

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) here in after 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.
- B. In addition to being a member of the Association, each member may 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, student teachers, substitute teachers, internship, and tutors.
- C. The membership year shall be from September 1 to May 1.
- D. Membership will not be denied on the basis of race, gender, sexual orientation or physical challenge.
- E. SEA will absorb the cost of the graduation cords for active members.
 - a. Qualifying active membership for graduation cords requires 4 SEA points.
 - i. The record of SEA points shall be kept by the executive committee.
 - b. If an SEA member does not qualify for free cords, they can still purchase them at a lower rate.

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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 and a Vice-President (or Co-Presidents), a Secretary, a Treasurer, a Publicist and Officer(s) at Large.

Article V: Organization

- A. Leadership Committee: There shall be a leadership committee meeting composed of all officers and the local advisor at least three times a month, unless otherwise agreed upon by the leadership committee.
- B. General Meeting: Members not a part of the leadership committee are always welcome to join the weekly meetings. There will also be at least one activity held every month for the members of the committee. At least one executive committee member is expected to be present.

Article VI: Affiliation

- A. The Association may be affiliated with the Virginia Education Association and National Education Association Student Programs.
- B. The Association may 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 and SGA.

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 and SGA.

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Bylaws

Article I: Officers

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

B. President/ Co-Presidents:

Co-Presidents

1. Take the jobs of President and Vice President and fulfill all of the duties that come with those roles.

President

1. Shall be the chief executive officer of the association.
2. Shall prepare the agenda and preside over 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. Attend meetings in place of President, if needed.

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 be in charge of administrative details of activities.
2. Shall make calls when necessary.
3. Will email either the education students interest list or the person holding the role of Administrative Assistant for the Teacher Education Program to inform members of any announcements or upcoming events.
4. Will help the Publicist with the social media of the Association.
5. Shall keep minutes for every meeting.

F. 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 drives.
4. Shall take and keep pictures of Association activities.
5. Shall keep updated information on the bulletin board.
6. Shall manage the Association's social media accounts and website.

G. Officer(s) at Large:

1. Shall help other officers with their duties as needed.

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H. 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.

I. Executive members who miss five consecutive meetings without ample notification will be asked to step down from the Executive committee.

i. Executive committee recognizes that academics supersede club attendance.

J. If you complete the expectations tied to your leadership positions, you will receive a cord for graduation. However, if you do not, you will need to earn your points in other ways.

K. As an executive committee member, by fulfilling your duties you will earn 1 point per semester in which you are fulfilling those duties.

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.

C. 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.

D. All meeting notifications will be done by the process of email or GroupMe.

E. 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 provide information on times and locations of meetings 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

A. If you wish to join the Regional or State Virginia Education Chapter (Shenandoah Valley Education Chapter or Virginia Education Chapter) and attend their conferences, you must pay dues. This is optional and not a requirement for membership in the Association.

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Article V: Nominations and Elections

- A. Elections will be held every academic year. Nominations will be taken by the general membership to fill the position(s). If a person vacates a position earlier than the determined election, then a nomination will be made to fill that position.
- B. All elections will be conducted using an open nomination and secret ballot procedure for general Association members.

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.
- D. Undergraduate teacher education program director and SEA Advisor will go about the process if the executive committee and general membership feel uncomfortable with going through the process.

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

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