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Preamble

We, the educators of Baltimore County, believing that the teaching profession must attain its own autonomy, establish standards of preparation for those wishing to enter its practice, determine the standards of admission to the profession, ~~insure~~ **ensure** the ethical practice of its membership, be guided in all its actions by the highest sense of social and academic responsibility, and demonstrate continued progress in the development and application of its body of knowledge, do establish these Bylaws for the Teachers Association of Baltimore County, Inc.

Article VI: Officers → Section 3. Duties → c. Treasurer

3. The treasurer shall ~~insure~~ **ensure** the maintenance of accurate financial records, pay all vouchers prepared by the appropriate staff person and approved by the president and executive director, or by the Board of Directors pursuant to Section VIII, 2.E, review and sign all approved checks drawn on Association accounts, and shall report regularly to the Board of Directors and the Representative Assembly.

Article VI: Officers → Section 3. Duties → d. Secretary

3. **The Secretary will serve on the Bylaws Committee and ensure annual reviews of the Bylaws.**
4. **The Secretary shall ensure annual reviews of the Policy Manual.**
5. **The Secretary shall ensure that amended governance documents are promptly published.**

Article VI: Officers → Section 3. Duties

~~e. In the event that an officer fails to meet their fiduciary and ethical obligations to the Association, as more specifically detailed in the Bylaws and Policy Manual, a majority of the members of the Board may prepare a notice of allegations for presentation to the officer. The officer shall be provided an opportunity to respond to the allegations in defense. If the Board determines that reasonable cause exists, it shall prepare and issue charges, and if warranted, declare the seat vacant. This decision may be appealed to the Review Board, whose decision will be final.~~

Article VII: Board Of Directors → Section 2. Membership and Authority

- e. After a general election, in the event that the ethnic minority representation on the Board of Directors, for all minority groups identified by the National Education Association, is less than the percentage of the ethnic minority membership within the Association, **of those members who have disclosed race and/or ethnicity**, the Board of Directors shall be expanded by additional members-at-large to meet that percentage. A special election by the Representative Assembly shall be held to elect additional Board of Directors member(s) for the necessary representation. These at-large members serve until July 31 of the current membership year.

Article VII: Board Of Directors → Section 3. Duties → [new paragraph 2]

The Board of Directors is responsible for authoring and maintaining the Policy Manual of the Association. This governance document is to detail procedures and express expectations of elected officials and TABCO staff. The Secretary is charged with seeing that this document is maintained and published as amended.

Article VII: Board Of Directors → Section 3. Duties

- a. The Board of Directors shall establish executive committees, either standing, special, or ad hoc, to assist ~~it~~ **the board** in implementing the policies set forth by these bylaws and the Representative Assembly.
- ~~j. In the event that a Board of Directors member fails to meet their fiduciary and ethical obligations to the Association, as more specifically detailed in the Bylaws and Policy Manual, a majority of the members of the Board may prepare a notice of allegations for presentation to the director. The director shall be provided an opportunity to respond to the allegations in defense. If the Board determines that reasonable cause exists, it shall prepare and issue charges, and if warranted, declare the seat vacant. This decision may be appealed to the Review Board, whose decision will be final.~~

Article IX: Representative Assembly → Section 5. Meetings → Meetings of the Representative Assembly

- a) Only elected members of the Representative Assembly or their alternates are entitled to speak on Association business and vote on motions.
- b) Any member of the Association who is not a member of the Representative Assembly may attend its meetings, but must receive permission **from the chair** to **address the body** ~~speaking ON ASSOCIATION BUSINESS~~. The **chair** ~~Representative Assembly~~ may grant permission to address the Assembly to visitors as deemed appropriate.
- c) All meetings are open **to active, retired, and TABCO staff members, and to invited guests**, unless an executive session is called; all non-members of the Representative Assembly are then excluded from the meeting, unless permission is granted by the chair.

Article X: Review Board → Section 4. Rules of Procedure

- a) The members of the Review Board shall select the chairperson from its members. **This selection will be published.**

Article XII: Committees

~~The TABCO Board of Directors may create standing and ad-hoc committees to further the goals of the Association. Creation and management of committees will be governed by the Policy Manual of the Association.~~

Committees are member- and interest-driven. They, and other organizational structures like subcommittees, ad-hoc committees, and working groups, are created to further the goals of the Association. Their creations and operations are to be guided by:

Section 1. Creation and Management

- a) Committees are created by and work in collaboration with the Board of Directors.
- b) Each committee has a committee charge, created by the Board and found in the Policy Manual, which lays out the committee's role and intended work. The committee may propose amendments to their charge for Board consideration.
- c) Each committee shall have a UniServ or TABCO staff member assigned to facilitate the committee's work.
- d) Each committee shall have a Board liaison to assist in the creation of action plans and facilitate the committee's work.
- e) Committee chairs will be appointed by the President, with approval by the Board of Directors. Committees will be invited to share their preferences before such appointment.
- f) In order to participate in the budget process, committee chairs are expected to adhere to Budget Committee deadlines.
- g) Committee chairs are expected to deliver written committee reports to the Board through their liaison.
- h) Committee chairs are expected to report to the Representative Assembly as appropriate.
- i) Committee chairs shall be invited to share contract language and concerns with the Negotiations committee.

- j) Because of the sensitivity of their work, the Sick Leave Bank committee is exempt from the requirements (c), (d), (g), and (h).**

Section 2. Operations

- a) Committees are expected to meet regularly. Their UniServ or TABCO staff member and Board liaison should be included. These meetings should be included on the master TABCO calendar.**
- b) Activities under the auspices of a committee in the name of TABCO must have the approval of the President or the Board of Directors.**
- c) All funding, whether from dues, grants or any other sources, remains the Board's responsibility. Committees are not to have their own financial accounts.**
- d) Additional procedures involving committees are detailed in the Policy Manual of the Association.**
- e) The Sick Leave Bank and TABCO-R committees are exempt from requirement (a).**

Article XIII: Elections → Section 2. General Elections → [new paragraph 2]

For a write-in candidate to be considered the winner of a general election, or eligible for a run off election, that candidate must receive a number of votes equal to or exceeding the signature requirements in the elections guidelines.

Article XIII: Elections → [new] Section 4. Periodic Redistricting

Section 4. Periodic Redistricting

At least once every ten years, the TABCO Board of Directors will charge a committee or working group to examine the distribution of unit members throughout the three election districts and propose Bylaw amendments to redefine district boundaries or redistribute work sites as necessary to balance the sizes of the districts.

The following shall act as guidelines:

- a. Whenever possible, the geographic boundaries in section XIII(1)(h) should be modified in contiguous, compact ways which respect existing community boundaries.**
- b. Specific work sites may be reassigned from the district designated by their geographic location.**
- c. Non-school-based work sites may be assigned to a district outside their geographic location.**
- d. Any vote to boundary changes will be in conjunction with a general election.**
- e. Any ratified changes to district boundaries or work site assignments will go into effect the August 1 following the next general election.**
- f. Members at work sites scheduled to be redistricted shall vote in their anticipated district.**

Article XVII: Amendments → Section 1. Initiation → [new (b)]

- b) **All proposed amendments to the Bylaws are to be reviewed by an MSEA attorney prior to presentation to the Representative Assembly. In the event that the proposed amendment receives an unfavorable report from counsel, the Board of Directors shall review that opinion and determine whether the proposal may move forward.**