

CTO Constitution

Article I-Name

The name of this organization shall be the Crawford County R-II Teachers Organization (CTO).

Article I I-Purposes

1. To promote within the teaching group the highest type of professional practices; to encourage active participation of all teachers in solution of school problems; to urge every member of the profession to be a progressive student of education; to arouse allegiance to a genuine spirit of professional ethics.
2. To encourage higher qualifications for entrance into the teaching profession; to promote teacher participate in school management; to aid in securing and maintaining adequate salaries, tenure, sound retirement system, and such other improvements in conditions as shall enable teachers to function properly as a vital factor in educational progress.
3. To assist in developing cooperative progress in all state and national educational agencies and organizations.
4. To cooperate with parent-teacher associations and other civic bodies having educational objectives and to aid in interpreting to the public the problems, the functions, and the steady progress of public schools.
5. To encourage teachers to exercise their rights and privileges as citizens and to accept willingly leadership in civic affairs.

Article III-Membership and Dues

1. Any person who is actively engaged in educational work of a professional nature and who is a certified employee of the school district upon payment of CTO dues as herein provided shall become members of their CTO. Active members in good standing shall have privileges including but not limited to: the right to be present at all meetings at which business is transacted; the right to vote; the right to be eligible to elective and appointed offices subject to the provisions of the Constitution.
2. Personnel who were members of this organization at the time of their retirement shall be entitles to retain their membership without payment of dues. Retired members shall be honorary members of the organization for life. Retired members shall not have the right to vote or hold office.
3. The annual CTO dues shall be set by a recommendation of the Executive Committee and majority vote at the first regular meeting of the school year.

Article IV-Officers

1. The officers of the Organization shall consist of a President, a President-elect (Vice), a Secretary, and Treasurer. The president-elect (vice), after his/her term in office, shall succeed to the office of president for the ensuing year.
2. There shall be an Executive Committee, with executive powers only, which shall consist of the past-president, president, president-elect (vice), secretary, treasurer, and appointed parliament, and one member at large elected yearly from each of the following groups: elementary, middle school, and high school.

Article V-Affiliation

The organization shall affiliate with the Missouri State Teacher's Organization (MSTA) and or National Educators Association (NEA).

Article VI-Rules for Amending

An amendment to the Constitution may be introduced at any regular meeting to be acted upon at a subsequent regular meeting, and a copy of the proposed amendment shall be sent to each member of the organization at least three days before it shall be submitted to a vote of the membership. A two-thirds majority of a quorum is required to adopt the proposed amendment.

By-Laws

Article I-Rules of Order

Robert's Rules of Order, Revised, shall be the authority for all questions of procedure not specifically stated in the Constitution and By-Laws.

Article II-Duties and Terms of Officers

1. All officers shall be elected at the April meeting, take office the last day of school and serve one year. In case a vacancy in an office occurs, it shall be filled by the Executive Committee, excepting the office of the unexpired term. An election shall be held in case the President-elect (vice) assumes the Presidency or resigns.
2. The President shall preside at all meetings of the CTO and the Executive Committee. He/she shall appoint all committees not otherwise provided for, subject to the approval of the Executive Committee, and shall be an Ex-officio member of all committees. He/she serve as liaison between the CTO or any organization which is a part of it plus the school administration and Board of Education. He/she shall have the power to vote in the case of a tie vote. He/she shall call special meetings of the CTO when instructed to do so by the Executive Committee or at the request of one-fourth of the members.

3. The President-elect (vice) shall assume all duties of the President in case of absence or resignation of the President. He/she shall serve as chairman of the Membership committee and be an Ex-officio member of all other committees.
4. The secretary shall keep a record of all meetings of the CTO and the Executive Committee. He/she shall prepare and keep on file a correct list of the names of the officers and the Executive Committee of previous years and provide a copy for the Nominating Committee.
5. The Treasure shall be responsible for the collection of all dues, have charge of all funds of the CTO and shall disburse them as authorized by the organization.

Article III-Executive Committee

The Executive Committee shall be responsible for administering the affairs of the CTO as follows: to refer any matter to the entire membership for general consideration; to assist the President by suggesting ideas for improvement of the CTO; to fill vacancies except that of the President-elect (vive) on the Executive committee; to prepare the agenda for the meeting; to receive suggestions and to suggest policies to the CTO; to implement the policies adopted by the membership; to simulate interest in CTO; and to have power to employ attorneys for legal advice.

Article IV-Standing Committees

1. There shall be the following standing committees and sub-committees appointed by the President and subject to approval of the Executive Committee: Legislative, Nominating and Scholarship, Public Relations, Welfare, Social, Membership, Salary, and Professional Rights and Responsibilities. It shall be the responsibility of the committee chairman to notify all committee members of meeting times, dates and locations.
2. The Legislative Committee shall inform the members of the CTO about progress of the Legislature which concerns our school and education and contact our Legislature Committee shall contact all teachers and encourage them to register and vote.
3. The Nominating and Scholarship Committee shall present a slate of officers at the April meeting. The committee shall nominate delegates to the outgoing committee members in CTO and PDC. The committee shall be responsible for screening applicants for the CTO Scholarship(s). CTO member's children shall be given first consideration for said scholarship(s). The number of applicants and the amount of the scholarship should be determined by the scholarship committee and available funds.
4. The Public Relations Committee shall aid in interpreting to the public the problems, the functions and the steady progress of the public schools.
5. The Welfare Committee shall deal with such issues as tenure, teaching load, retirement, sick leave, and other needs of the members. The Welfare Committee shall be responsible for sending flowers to those members of the CTO who are sick, who have illness or who have losses in their immediate families. In the loss of an active or retired member, the members of the committee shall notify the chairman who is authorized to send flowers. The immediate family shall consist of the wife, husband, children, mother and father of the

- teacher and the amount of flower purchase shall correspond with the cost of living index. Other expenditures must be first approved by the Executive Committee. The sick leave for certified staff see board policy #4320, support staff see board policy #4315 for procedures.
6. The Membership Committee shall actively recruit CTO members and promote prompt payment of dues. The committee shall consist of the President-elect (vice) and members at large, as defined in Article IV, number 2 of the Constitution.
 7. The Salary Committee shall be sub-committee of the Welfare Committee, responsible for presenting the salary and welfare proposals of the CTO members to the Administration and the Board of Education
 8. The Social Committee shall be responsible for planning social amenities for CTO functions.
 9. The Professional Rights and Responsibilities Committee shall provide assistance and support in the resolution of grievance at the local level, to inform the membership about legal rights and professional responsibilities and to provide assistance in securing legal and financial support from the Missouri State Teacher's Association and/or Missouri National Educator through the investigation procedure. The committee should follow the Grievance Procedure as prescribed by the School Board Policy.

Article V-Delegates

Delegates to the state conventions shall notify the President of CTO ten days before the convention of their inability to attend and alternates notified. If they attend the Assembly of Delegates, they shall be paid by the treasure of CTO the same rate as the Professional Development Committee pays for trip mileage for 1 car, lodging, and food allowance for each delegate.

Article VI-Meetings

1. Meetings of the CTO shall be planned by the Executive Committee. The president, with the consent of the Executive Committee, shall have power to change the date of the meeting.
2. Whenever the CTO meets, there shall be a business meeting which shall extend until all business is finished. On special occasions, if an important program warrants, the business meeting may be limited at the discretion of the President.
3. Unless otherwise ordered by the Executive Committee, regular meetings shall be scheduled during pre-school workshop and each of the following months: October, December, February, and April.

Article VII-Quorum

1. A quorum of the CTO shall consist of a majority of the members and a quorum for committee meetings shall consist of a majority of the members of the committee.
2. A quorum is needed only when voting on the Constitution and/or By-Laws. All other business at regular or called meetings can be conducted without a quorum.

Article VIII-Amendments

These By-Laws can be amended: provided the amendment has been proposed at the previous regular meeting and provided the amendment has been submitted in written or printed form to all members at least 3 days prior to a regular meeting.