

LOCAL CONSTITUTION AND BYLAWS CHECKLIST

The PSEA General Counsel has reviewed the sample ESP local Constitution and Bylaws and has made several language changes.

When reviewing the sample Constitution and Bylaws, you will notice that some articles have been highlighted as being required. Other articles have had some language changes and are noted in the chart below. Your Constitution and Bylaws committee will need to read where the changes have been made and make the necessary amendments in order to incorporate them in to your local's Constitution and Bylaws. By using the sample Word Document, these changes can be made easily. To request the electronic copy of the sample, please email Candace Kuba at ckuba@psea.org.

The recommended language changes will provide your local with a clear direction on governing your local.

CONSTITUTION

ARTICLE	SECTION	NEW/AMENDED LANGUAGE
I - Name	1	Add "Association" after name of local
		Add (hereinafter referred to as "Association") at the end of sentence.
	2	Add "and shall be affiliated with" before the Pennsylvania State Education Association...
III - Membership		Language now states "by or in the" school entity name
IV - Officers		Required amendment - new last sentence
VIII - Governance	New Section 3	Required amendment on ESP Member Code of Responsibility
	Old Section 3	Now becomes Section 4 - Note new language compared to last sample
	Old Section 4	Now becomes Section 5 - Note new language compared to last sample
IX - Non-Profit Status		Required amendment to the language Required Article in your Constitution
X - Proportional Representation		Required Article in your Constitution
XI - Amendments	1	Language change - first line
	2	End of paragraph - add "and bylaws"
XII - Bylaws		Required Article - amended language

BYLAWS

ARTICLE	SECTION	NEW/AMENDED LANGUAGE
II - Membership	1	New language
III - Dues		New language
IV - Right to Hold Office	2	New language
V - Election of Officers	1	New language
	2	New language
VI - Duties and Powers of Officers	1	Under Option: New language - removed “or his/her designee”. The president does not have the authority to appoint a designee to replace him/her if they have not been elected.
VIII - Audit Comm	B	Required Committee
IX - Vacancies, Recall and Removal		Title of Article changed - Required
	A.	Add new Section 3
	B.	Add new Section “Recall”
	C	Removed Section 3 that was in the previous sample
X - Trusteeship and Discipline	1	New language
	2 - A.B.C.	New language
REMOVAL OF ARTICLE XII - AMENDMENTS		Per the PSEA Legal Counsel, this article is addressed in the Constitution and should not appear in the Bylaws.

NOTE: Appendix A and B must be attached to your Constitution and Bylaws

Appendix C is attached to the sample to be used as a guideline to incorporate language into your Constitution and Bylaws. It should not be attached to your final copy of the Constitution and Bylaws.