

**Constitution**  
**Student Education Association**  
**Eastern Mennonite University**

**Article I: Name and Location**

- A. The name of this association shall be The Student Education Association (SEA) hereinafter known as the Association.
- B. Headquarters for the Association will be maintained in Harrisonburg, Virginia.

**Article II: Purposes**

- A. Provide support for pre-teachers on their journey through school.
- B. Provide a means for expansion in membership and materials.
- C. Create experiences that enrich the lives of members and cause them to think and be excited about the teaching profession.
- D. Provide opportunities for growth in the world and understanding diversity.
- E. Provide information that is relevant to the lives of teachers.
- F. Create a safe environment to talk in and discuss current issues.
- G. Make connections between students, in the community and ultimately with the children that we will be teaching.

**Article III: Membership**

- A. Membership in the Association shall be open to any Eastern Mennonite University student preparing for a career or interested in education who has never been eligible for any other category of membership within the NEA.
- B. In addition to being a member of the Association each member shall be affiliated with the State and National Student Program. A person shall not be admitted to or continue membership in the Association who possesses a teaching contract or who receives payment for teaching duties rendered – with the exception of graduate students receiving teaching assistantships.
- C. The membership year shall be from September 1 to August 31.
- D. Membership will not be denied on the basis of race, gender, sexual orientation or physical challenge.

**Article IV: Officers**

- A. The officers of the Association shall be responsible to the membership in all matters concerning the discharge of their duties.
- B. The officers of the Association shall be a President, Vice-President, a Secretary, a Treasurer, a Publicist and a Historian.

**Article V: Organization**

A. Executive Committee: There shall be an executive committee meeting composed of all officers and the local advisor at the beginning of every month.

B. General Meeting: There shall be one general meeting or activity held every month for the members of the Association. Board members are expected to be present.

## **Article VI: Affiliation**

A. The Association shall be affiliated with the Virginia Education Association and National Education Association Student Programs.

B. The Association shall not affiliate with any local, state or national group, union or association that competes for membership with The VEA or The NEA.

## **Article VII: Amendments**

A. This Constitution may be amended at any regular meeting by two-thirds (2/3) vote of the members present and voting.

B. Proposed amendments must be submitted in writing to the Secretary and read at the previous meeting.

C. Effective date: Any amendment to this constitution shall become effective immediately upon approval by the membership.

## **Article VIII: Suspension of Rules**

A. Any section of any article of this Constitution may be suspended by a two-thirds (2/3) vote at any general meeting, provided that any request for a suspension must be accompanied by a statement of the purpose for the suspension of the rules.

B. Effective date: Any amendment to this Constitution shall become effective immediately upon approval by the membership.

# **Bylaws**

## **Article I: Officers**

A. The term of officer for the officers shall be one year or until their successors are duly qualified. Incumbents are eligible to seek reelection for one additional term. The officers shall assume office on the first day of the fall/spring semester following their election.

B. President:

1. Shall be the chief executive officer of the association.
2. Shall prepare the agenda and preside at all meetings of the Association.
3. Shall be the contact person for the community and members.
4. Shall maintain good relations with offices on campus.

C. Vice President:

1. Shall serve official duty in absence of President.
2. Shall assist with delegated tasks.
3. Shall attend monthly COTE (Committee on Teacher Education) as our representative.

D. Treasurer:

1. Shall manage membership forms and dues.
2. Shall keep track of all fees owed by and to the Association.
3. Shall manage the account and withdraw and deposit funds as needed.
4. Shall maintain good relations with the business office.
5. Shall report on account information when needed.

E. Secretary:

1. Shall keep minutes of every meeting to be distributed to the board within a week.
2. Shall be in charge of administrative details of activities.
3. Shall make calls when necessary.

F. Historian:

1. Shall be in charge of Chapter Standards book.
2. Shall collect all information needed for the book.
3. Shall keep updated information on the bulletin board.
4. Shall take and keep pictures of Association activities.

G. Publicist:

1. Shall make and post flyers concerning events.
2. Shall mail information concerning events and activities.
3. Shall make posters and boards for gatherings and membership drive.

I. In the event of a vacancy in the office of its Vice-President, Secretary or Treasurer, the vacancy shall be filled by appointment of the Executive Committee for the remainder of the term.

## **Article II: Executive Committee**

A. The Executive Committee shall be the executive branch of this Association.

B. The duties of the Executive Committee shall be:

1. To be responsible to the membership in all matters.
2. To carry out the policies of the general membership.
3. To attend to the business of the Association between general meetings.
4. To approve all members of the committee.
5. To make available all official documents for inspection of the Association.
6. To act on problems that need immediate attention.
7. To give general direction to the work of all standing and special committees.

C. Any member of the Executive Committee who is absent for 2 consecutive regular meetings or a total of 2 meetings of the Executive Committee during an Association year shall forfeit his or her office.

D. Meetings of the Executive Committee shall be at a location designated by the president. The president shall notify the Executive Committee of any change in the location of their meetings.

E. All meeting notification will be done by the process of email.

G. The dates and times for Executive Meetings shall be set by the Executive Committee at its first meeting. Additional meetings may be called by the president.

### **Article III: General Meetings**

A. Meetings: The Association shall hold 8 meetings a year at a time and location to be determined by the Executive Committee.

B. Special Meetings: Shall be called by the president and will consider only items relating to the reason the meeting was called.

### **Article IV: Dues**

Members shall pay annually the current fees for student memberships in the State, the current fees for membership in NES-SP and \$4 for the local charge.

### **Article V: Nominations and Elections**

A. Elections will be conducted under guidelines approved by the general membership.

B. All elections will be conducted using an open nomination and secret ballot procedure.

### **Article VI: Due Process**

A. The Association shall guarantee that no member will be censored, suspended or expelled without a due process procedure which shall include an appellate procedure.

B. The Association shall guarantee that no member of the Executive Committee shall be impeached and removed from office without a due process procedure which shall include an appellate procedure.

C. The general membership shall approve rules and procedures to implement these due process guarantees.

### **Article VII: Amendment Process**

A. These Bylaws may be amended by two-thirds (2/3) vote of those present and voting at any general meeting.

B. Proposed changes in these Bylaws shall be presented in writing to the membership at least 3 days prior to the meeting at which they will be considered.

### **Article VIII: Suspension Provision**

Any provision of these Bylaws may be suspended by two-thirds (2/3) vote of those present and voting at any general meeting.

### **Article IX: Parliamentary Authority**

Robert's Rules of Order Newly Revised shall be the authority on all questions of procedure not specified in this Constitution, Bylaws and Standing Rules.