

Statewide Officer and District Officer Requirements and Duties – MFPE Constitution



10. STATE OFFICERS

A. Positions

State officers shall be president, 1st vice president, 2d vice president, treasurer, and NEA director.

B. Terms

State officers shall serve two-year terms beginning June 15 of the election year.

C. Limitations

1. State officers shall not simultaneously hold other state offices in the Union.
2. The president shall not simultaneously hold any local affiliate or district office in the Union.

D. Eligibility

1. Candidates for state president, 1st and 2d vice presidents, treasurer, and NEA director shall be active members.
2. An incumbent president is an active member.

E. Transition

- a. One or the other of the 1st and 2d vice presidents shall be an active member of the former MPEA and the former MEA-MFT.
- b. This provision shall sunset June 14, 2022 or at the 4th annual post-merger annual conference whichever comes first.

F. Elections

State officers shall be elected at the annual conference.

G. Duties

1. The president shall
 - a. Be full-time.
 - b. Reside within 30 miles of Helena.
 - c. Serve as the chief governance officer.
 - d. Serve as chief spokesperson on matters of governance, program, and policy.

- e. Supervise, evaluate, and direct management.
 - f. Serve on and preside over meetings of the board of directors and annual conference.
 - g. Prepare the agenda for meetings of the board of directors and annual conference.
 - h. Schedule regional membership meetings.
 - i. Review policies, positions, programs, dues, and budget and make recommendations to the appropriate governance entity.
 - j. Sign contracts and other instruments connected with the business, legal, and professional affairs of the Union.
 - k. Appoint chairpersons and members of committees.
 - l. Serve ex-officio without vote on committees.
 - m. Administer communication vehicles and publications.
 - n. Serve as a delegate to the NEA representative assembly and AFT convention.
 - o. Perform duties stipulated in the constitution, delegated by governing bodies, and as are customarily assumed by a chief governance officer.
 - p. Delegate duties to other officers and management.
 - q. Report on a regular basis to the board of directors.
 - r. Serve as alternate NEA director.
2. The 1st vice president shall
- a. Preside in the absence of the president or when the president is unable to perform the duties of the office.
 - b. Succeed to the presidency should a vacancy occur and serve the unexpired term.
 - c. Serve as a delegate to the NEA representative assembly.
 - d. Serve as alternate NEA director.
 - e. Serve as vice chair of the board of directors and delegate to the annual conference.
 - f. Accept duties as may be assigned by the president.
3. The 2^d vice president shall
- a. Succeed to the 1st vice presidency should a vacancy occur and serve the unexpired term.
 - b. Serve as a delegate to the NEA representative assembly.
 - c. Serve as alternate NEA director.
 - d. Serve as vice chair of the board of directors and delegate to the annual conference.
 - e. Accept duties as may be assigned by the president.
4. The treasurer shall
- a. Assist in financial management and operations of the Union.
 - b. Serve on the board of directors and as a delegate to the annual conference.
 - c. Serve as a delegate to the NEA representative assembly.
 - d. Serve as alternate NEA director.
 - e. Accept duties as may be assigned by the president.

5. The NEA director shall

- a. Serve a term of office pursuant to NEA governing documents.**
- b. Serve as a director on the board of directors and delegate to the annual conference.**
- c. Accept duties as may be assigned by the president.**

H. Unresolved Vacancy

Should a vacancy occur in a state office to which there is no designated successor, the board of directors may elect a successor to fulfill the unexpired term.

I. Nominations and Elections

State officer and district nominations and elections shall be conducted according to the standing rules of the annual conference.

11. DISTRICTS

A. Organization

- 1. Subject to the approval of the annual conference, the board of directors shall organize active members and local affiliates into districts that reflect Montana's expansive geography and diverse membership.
- 2. Retired members shall be organized into one statewide district.
- 3. Districts shall be numbered consecutively.

B. Governance and Duties

- 1. Each district shall be governed by a district council composed of active members living or working in that district. No member may represent two districts at the same time.

2. Officers and Directors

- a. Each district council shall elect at the annual conference a chair who shall preside over council meetings and serve as a district director to the board of directors and delegate to the annual conference.**
- b. Each district shall elect at the annual conference a vice chair who shall preside over council meetings in the absence of the chair, succeed to the chair should a vacancy occur, and serve as a district director to the board of directors and delegate to the annual conference.**
- c. Odd-numbered districts shall elect chairs and vice chairs in odd-numbered years. Even-numbered districts shall elect in even-numbered years.**
- d. District chairs and vice chairs shall come from different local affiliates and job descriptions.**
- e. District chairs and vice chairs shall serve two-year terms beginning June 15.**
- f. Nomination and election of district chairs and vice chairs shall be open to all district members.**

3. Vote

- a. The chair and vice chair of a district council shall have 1 vote each.

- b. Each local affiliate shall have as many votes as it has properly credentialed delegates present and voting.
- c. Delegates must be present to vote.
- d. The chair, vice chair, and local affiliate delegates must be present to vote.

4. Meetings

Each district shall officially meet at the annual conference and may meet informally at scheduled regional membership meetings.

5. Vacancies

- a. Should a district chair resign or be absent without notice from two consecutive district meetings or two consecutive board of director meetings the president shall declare that position vacant and the district vice chair shall become chair. The district council shall at its next meeting elect a successor vice chair to serve the unexpired term.
- b. Should a district vice chair resign or be absent without notice from two consecutive district meetings the president shall declare that position vacant. The district council shall at its next meeting elect a vice chair to serve the unexpired term.
- c. In the event the district chair and vice chair positions are both vacated the president shall name an acting chair and vice chair from that district to govern the district council until the next district meeting.

6. Transition

- a. In the event a district is unable to elect directors – chair and vice chair – split evenly from the membership of the former MPEA and the former MEA-MFT, the district shall elect a third director from the otherwise unrepresented former union's active membership to serve with full voice and vote on the board of directors.
- b. This provision shall sunset June 14, 2022 or at the 4th post-merger annual conference whichever comes first.

7. Duties

District councils shall

- a. Preview and review actions of the board of directors and annual conference.
- b. Make recommendations to the board of directors and annual conference.
- c. Nominate members to serve on committees.
- d. Serve as an information conduit to and from local affiliates to the board of directors and annual conference.

12. BOARD OF DIRECTORS

A. Composition

The board of directors shall be composed of state officers, district chairs, and vice chairs.

B. Vote

- 1. State officers and district directors shall have 1 vote each.
- 2. State officers and directors must be present to vote.

C. Duties

The board of directors shall

1. Implement the actions of the annual conference.
2. Make recommendations to the annual conference.
3. Give directions to the president.
4. As approved by the annual conference, create, dissolve, or reorganize districts.
5. Prepare a budget for the consideration of the annual conference.
6. Determine how dues are collected and disbursed.
7. Direct financial affairs.
8. Employ management staff and approve contracts with the same.
9. Negotiate with organized staff and ratify contracts with the same.
10. Adopt policies, positions, and programs.
11. [May] elect successors to vacancies in state offices or the directorship-at-large.
12. Create and dissolve committees.
13. Accept duties as may be assigned by the president.

D. Meetings

1. The board of directors shall meet 3 times annually at a time and place established by the president.
2. The president or a majority of the board of directors may convene a special meeting of the board of directors.

For full copy of MFPE Constitution and other MFPE governing documents, lists of current board members, see:

<https://mfpe.org/about-mfpe/leadership-governance/>