduction in force, whose dues shall be \$25 per year for a maximum of three years.

Section 8. Life Membership—Past presidents and, upon retirement, past executive directors of this Association with more than ten (10) years service shall be granted ISTA-Retired and NEA-R Life Memberships with all the rights and privileges thereof.

Section 9. Staff Membership—Any person employed by the Association shall be eligible only for Staff Membership. The dues for this membership shall be one-third (1/3) of the dues for active membership.

Section 10. Associate Membership—Any person not employed in educational work, but who is a friend of public education may become an Associate member of this Association. The dues for this membership shall be \$25.

Section 11. ISTA-Retired Membership—Any person who is retired from educational work in any educational institution of Indiana approved by the Association shall be eligible for ISTA-Retired membership. The dues of ISTA-Retired members shall be thirty-four dollars (\$34.00) annually. All Annual ISTA-Retired members shall have one dollar added to their annual dues which shall be contributed to IFIE as stated in Section 13 of this Article. Annual retired membership in the Association shall be on a continuing basis according to the procedures established by the Board of Directors. Those newly retired ISTA members who receive an annual gift membership shall become continuing members in the immediate year following the gift membership after signing their membership form. All annual members must also pay the annual NEA-Retired dues amount which is established by NEA Board of Directors.

Any active ISTA member or ISTA-Retired member may become a Life ISTA-Retired member upon payment of dues of three hundred forty dollars (\$340.00) through payment methods established by the ISTA Board of Directors. However, an active member will remain in the active membership category paying annual active dues until retirement. All Life ISTA-Retired members shall have one dollar added to their Life dues which shall be contributed to IFIE as stated in Section 13 of this article. All Life ISTA-Retired members must also pay the NEA-Retired Life dues amount which is established by the NEA Board of Directors.

Section 12. Student Members—Student membership in the Association is extended and restricted to students who are members of the ISEA. The dues for this membership shall be established by the ISEA at its annual Assembly.

Section 13. Beginning with the 2008-2009 membership year all members who pay dues shall pay an additional \$1.00 annually. These additional dues shall be allocated to the ISTA Foundation for the Improvement of Education (IFIE).

Section 14. Membership privileges and services other than those specifically stated herein shall be determined for each class by the Board of Directors.

Section 15. The Association shall not deal in any way with the employers of non-public members concerning such members'

grievances, labor disputes, wages, rates of pay, hours, or other terms or conditions of employment.

Section 16. Beginning with the 2015-16 budget the Special Dues Assessment shall be reduced by \$10 for every Full Time Equivalent (FTE) increase of 750 above 33,000. The FTE number will be confirmed on January 15 each year, and that number will be used to determine the amount of additional dues assessment for the following membership year. This formula will remain in effect until the assessment is \$0 or until no LTD obligation exists. Once any portion of the assessment is lowered it cannot be raised unless directed by the Representative Assembly.

When FTE = this number,	Active Full Time,	Active Part Time, ESP Full Time,
33,000	\$ 40	\$ 20
33,750	\$ 30	\$ 15
34,500	\$ 20	\$ 10
35,250	\$ 10	\$ 5
36,000	\$ 0	\$ 0

Section 17. The Board of Directors shall review the continuing necessity of the special dues assessment and report its findings annually to the Representative Assembly.

When the Board of Directors determines that the special dues assessment can be reduced or ended, it shall make its recommendation to the Representative Assembly in the form of a Bylaw Amendment.

ARTICLE XIII ~ Due Process

Section 1. Any member who may be subject to recall, censure, suspension, or expulsion shall be guaranteed due process and the right of appeal.

Any local affiliate, which may be subject to censure, suspension, or disaffiliation, shall be guaranteed due process and the right of appeal to the appropriate Association body as delineated in these Bylaws.

Section 2. Judicial Review Board—A Judicial Review Board shall serve as the court of original jurisdiction. This Board shall consist of five (5) members appointed by the president and approved by the Board of Directors; one member must be an ethnic minority.

The term of office shall be for five (5) years and no member shall be eligible to serve more than one five (5) year term in addition to any portion of an unexpired or partial term. The appointments will become effective September 1 of each year and the initial appointments will be as follows: one for a one (1) year term; one for a two (2) year term; one for a three (3) year term; one for a four (4) year term; one for a five (5) year term. The chairperson shall be elected annually by and from the Review Board.

In the event of a vacancy, the president with approval of the Board of Directors will appoint a replacement to serve the remaining unexpired term. A member of the Review Board shall hold no other elective office or appointive position in the Association.

Section 3. Powers—The jurisdiction of this Board shall extend to cases as brought by members or local affiliates and as herein defined:

- A. The Review Board shall have original jurisdiction in the following cases:

1. Recall of the following:
 - a. State officers or persons elected at large;
 - b. Statewide appointees;
 - c. Board of Directors and elected Standing Committee members;
 - d. Alleged violations of the Code of Ethics of the Education Profession;
 - e. The censure, suspension, or expulsion of a member;
 - f. Review, upon request, of an action of the Executive Committee, Board of Directors, or Representative Assembly, regarding consistent application of the Bylaws of the Association.

B. The Review Board shall have the following powers subject to the conditions as herein outlined:

1. To recall pursuant to Section 3., A.1.; any recalled individual shall have the right to appeal to the Board of Directors.
2. To censure, suspend, or expel a member for violation of the Code of Ethics of the Education Profession or other sufficient cause. The member shall have the right to appeal to the Executive Committee on procedural grounds;
3. To vacate censure, lift suspension, or reinstate a member;
4. To review an action of the Executive Committee, Board of Directors, or Representative Assembly for consistency with the Bylaws and to recommend to the appropriate governing body remedial action if necessary. Requests for review may be made only by the Executive Committee, Board of Directors, Representative Assembly, a local affiliate (by official action), or upon petition of ten (10) percent of the certified delegates of the Representative Assembly.

Section 4. Review Board Prerogatives—The Review Board shall establish its rules of procedure with the approval of the Board of Directors. Due process must be guaranteed in all its proceedings.

Section 5. Any member or local affiliate has the right to appeal the decision of the Judicial Review Board to the Association Executive Committee. Such decision by the Executive Committee shall be final and binding.

Section 6. Recall of Judicial Review Board Members

A. Members of the Review Board may be recalled for violation of the Code of Ethics of the Education Profession, for malfeasance, for misfeasance, or for nonfeasance in office.

B. The process for recall of Review Board members shall be as follows:

1. Proceedings against a member of the Review Board shall be initiated by action of the Representative Assembly or by official action of a local affiliate or upon petition of ten (10) percent of the certified delegates of the Representative Assembly under rules determined by the Board of Directors.
2. An affirmative vote of the Executive Committee shall be required to order a recall hearing on specified charges.
3. An affirmative vote of at least two-thirds (2/3) of the members of the Executive Committee shall be required to sustain a charge following a due process hearing before the Committee and the position shall become vacant.
4. The member has the right to appeal the Executive Committee decision to the Board of Directors. No member of the Executive Committee shall be a party to the appellate procedure.

ARTICLE XIV ~ Affiliation

Section 1. National Education Association—The Association shall be an affiliate of the NEA. Provisions for continuing such affiliation shall be in accordance with the appropriate provisions of the NEA Constitution and Bylaws, including the organization of the Representative Assembly and the Board of Directors in compliance with the One-Person-One-Vote Principle.

Section 2. State Affiliates—Any statewide organization composed of active educators, retired educators, or persons enrolled in teacher education may submit a written request to the Representative Assembly to become an affiliate of the Association. In order to be eligible to make application for affiliation and to maintain said affiliation such organizations must have goals and objectives in common with the Association and a majority of their members who are eligible for Association membership must be current members of the Association in the appropriate category as defined in Article XII of these Bylaws.

Approval for affiliation must be granted by the Representative Assembly. Any such affiliation shall be reviewed annually by the Representative Assembly and may be cancelled at any time by a majority vote of the Representative Assembly.

Services and benefits to be rendered to statewide affiliates shall be determined by the Board of Directors.

Any statewide affiliate may be represented by one or more of its members as observers at Committee or Board of Directors meetings except at those times when the Board declares itself to be in executive session.

Section 3. Local Association—A local Association shall be defined as any group of active members employed in one or more given school corporation(s), college, educational cooperative, or comparable education agency which organizes itself into an Association.

A local Association may also include as members those employees who are assigned professional responsibilities within the area served by that Association regardless of the fact that those members may be employed by another education agency.

Shared memberships or joint memberships between local Associations for teachers employed by cooperatives are allowed. Such arrangements as determined by the teachers and/or Associations affected shall be submitted to the Board of Directors for approval.

Any teacher who is assigned to a school on a permanent basis, but is a member of another local, such as a special education cooperative, may be assigned to any school-based committee.

Section 4. Local Affiliates—Any local Association, which has goals and objectives in common with the Association and NEA, which agrees to abide by the provisions of the Association and NEA Bylaws, and which is interested in being affiliated with the Association and NEA, shall be affiliated with the Association and NEA. The Board of Directors shall establish an official affiliated relationship with such local Associations.

In order for a local Association to attain and maintain affiliated status with the Association, it shall submit a Constitution for review at least once each five (5) years and it shall accept only eligible local members who are members of the NEA and the Association.

Section 5. Local ISTA-Retired Chapters—A local ISTA-Retired chapter shall be defined as any group of retired educational members, which organizes itself into a chapter.

A local chapter, which has goals and objectives in common with the Association and NEA, which agrees to abide by the provisions of the Association and NEA Bylaws, and which is interested in being affiliated with the Association and NEA, shall be affiliated with the Association and NEA. The Board of Directors shall establish an official affiliated relationship with such local chapters.

A chapter shall retain Association and NEA affiliated status if a chapter is also affiliated with the Indiana Retired Teachers Association (IRTA). However, the rights, privileges and benefits from the Association and NEA are limited to those chapter

members who are ISTA-Retired and NEA-Retired members. Those eligible ISTA-IRTA Associate members established under Article XII, Section 12 of these Bylaws shall continue to receive the benefits afforded to them.

Section 6. Other Affiliates—The Association through its Board of Directors may become affiliated with other educational organizations with goals and objectives in common with the Association.

ARTICLE XV—Amendments to Bylaws & Standing Rules

Any member of the Association may propose amendments to the Bylaws, General Standing Rules, Representative Assembly Rules and Rules Governing Elections by providing such amendments in writing to the chairperson of the appropriate committee, in care of Indiana State Teachers Association, 150 West Market Street, Suite 900, Indianapolis, IN 46204-2875, at least eighty (80) days prior to the meeting of the Assembly. Such amendments for Bylaws and General Standing Rules, shall be sent to the Governance Committee; for Representative Assembly Rules, shall be sent to the Rules Committee; and for Rules Governing Elections, shall be sent to the Elections Committee.

Amendments for Bylaws and General Standing Rules and any proposed by the Governance Committee shall be studied by the Governance Committee and presented to the Board of Directors at least thirty (30) days prior to the next meeting of the Assembly with a recommendation of passage, rejection, or no position. The Board of Directors shall review these proposed amendments and also make a recommendation of passage, rejection, or no position.

All proposed amendments could be changed or withdrawn by the maker, after consultation with the appropriate Committee at least thirty (30) days prior to the next meeting of the Assembly. Any such proposed amendments shall pass upon receiving a majority vote of the Assembly.

Amendments proposed to the Bylaws from the floor of the Assembly shall pass upon receiving a two-thirds (2/3) vote of the Assembly. Amendments to the Standing Rules proposed from the floor of the Assembly shall pass upon receiving a majority vote.

Amendment to the Bylaws shall become effective at 12:01 a.m. on the first Monday following the meeting of the Assembly at which the amendment is passed unless otherwise specified in the amendment. Amendments to the Standing Rules shall become effective upon passage unless otherwise specified in the amendment.

ARTICLE XVI—Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority governing all operations of the Representative Assembly and the Board of Directors.

Originally adopted by the Board of Directors on September 14, 1968.

Last amended by the Representative Assembly on April 23, 2016