



**BYLAWS  
OF THE  
CASS LAKE EDUCATION ASSOCIATION  
*(Amended December, 2023)***

**ARTICLE I  
Preamble**

We, the members of the Cass Lake Education Association, (hereafter referred to as CLEA), Education Minnesota, National Education Association, and American Federation of Teachers, believing that the active participation of non-supervisory licensed education personnel, in the development of educational policy is essential for sound education in a democratic society, have joined together, as herein defined in the Bylaws, for the purpose of exerting a collective and positive influence on education in Independent School District No. 115, Cass Lake-Bena School District.

CLEA shall provide a united voice for public education, leadership in education innovation, dedication to Minnesota students and families, and an unwavering commitment to the welfare of our members.

CLEA shall be a local organization that provides unstinting professional service to its members by building and maintaining a strong, effective local and by promoting instructional advocacy. CLEA shall be committed to democracy in the workplace and within the organization.

If any provisions of these bylaws conflict or violate the bylaws of Education Minnesota, NEA or AFT, the provisions of the state and national organizations shall supersede those contained herein.

## **ARTICLE II Affiliations**

The CLEA is affiliated with Education Minnesota, the American Federation of Teachers and the National Education Association in accordance with the provisions of the bylaws of these bodies. Individuals will be members of Education Minnesota, the American Federation of Teachers, and the National Education Association.

## **ARTICLE III Executive Board Positions and Duties**

The executive board will be made up of the following positions. Executive board members must attend at least 50% of the monthly executive board meetings; if less than 50% of meetings are attended the stipend will be prorated.

**Co-Presidents:** One person elected from the Elementary/ALC staff and one person elected from the High School/Middle School shall serve as Co-Presidents each receiving \$1000 annually. Co-Presidents will equally share attending twelve monthly school board meetings and four Meet and Confer meetings. Any additional meetings attended may be compensated at a rate of \$30/meeting.

**Duties:** Provide leadership to the Cass Lake Education Association  
Represent CLEA to the School Board and Administration  
Participate in Meet and Confer  
Create/Share agenda and lead executive board meetings  
Attend Northland Uniserv Leadership Meetings

**Treasurer:** One person will serve in the capacity and receive \$750 annually.

**Duties:** Handle the finances of CLEA and maintain a budget  
Attend Executive Board Meetings and provide the treasurer's report

**Secretary:** One person will serve in the capacity and receive \$750 annually.

**Duties:** Handle correspondence to and from CLEA  
Attend Executive Board Meetings  
Document and distribute minutes of the Executive Board to the membership via email.  
Create, distribute and file ballots for elections  
Attend Northland Uniserv meetings when applicable

**Membership Chair:** One person will serve in the capacity and receive \$500 annually.

**Duties:** Act as Membership Chair for the Organization (i.e. meet with new members, create/distribute welcome baskets, maintain active roster)  
Attend Northland Uniserv Meetings dealing with membership issues.

**Building Representatives:** One person will represent each of the education building sites in the district. Each will receive \$500 annually.

**Duties:** Liaison between the Executive Board and the members in their building  
Attend the Executive Board meetings and report to their buildings  
Create agenda and facilitate monthly 10-min meetings  
Attend School Board meetings as needed  
Provide orientation to new CLEA members regarding building policy & procedures

**Teachers Rights:** Each will receive \$500 annually.

**Duties:** Represent the staff in their building in grievance situations  
Attend Executive Board meetings  
Attend School Board meetings when necessary  
Provide orientation to new CLEA members regarding Master Agreement and CLEA Constitution and Bylaws

#### **ARTICLE IV Executive Board Appointees**

**Negotiators:** There will be a membership of three or more on this committee. They will be given a lump sum of \$6000 per contract to be distributed among themselves as they wish. They will also decide who will be their lead negotiator.

**Duties:** Negotiate the contract between CLEA and the school district  
Attend Northland Uniserv training sessions, Collective Bargaining Conferences and negotiations meetings  
Attend Executive Board meetings  
Provide contract expertise to the membership

**Grievance Committee:** The Executive Board will serve as the Grievance Committee. The purpose is to review complaints filed.

**Meet and Confer Committee:** This committee will be made up of members of the Executive Board as follows:

- Co-Presidents
- 1 Negotiator
- 1 Teachers Rights Representative

**Insurance Committee:** The CLEA insurance committee members shall be appointed in the spring of each year. There shall be three (3) regular insurance committee members and three (3) alternate insurance committee members appointed from the CLEA membership. This insurance committee will serve on the district insurance committee to determine district group health insurance plans.

**Policy Committee:** The Executive Board will review proposals concerning school board policies. They will choose a representative to attend the Boards' policy meeting to voice CLEA's views and to bring the final proposal back to the Executive Board for approval.

**Scholarship Committee:** The scholarship committee will consist of volunteers who review applications and determine recipients. The scholarship committee's recommendations will be brought to the executive board for final approval.

**Teacher of the Year (TOY) Committee:** The TOY committee will consist of volunteers who help organize and plan the Teacher of the Year process and celebrations.

**Other Compensation:**

**Meeting Attendance:** A stipend of \$30.00 will be paid for meetings of benefit to the Cass Lake Education Association and approved by the Executive Board in advance. These are meetings that take place other than during normal school hours.

Mileage will be paid for meetings other than in Cass Lake or Bemidji at the prevailing rate of the school district with prior approval of the Executive Board. Meetings in Cass Lake or Bemidji that require travel over and beyond normal association business can be turned in to the Executive Board for mileage approval. Each will be decided on an individual basis.

Continuing Education Chairperson: One person will serve in this capacity and receive \$150 annually.

**Duties:** Facilitate four meetings per year  
Assist continuing education building reps in tracking, approving and recording continuing education credits  
Report continuing education status to membership and district office annually

## **ARTICLE V Meetings**

**Section 1:** Ten-minute meetings conducted by the building representatives shall be held each month of the school year. Meetings are for the purpose of communicating information from the district, the executive board and affiliates.

**Section 2:** Special meetings may be called at any time by a majority vote of the executive board.

**Section 3:** An agenda will be made available prior to the meeting.

## **ARTICLE VI Amendments**

**Section 1:** An amendment to the bylaws may be introduced at any regular monthly meeting and acted upon at a future meeting.

**Section 2:** A copy of the proposed amendment together with the recommendation of the Executive Board shall reach all members of the association one week before the action is to be taken.

**Section 3:** A majority vote of those voting is required to adopt the proposed amendment.

## **ARTICLE VII General Practices**

**Section 1: Death of Immediate Family Member.** CLEA will make a \$30 gift/donation when there is a death of a member's immediate family. Immediate family includes parents, spouse and children.

**Section 2: Scholarship Fund.** CLEA will award a sum of \$2,400 each year. The scholarship committee will determine the number of recipients and individual amounts.