

# **Student Pennsylvania State Education Association**

## **Constitution**

### **Article I. Name**

The name of this organization shall be the Student Pennsylvania State Education Association, hereafter known as "Student PSEA".

### **Article II. Purpose**

The purposes of Student PSEA shall be: (a) to influence and improve the conditions of teacher preparation; (b) to provide for a unified student voice in matters affecting their education and profession; (c) to develop in the future educator an understanding of and appreciation for the education profession and the role of the professional education association; (d) to promote and protect human and civil rights of students; (e) to forward the aim of quality education; to stimulate the highest ideals of professional ethics, standards and attitudes.

### **Article III. Membership**

- Section 1.** A student enrolled in or preparing for an accredited program of study that qualifies the student for a career in education shall be eligible for membership.
- Section 2.** No person shall be denied membership on the basis of race, creed, national origin, sex, or age.
- Section 3.** No person who is eligible for any category of professional membership in PSEA/NEA shall be granted membership in Student PSEA.
- Section 4.** No person may hold membership in Student PSEA who does not also hold membership in NEA Student Program and an affiliate local, where available.
- Section 5.** All members shall adhere to the PSEA and NEA Code of Ethics.
- Section 6.** The membership period shall begin September 1 and end August 31. Dues shall be as specified by the PSEA-NEA and shall be approved by a majority vote of the House of Delegates of Student PSEA. Membership of each person shall begin upon receipt of their dues. To be eligible to hold any elected or appointed office, a person must be a member in good standing as of October 31 of the year for which he/she is elected or appointed to serve.

Section 7. Student PSEA members shall be members of the Commonwealth Association of Students. Membership dues will reflect membership in both organizations.

#### **Article IV. Officers**

Section 1. The officers of Student PSEA shall be the President, Vice President, and Secretary.

Section 2. To be eligible for office, and during the term of office, a person shall be a member of Student PSEA, fulfilling the requirements in Article III.

Section 3. The officers shall perform such duties as prescribed in the bylaws.

Section 4. The term of office shall be from September 1 to August 31.

Section 5. Vacancies occurring as a result of, but not limited to, death, resignation, or disqualification, shall be filled within 30 days of the declared vacancy.

a. A vacancy in the office of the president shall be filled by the vice president for the remainder of the unexpired term.

b. A vacancy in the office of vice president or secretary shall be filled by an action of the Executive Board of Student PSEA, the successor serving the position until such time as an election can be held.

#### **Article V. Executive Board**

Section 1. The Executive Board shall consist of the three elected state officers, the president of each region, and as ex officio, the student program staff consultant and the chairperson of the State Committee for Student Organization.

Section 2. The Executive Board shall have general supervision of Student PSEA between meetings of the Student PSEA House of Delegates. The Board shall be subject to the orders of PSEA and its actions shall not conflict with decisions of PSEA.

Section 3. The Executive Board shall study the problems and possible solutions concerning membership.

Section 4. The Executive Committee.

- a. The Executive Committee shall consist of the three elected state officers.
- b. The Executive Committee shall carry out the business of Student PSEA between meetings of the Executive Board.

Section 5. Region Presidents shall be elected from each region's membership. The regions shall be the same geographical units designated by PSEA.

Section 6. Members of the Student Executive Board are considered to be elected delegates to the Student PSEA Business Meetings at the Annual Student Convention.

## **Article VI.      Annual Convention**

Section 1. Student PSEA shall hold an annual convention. The convention shall be held on or about the month of April in the area or as determined by the Executive Board with the concurrence of the State Committee for Student Organizations and the PSEA Board of Directors.

Section 2. Each convention shall adopt an order of business. In the absence of such provisions, the order shall be as prescribed in *Robert's Rules of Order Newly Revised*.

Section 3. The Student PSEA House of Delegates shall be held during the annual convention.

- a. The Student PSEA House of Delegates shall be the policy-making body of Student PSEA.
- b. Each chapter shall be entitled to one delegate for every 25 members or major fraction thereof, provided that irrespective of size every chapter shall be entitled to two delegates.
- c. Each chapter shall be responsible for electing its own delegates and alternates. They shall apply the one person, one-vote principle for representation except that the chapter shall take such steps that are legally permissible to achieve ethnic minority representation at least proportionate to the ethnic minority membership.
- d. The Student PSEA Executive Board shall, in a likewise manner, take such steps that are legally permissible to achieve ethnic minority representation at the annual convention, at least proportionate to the ethnic minority membership in the state.

- e. Quorum shall be established when a majority of the authorized delegates to the House of Delegates are in attendance on the floor of the business meetings.

## **Article VII. Student PSEA Delegates**

### Section 1. Delegates to the NEA Representative Assembly.

- a. The number of allowable delegates shall be determined by NEA, according to membership in Student PSEA/NEA at the time determined by NEA.
- b. Nominations shall be mailed into the consultant's office by the date of the annual Student PSEA convention or submitted no later than the close of the first business session of the convention at which time nominations will be closed. Where the number of nominees at the close of nominations is equal to or less than the allowable number of delegates the chair shall declare the nominees elected.
- c. Where the number of nominees at the close of nominations is greater than the allowable number of delegates a vote of the entire membership by secret mail or web-based ballot shall determine the delegates. The delegates shall be determined in descending number of votes for the allowable number of delegates. Alternates shall be determined from the remaining candidates in descending order of votes to a maximum number as allowable for delegates.
- d. Delegates must be members of Student PSEA at the time of election and at the time of the Representative Assembly.

### Section 2. Delegates to the PSEA House of Delegates.

- a. Delegates to the PSEA House of Delegates shall be allocated one per every 375 members of Student PSEA, or a major fraction thereof.
- b. The number of delegates allotted shall be determined at a time determined by PSEA.
- c. Election for delegate positions will be held during the annual convention. Nominees must be present to accept the nomination, but need not be voting delegates to be eligible. Upon accepting the nomination, that person shall be declared a candidate. The elected delegates will serve at the May and December Houses of that current year.

- d. If the annual convention is held later than the PSEA deadline for delegate determination, a mail-in procedure for nominating and electing delegates, held in conjunction with the process used to determine the NEA Representative Assembly delegates, shall determine the delegates.
- e. Election shall be by secret ballot and adhere to the one person, one-vote principle. The number of candidates, equal to the number of allowable delegates, receiving the most votes shall be declared the official delegates. Alternates shall be of an equal number from the remaining candidates and shall be assigned according to the number of votes received.

Section 3. Any member not current with his/her obligations to the Association may not represent the Association in any elected, appointed, or official category.

## **Article VIII. Constitutional Amendments**

Section 1. Suggestions for amendments to this constitution may be initiated by the Executive Board, an active chapter, or petition of twenty-five members.

Section 2. Suggestions shall be forwarded to the Executive Board no later than two months prior to the annual convention. The Executive Board shall review the amendments and consult the proposing party if alteration is required.

Section 3. The Executive Board shall forward the suggested amendments to each active chapter, along with the original article(s) in question, no later than one month prior to the convention.

Section 4. A two-thirds vote of the voting delegates present at the convention shall be required to accept amendments.

Section 5. If accepted, the amendments take effect immediately.

## **Article IX. Affiliation**

Section 1. The Constitution and Bylaws of Student PSEA shall be in compliance with the PSEA Constitutions and Bylaws.

Section 2. Student PSEA is not organized for profit and no part of its earnings shall insure the benefit of any private member or individual.

## **Student Pennsylvania State Education Association**

### **Bylaws**

#### **Article I. Parliamentary Authority**

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

#### **Article II. Election Procedures**

##### **Section 1. State Officer Positions.**

- a. Nominations for the positions of president, vice president, and secretary shall be made during the Student PSEA House of Delegates, held in conjunction with the annual convention.
- b. Nominees must be present to accept the nomination to be declared a candidate for the position in question.
- c. Candidates will be allowed no more than three minutes for an election speech.
- d. Election shall be by secret ballot and the candidate receiving a simple majority of votes shall be the officer elected for the position in question.
- e. In the event there are more than two candidates running for an office and a majority is not achieved by a single candidate, the two candidates receiving the most votes shall be run-off candidates and a second secret ballot vote shall be held.

##### **Section 2. Region Officer Positions.**

- a. During the annual convention, each region shall conduct its own caucus at which it shall elect its officers. Officers shall be nominated and elected in the order of president, vice-president, secretary, Student PSEA Liaison, and PSEA-PACE Coordinator.
- b. The current region president shall serve as the chair of the caucus. If the president is not present, the next highest ranking officers or a duly appointed representative in that order shall serve as chair.

- c. Except as otherwise provided in this section, nominations and elections shall be conducted as in Section 1 of this article or as prescribed in the region's constitution and bylaws.
- d. Regions not present or unable to conduct an election at the convention shall conduct an election at the earliest possible time thereafter. In any event, if no election is held prior to the last day of August of each year, the Student PSEA president, with the concurrence of the Executive Board, shall appoint region presidents when vacancies exist.
- e. In order to achieve school diversity, during the region elections, members from the same college or university may not be elected for officer positions if members from other colleges in that region are present and willing to run for the position.

### **Article III.      Duties of Student PSEA Officers**

#### Section 1.   The President of Student PSEA shall:

- a. Preside at all meetings of the organization.
- b. Appoint all student committees.
- c. Serve on the PSEA Board of Directors.
- d. Appoint student representatives for each of the PSEA appointive committees.
- e. Engage in communication with the region presidents at least once a month.
- f. Be responsible to train the president-elect in the duties of the office.
- g. Deliver a President's report at the annual convention.
- h. Be an ex officio officer of all student committees.

#### Section 2.   The Vice President of Student PSEA shall:

- a. Assume all responsibilities assigned by the president.
- b. Assume all responsibilities of the president in the absence of the president.
- c. Prepare and submit a final report to the president and present it at the annual convention.

Section 3. The Secretary of Student PSEA shall:

- a. Assume all responsibilities assigned by the president.
- b. Keep an accurate record of the minutes of all Student PSEA Executive Board and House of Delegates meetings. These reports must be submitted to the staff consultant, president, and vice president, within one week of the recorded meeting.
- c. Compile a directory consisting of local, region, and state officers.
- d. Provide at least three weeks notice to all those eligible to attend meetings.

Section 4. Officers of Student PSEA are representatives of the organization as a whole. They are expected to act in a manner befitting of a leader in a professional organization and should adhere to the *Code of Ethics of the Education Profession*.

Section 5. Officers may be impeached for misfeasance or nonfeasance in office.

- a. Impeachment proceedings may be initiated by written petition, submitted to the Executive Board by a member. The petition must be signed by a number of members equal to or exceeding fifteen percent (15%) of the voting delegates at the Student PSEA House of Delegates.
- b. The Executive Board, excepting the officer(s) in question, shall appoint a committee to investigate the case being petitioned. Upon receiving a report of the findings from this committee, the Executive Board shall conduct a due process hearing. The officer(s) in question may appear in their own behalf or be represented.
- c. A majority vote of the Executive Board, excepting the officer(s) in question, shall determine the result of the proceedings. The officer(s) may appeal the decision, in which a majority vote of the representatives to the Student PSEA House of Delegates shall be necessary to overturn the decision.

## **Article IV. Duties of Region Student PSEA Officers**

### Section 1. The region President of Student PSEA shall:

- a. Submit a written region report to the Student PSEA president at least once a month, beginning October 1 and concluding with the May report.
- b. Distribute copies of their monthly reports to local chapters in their region.
- c. Represent Student PSEA at all region PSEA functions as possible. If unable to attend a function, and at the discretion of the region PSEA president, an alternate may be sent.
- d. Attend all Student PSEA Executive Board meetings. If unable to attend, an alternate must be sent. If a region representative is unable to be present at a meeting of the Student PSEA Executive Board, a ten day notice prior to the meeting must be given to the Student PSEA president and staff consultant.
- e. Conduct at least one region meeting independent of those at the state conferences and conventions.
- f. Compile and update a region directory of region and local officers and advisors, to be sent to the state secretary and staff consultant.
- g. Perform such duties as prescribed in the region constitution and bylaws.

### Section 2. The region Vice President and Secretary of Student PSEA shall:

- a. Assume all responsibilities assigned by the region president.
- b. Work to enhance relations among chapters in the region.
- c. Perform such duties as prescribed in the region constitution and bylaws.

## **Article V. Region PACE Coordinators**

### Section 1. There shall be a PSEA-PACE coordinator in each region to represent Student PSEA. Each PSEA-PACE coordinator shall be elected by Student PSEA members for a one-year term at the Region caucus.

Section 2. PACE coordinators representing Student PSEA shall serve on the respective PSEA-PACE region teams as non-voting members. Further, responsibilities of PSEA-PACE coordinators representing Student PSEA shall include, but not be limited to, the following:

- a. Promoting and processing voluntary Student PSEA contributions to PACE in accordance with state and federal laws.
- b. Coordinating the political activities of Student PSEA members with the PSEA-PACE Region Director.
- c. Recruiting volunteers to work in campaigns for endorsed candidates.
- d. Coordinating communication systems for political activities within the region with the PSEA-PACE region team.

Section 3. In the event of a vacancy in the office of PSEA-PACE coordinator representing Student PSEA, a temporary appointment shall be made by the Student PSEA region executive committee to be effective until the next Student PSEA region business meeting when region officers are elected.

Section 4. The suggested annual voluntary contribution shall be set at \$2.00 for State PSEA-PACE (S-PAC), and \$1.00 for PSEA-PACE for Federal Elections (F-PAC).

## **Article VI. Duties of Representatives to PSEA Committees**

Section 1. The Student PSEA representatives to PSEA's appointive committees shall:

- a. Be the official Student PSEA representative at their assigned committee functions.
- b. Attend or make an effort to find an alternate to attend, the committee function, and notify the committee chairperson thereof.
- c. File a brief written report within two weeks after each committee function emphasizing either direct or indirect action or discussion pertaining to Student PSEA.
- d. File a report of the year's activities to be distributed at the annual convention.

## **Article VII. Bylaw Amendments**

- Section 1. Suggestions for amendments to these bylaws may be initiated by the Executive Board, any active chapter, or petition of ten members.
- Section 2. Suggestions shall be forwarded to the Executive Board no later than two months prior to the annual convention.
- Section 3. The Executive Board shall forward the suggested amendments to each active chapter, along with the original Article(s) in question, no later than one month prior to the convention.
- Section 4. A majority vote of the voting delegates present on the floor of the Student PSEA House of Delegates at the time the amendments are presented shall be required to accept the amendments.

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**UNIVERSITY OF PITTSBURGH AT GREENSBURG  
Student Pennsylvania State Education Association (SPSEA)**

**Constitution and Bylaws  
AMMENDMENTS**

**Bylaws - Article II. Election Procedures**

- a. Nominations for the positions of president, vice president, and business manager shall be made during the regularly scheduled business meeting of SPSEA.
- b. Nominees must be present to accept the nomination to be declared a candidate for the position in question.
- c. Nominees must be a currently “active” member of the UPG chapter of SPSEA.
- d. A current “active” member of UPG SPSEA must make the nomination.
- e. All nominations for office must be seconded before a candidate for office is placed on the official ballot.
- f. Candidates for office will prepare an election speech to be delivered at the next regularly scheduled business meeting following nomination.
- g. Candidates will be allowed no more than three minutes for an election speech.
- h. Voting shall be held immediately following candidate election speeches. Election shall be by secret ballot and the candidate receiving a simple majority of votes shall be the officer elected for the position in question.
- i. In the event there are more than two candidates running for an office and a single candidate does not achieve a majority, the two candidates receiving the most votes shall be run-off candidates and a second secret ballot vote shall be held.
- j. In the event that there is no second person nominated for a position in question, the current President will declare the single nomination as officer for the position in question by unanimous vote by acclamation.

\*An active member is defined as a member who regularly attends club meetings and participates in club events.

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