

ANCHORAGE EDUCATION ASSOCIATION

AEA BYLAWS

November 2017

ANCHORAGE EDUCATION ASSOCIATION, INC.

BYLAWS

ARTICLE I - MEMBERSHIP

Section A. Active Members

All certificated professionals in the local bargaining unit, upon payment of dues, as herein provided, may become members of this Association. (1987, 2008, 2011)

Section B. Reserve Membership

Reserve membership is open to any person who is on a leave of absence of at least six (6) months but not more than three (3) years from the employment that qualifies him or her for Active membership, or who has held Active membership but whose employment status no longer qualifies that individual for such membership. (1989, 2011)

Section C. Revocation of Membership

As prescribed in these Bylaws, the Representative Council shall adopt procedures by which the Board of Directors may suspend from membership or expel any member who shall have violated the ethics of the education profession; may cancel the membership of any member convicted in a court of law of a crime involving moral turpitude. No member may be censured, suspended or expelled without a due process hearing. The Representative Council may reinstate a member who has previously been suspended or expelled from the Association. (1987)

Section D. Membership Year

The membership year for the Anchorage Education Association shall begin on the 1st day of September and terminate on the 31st day of August. (1987)

ARTICLE II - BOARD OF DIRECTORS

Section A. Members of the Board of Directors

The Board of Directors of the Association shall consist of the following:

- The AEA President;
- The AEA Vice President for Communications;
- The AEA Vice President for Programs;
- The AEA Secretary;
- The AEA Treasurer;
- AEA At-Large Directors;
- NEA-Alaska Region VI Directors;
- Immediate Past President;
- The President-Elect as a non-voting member;

The Minority-at-Large Director, if minority representation is not at least proportionate to the ethnic minority membership of the Association. (2016)

Section B. Professional Staff

Under personnel policies adopted by the Representative Council and within the annual budget, the Board of Directors shall have the power to employ a staff person for the efficient operation of the Association. All qualified applicants will be afforded equal opportunity for association staff vacancies as they occur regardless of the applicant's race, color, creed, sex, or national origin.

Section C. Incapacitation or Gross Negligence

1. Whenever a majority of the Board of Directors shall agree that one of its members has been grossly negligent of the duties defined in the Bylaws or is incapacitated, they shall recommend to the Representative Council that the office be declared vacant. A two-thirds (2/3) majority vote of those present at Representative Council shall be necessary to declare the office vacant. The Representative Council shall then elect a replacement to fill the unexpired term.
2. When a member of the Board of Directors has missed a total of four (4) meetings from the following list: 1) the Board of Directors, 2) the Representative Council, 3) the General Membership, or 4) Special Meetings called by the Board of Directors with forty-eight (48) hour notice, his/her position on the Board of Directors shall be subject to review by the Board.

Section D. Executive Authority

The Board of Directors shall be the executive authority of the Association. The Board shall be responsible for the management of the Association, approve all expenditures, carry out all policies established by the Representative Council to the members, and suggest policies for consideration by the Council.

Section E. Negotiations

The Board of Directors shall represent the Association in negotiation matters with the governing and appropriate bodies of the school district. The Board may delegate its powers to negotiate to a negotiations panel. The negotiated agreement shall be binding when:

1. the Board of Directors calls for a ratification vote within fifteen (15) work days following the conclusion of negotiations; in the event that negotiations are completed during summer vacation, such vote will be called within seven (7) work days of the start of the subsequent school year; and
2. the terms of the negotiated agreement are given, in writing, to the membership a minimum of five (5) work days prior to a general membership meeting and a general membership meeting shall take place a minimum of two (2) work days prior to the voting date; and
3. contract ratification voting is conducted in the manner as approved for general elections.

- a. Paper balloting: In lieu of voting electronically, Bargaining unit members may request paper ballot by signing for one at the Association office from the date of notice of the ratification vote until the close of business two (2) days prior to the vote. Vote monitoring and counting of absentee/paper ballots shall be conducted by an independent third party; and (2016)
4. it is approved by a majority of those voting.
5. Memorandum of Agreement(s) (MOA) must be approved by the AEA Board of Directors before signing and conveyed to each affected member in writing once signed. The MOA must be signed by the AEA President and at least one other member of the Board of Directors. Further, the MOA(s) will be forwarded to the next negotiations team to be officially placed in the next negotiated agreement. (1992, 2006, 2010, 2016)

ARTICLE III - REPRESENTATIVE COUNCIL

Section A. General

The legislative and policy forming body of the Association shall be the Representative Council.

Section B. Members of the Representative Council

The Representative Council shall consist of the Board of Directors, the chairpersons of the standing committees, and Building Representatives elected pursuant to Article IX of these Bylaws. The ethnic-minority representation of the Representative Council shall be at least proportionate to the ethnic-minority membership of the Association.

Section C. Meeting Open to all Members of the Association

Any member of the Association who is not a member of the Representative Council may attend its meeting, shall sit apart from the voting body, but may receive permission to speak.

Section D. Powers of the Representative Council

The Representative Council shall approve the budget, set the local portion of the dues for the Association, act on reports of committees, approve resolutions and other policy statements, and shall adopt procedures of implementing the Code of Ethics of the Education Profession and those to be followed in censuring, suspending, and expelling members for cause or for reinstating members. It may adopt such rules governing the employment of staff, the conduct of the Association, and the conduct of meetings as are consistent with the Articles of Incorporation and the Bylaws. It shall be the final judge in any controversy of the qualifications and elections of officers and Building Representatives. Powers not delegated to the Board of Directors, the individual officers, or committees in the Association shall be vested in the Representative Council.

ARTICLE IV - AFFILIATION

The Association shall affiliate with the National Education Association under its rules and the NEA-Alaska, Inc. under its rules.

ARTICLE V - MEETINGS

Section A. Board of Directors

The Board of Directors shall meet regularly each school month at a time to be designated by the Board, at the call of the President, or otherwise at the request of a majority of the total Board.

Section B. Representative Council

The Representative Council shall meet at least once each school month from September through May. The specific date and time shall be determined by Board Policy.

Section C. Special Meetings, Representative Council

Special meetings of the Representative Council shall be held at the call of the President or upon written request to the Board of Directors from ten percent (10%) of the Building Representatives within two (2) weeks of the request. Business to come before special meetings must be stated in the call, which shall be sent in writing to each representative.

Section D. General Membership Meetings

A meeting of the general membership may be called at any time upon request of:

1. at least eight percent (8%) of the membership of the Association. Such request shall be presented to the Representative Council or the Board of Directors in written form.
2. a majority of the Board of Directors after notification of all Building Representative.

Section E. Policy Assembly

Policy Assembly shall meet annually at the call of the AEA President. The Assembly shall consist of the Representative Council and the Anchorage delegates to NEA-Alaska Delegate Assembly. The purpose of this Assembly is to study current policy and organizational documents and make changes and additions. The policies of the Association may be changed by a majority vote. (1997)

ARTICLE VI – QUORUM (2017)

Section A. General Membership Quorum

A quorum for general membership meetings shall consist of twenty percent (20%) of the members of the Association.

Section B. Board of Directors Quorum

A quorum for Board of Directors meetings shall consist of a majority of the Board members.

Section C. Representative Council Quorum

A quorum for Representative Council meetings shall consist of twenty-five percent (25%) of its members.

Section D. Policy Assembly Quorum

A quorum for Policy Assembly shall consist of fifty percent (50%) of the members present at the opening of Policy Assembly.

ARTICLE VII - DUES

Section A. Annual Dues

The annual dues for professional educators shall be on a unified dues basis, including dues to the NEA-Alaska, Inc. and the National Education Association. The annual local dues will be 0.23% of the average salary of the Anchorage teachers as computed in the second semester of the year the budget is proposed. (1992) (2017)

Section B. Dues for Single Semester or Part-time Contracts

1. The dues for professional educators employed on a single semester contract shall be one-half (1/2) the local portion of the unified dues in addition to dues as determined by NEA-Alaska, Inc. and NEA for each semester employed.
2. The dues for professional educators employed on a partial day contract (half-day or less) shall be one-half (1/2) the local portion of the unified dues in addition to dues as determined by NEA-Alaska, Inc. and NEA.

Section C. Dues for Reserve Members

The annual dues for reserve members shall be one-half (1/2) the local portion of the unified dues in addition to dues as determined by NEA-Alaska, Inc. and NEA. (1989, 2008)

Section D. Changes in Local Dues

Any change in the local association dues shall follow the same procedure as a Bylaws amendment which is set forth in Article XV of this document. (1987, 2008)

ARTICLE VIII - OFFICERS

Section A. President

1. The President shall set the agenda for and preside over meetings of the Board of Directors, Representative Council, Policy Assembly, and general membership meetings

of the Association; shall prepare the AEA budget for his/her term of office; appoint the chairpersons of standing committees with the approval of the Board of Directors; appoint ad hoc committees; be ex officio member of all standing committees; and shall be the executive officer of the Association. The President shall represent the Association before the public either personally or through delegates, and shall perform all other functions usually attributed to this office. The president shall be a delegate to NEA-AK Delegate Assembly provided it is consistent with NEA-Alaska requirements. The President is automatically a delegate to NEA Representative Assembly when it occurs during their term and is consistent with NEA requirements for delegates.(2015)

2. In order for a member to be elected to the office of President, s/he must meet the qualifications of a delegate to the National Education Association Representative Assembly as outlined in Article XII, Section B. of these Bylaws. (1992)
3. The President is authorized and required to use the interval during which the office of the President-Elect is occupied to complete the transfer of all account credentials utilized by the President in the execution of duties to the President-Elect, including financial, email, data access, or other resources. (2015)

Section B. Vice President for Communications

The Vice President for Communications shall work closely with the six At-Large Directors to establish and monitor the communication links between the At-Large Directors, the Association Representatives and the Membership; shall seek to secure full Association representation for all member constituencies; and shall perform other functions as may be assigned by the President. The Vice President for Communications shall, in the absence of the President, assume the powers and duties of the President. S/he shall be automatically designated as a delegate to the NEA-Alaska, Inc. Delegate Assembly.

Section C. Vice President for Programs

The Vice President for Programs shall serve as the direct liaison between the President and committee chairs; s/he shall advise the President in the selection of committee chairs, monitor the action programs of each committee and report progress to the President. S/he shall monitor Association progress on the goals set during Policy Assembly and prepare quarterly reports for the President concerning actions taken to accomplish the stated goals. The Vice President for programs shall perform other functions as may be assigned by the President. S/he shall be automatically designated as a delegate to the NEA-Alaska, Inc. Delegate Assembly.

Section D. Secretary

The Secretary shall keep accurate minutes of all meetings of the Board of Directors, Representative Council, and General Meetings;

Section E. Treasurer

1. The Treasurer shall:

- a. hold the funds of the Association and disburse them upon authorization of the Board of Directors,
 - b. collect annual dues through the membership committee and transmit amounts due to NEA-Alaska, Inc. and NEA,
 - c. maintain through the Membership Committee a record of dues-paying members,
 - d. keep accurate accounts of receipts and disbursements, report to each meeting of the Representative Council, and prepare an annual financial statement for publication to members as directed by the Board of Directors,
 - e. keep the President and the Board of Directors informed of the financial conditions of the Association, and
 - f. assist the newly elected President in the initial drafting of the annual AEA budget.
2. The Treasurer shall follow the bookkeeping practices recommended by a certified accountant. The records shall be audited by a certified public accountant in August each year. The Treasurer shall be bonded for full coverage responsibility. S/he shall be automatically designated as a delegate to NEA-Alaska, Inc. Delegate Assembly.

Section F. At-Large Directors

The At-Large Directors shall serve as liaisons between the Board of Directors and specifically assigned attendance areas. They shall also serve as liaisons between the Board of Directors and designated Association committees. They shall be automatically designated as delegates to NEA-Alaska, Inc. Delegate Assembly.

Section G. Immediate Past President

1. The AEA President who has served as President in the previous 12 months, unless removed from office by the Representative Council, may serve in this non-voting, advisory position to the Board of Directors; (2016)
2. The regular term of the Immediate Past President shall be for the first year of the succeeding President's term. In the event the President succeeds him/herself as President, there will be no Past President that term.
3. The departing President shall assume the office of Immediate Past President on the first day following the adjournment of the NEA Representative Assembly.

Section H. President-Elect

1. The Board of Directors seat created for the President-Elect is advisory only. If the President-Elect occupies another seat on the Board of Directors, they retain that seat with all privileges and responsibilities thereof until assuming the office of President.
2. The President-Elect is authorized to be added as a signer on financial accounts and to be issued a credit card in the name of the Association. It is understood that no financial transactions will be authorized by the President-Elect except at the specific request of the President.
3. It is expected that the President-Elect will not take actions with any financial, media, or communication accounts normally used by the President except with the prior knowledge and permission of the President.

4. The President-Elect is automatically a delegate to the NEA-Alaska Delegate Assembly if such occurs during their term, provided that is consistent with the NEA-Alaska Delegate requirements.
5. The President-Elect is automatically a delegate to the NEA Representative Assembly provided that is consistent with NEA Delegate requirements.

Section I. Terms and Succession

1. Terms:

- a. The President, Vice President for Communications, Vice President for Programs, Secretary, and Treasurer of the Association shall serve for (3) three years and may be re-elected without an intervening term, but not to exceed (6) six consecutive years in the same office.(1989, 2016)
- b. Election for Treasurer shall be held on the calendar year following the election of President. (1997)
- c. The (6) six At-Large Directors shall Serve for two (2) years and may be re-elected without an intervening term, but not to exceed four (4) consecutive years. Service of one (1) calendar year or less will not be counted in calculations for eligibility to run for an At-Large Board seat.
- d. The office of President-Elect shall be occupied only between the time the AEA Board of Directors has certified an election of a new individual as president and the existing president leaves office. (2015)

2. Succession:

- a. Whenever the office of President shall become vacant between elections, the Vice President for Communications shall succeed the President for the remainder of that term.
- b. Whenever the office of Vice President for Communications, the office of Vice President for Programs, the office of Treasurer, or the office of Secretary shall become vacant between elections, except as provided in Article II, Section C of these Bylaws, the remaining members of the Board of Directors shall choose one of their members to serve until the Representative Council can fill the vacancy. (1997)
- c. Whenever the offices of any At-Large Directors shall become vacant between regular elections-the Representative Council may call for and establish procedures for a special election to fill such vacancies. In the event of a vacancy on the AEA-Board of Directors the AEA President will submit names of members to the board who were on the ballot in order of next highest votes for consideration. (2013, 2015, 2016)

3. All officers and building representatives assume their responsibilities and duties on the first day following adjournment of the NEA Representative Assembly.

** ART VIII, Sec 1. – Terms and succession – Term length changes herein shall become effective in the next regularly scheduled election for each affected office.

ARTICLE IX - BUILDING REPRESENTATIVES

Section A. Electing or Assigning Representatives

1. In each school building or site in the district, members in good standing of this association shall elect for a term of three years, one (1) building representative to the Representative Council for every twenty (20) members or major fraction thereof. There shall be at least one (1) representative from each building or site. (2016)
2. For those buildings having more than one (1) representative, building representatives shall be elected for three year alternating terms with the exception that one-year terms may be necessary to establish a balanced pattern of alternating representation and for the fulfillment of unexpired terms.
3. Election shall be held prior to the May Representative Council meeting.

Section B. Attendance at Representative Council

Building Representatives or alternates shall attend the regular meetings of the Representative Council unless they receive a prior excuse from the President. After two (2) unexcused absences of a representative, the President may declare the seat unfilled and call for a building-level election to fill out the term. The President may designate a member in good standing to organize this special election. A simple majority of building members in good standing may recall their building representative at any time upon one (1) week's notice to all building members.

Section C. Building/Site Meetings

The building representative(s) shall: report to their respective faculty after each Representative Council meeting; call meetings of the Association members at their site to discuss Association business; conduct such polls as are deemed necessary by the President and/or the Board of Directors and/or the Representative Council; will report the results of such polls to the requesting body; appoint such faculty committees as the Association may require; organize and oversee the subsequent elections of Building Representatives and/or grievance representatives; enroll members and facilitate Association communication.

Section D. Definitions

A buildings housing only administrative offices shall be considered a school building for the purposes of the Association.

Section E. Membership in NEA-Alaska, Inc. and NEA

Building Representatives shall be members of the NEA-Alaska, Inc. and the National Education Association. They shall maintain their membership in good standing during their term of office.

ARTICLE X - REPRESENTATIVES TO NEA-ALASKA DELEGATE ASSEMBLY

Section A. Election; Term of Office

1. The members of the AEA Board of Directors shall automatically be delegates to the NEA-Alaska, Inc. Delegate Assembly. Other candidates for the position of delegate to the Assembly must have been a member in good standing in the local Association for at least one (1) year prior to the beginning of the term for which they are running. Nominations shall be submitted in writing to the President as specified in the Delegate Assembly election guidelines published each fall by the AEA. Voting on the candidates individually shall be by secret ballot. (2016)
2. All candidates shall be notified as to the results of an election within three (3) working days following said election.
3. The term of office for an elected delegate shall be for three (3) years.
4. Those alternates seated as delegates shall serve for only the session for which they were elected.

Section B. Duties of Delegates (1987)

1. Each delegate shall attend all sessions of AEA Policy Assembly, all AEA Delegate Caucus meetings held prior to or during Delegate Assembly, and all sessions of the NEA-Alaska Delegate Assembly which occur during the term for which s/he was elected.
2. Unexcused absence from any one session shall be reason to declare that seat vacant.
3. The President may fill such vacancies in accordance with the NEA-Alaska Bylaws.

Article XI - DELEGATES TO NEA REPRESENTATIVE ASSEMBLY

Section A: Duties of Delegates (2017)

Delegates are expected to participate in all proceedings at NEA-RA while representing both AEA and NEA-Alaska. Delegates shall attend daily state delegation meetings, participate in fundraising activities, and act in a professional manner at all times. Delegates shall check-in with state officers if unable to attend any portion of the RA floor business or state delegation meetings.

Section B: Travel Expense Reimbursement (2017)

Delegates shall maintain documentation of all travel, hotel, and meal expenditures, and submit the reimbursement form with receipts within 30 days of travel. The Board may investigate or deny reimbursement claims.

Article XII - COMMITTEES

Section A: Standing Committees (2017)

Standing committees may be established and discontinued by the Policy Assembly. When that body is not in session, standing committees shall be accountable to the president, the Board of Directors, and the Rep Council. Each standing committee shall meet at the call of the committee chairperson or the President.

Section B: Special Committees (2017)

- a. Special committees may be established by the Policy Assembly, the Board of Directors, or by the Rep Council for the purpose of accomplishing a specific task within a limited time period.
- b. The President may appoint a parliamentarian and other such special individuals or special committees as are necessary.

Section C: Committee Appointment (2017)

- a. The President shall appoint each standing committee chairperson.
- b. Appointments shall be made on the basis of individual expertise and ability to make substantial contribution in the specific areas of concern. Candidates for committees shall be recommended by Building Reps and by ethnic-minority groups.
- c. Absence of a member from two (2) consecutive meetings shall constitute resignation. Each vacancy on a standing committee shall be filled for the remainder of the term.

Section D: Committee Reports (2017)

Each committee chairperson shall:

- a. Maintain agenda(s), attendance records, minutes of meetings, and expense reports.
- b. Submit a monthly report to the AEA Board and Rep Council.
- c. Submit, by the end of each April, a proposed budget for the following year and a final report summarizing objectives, actions, active programs (subcommittees), gains, and unreachd goals.

ARTICLE XIII - ELECTIONS

Section A. Nominations

1. Candidates for the position of President must have been active members of the local association for at least two (2) years prior to applying. Applications in writing shall be submitted by the candidates to the President prior to the announced close of nominations at the December Representative Council meeting. (1987)
2. Candidates for the positions of Vice President for Communications, Vice President for Programs, Secretary, Treasurer, and At-Large Representatives, must have been active members in the local association for at least one (1) year prior to applying. Application in writing shall be submitted by the candidate to the President prior to the announced close of nominations at the March Representative Council meeting. (1987)
3. Candidates for the position of delegate to the National Education Association Representative Assembly must have been active participants in the local Association for at least two (2) years prior to applying. Application in writing shall be submitted by the candidate to the Elections Committee Chairperson through the President prior the announced close of nominations which will be after the NEA-Alaska spring election results are known. Voting on the candidates individually and by secret ballot shall take

place as soon as possible after the state election is certified. Any member elected as a state delegate shall not be eligible to run as a local delegate unless s/he has resigned from the state position prior to the printing of the local ballot. (1987, 1992, 2008)

4. The members of the AEA Board of Directors shall automatically be delegates to the NEA-Alaska, Inc. Delegate Assembly. Other candidates for the position of delegate to the Assembly must have been active in the local Association for at least one (1) year prior to applying for the regular spring election. In the event a position(s) is unfilled in the fall a special fall election shall be held and the one (1) year requirement shall be waived, with the results known prior to the NEA-Alaska required date of November 15. Applications shall be submitted by the candidate in writing to the Elections Committee Chairperson in accordance with the annually published Delegate Assembly guidelines. Voting on the candidates individually shall be by secret ballot. (1987, 1998)
5. In the event that the AEA Board of Directors and/or the Representative Council do not meet ethnic-minority guarantees as indicated in Article II, Section A, and Article III, Section B, of these Bylaws, a supplemental election will be held. (1987)
6. All candidates will be notified as to the results of an election within three (3) working days of said election. (1987)

Section B. Ballot

1. The Anchorage Education Association will utilize electronic balloting procedures in conjunction with the NEA-Alaska electronic ballot system. (2017)
2. Vote Monitoring shall be conducted by an independent third party. (2016) (2017)
3. In January, members shall vote for the office of President in accordance with electronic balloting procedures. Results shall be posted on AEA's website within 24 hours of the certification by Representative Council. (2016)
4. In the event election results are challenged by a candidate, the AEA Board of Directors will review all evidence brought forward. Upon review, the recommendation to uphold election results or overturn the election will be reported by the President to the Representative Council at the next Representative Council for their action. Once certified by Representative Council, the results shall be posted online within 24 hours.
5. In April, members shall vote for all open officer positions except President, in accordance with electronic balloting procedures. Results shall be posted on AEA's website within 24 hours of certification by the Representative Council at its next meeting. (1987, 2008, 2010, 2016)

ARTICLE XIV - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall be the authority on questions of Parliamentary Rule not otherwise covered by the Constitution and Bylaws.

ARTICLE XV - AMENDMENTS

Section A. Bylaws Amendments: Representative Council

1. Any amendment to these Bylaws may be introduced at a Representative Council meeting by (1) any member(s) of the Council, or (2) by the Board of Directors, or (3) by a petition bearing signatures of not less than eight percent (8%) of the members of the Association. (1990)
2. Action shall be taken on the proposed amendment at the next regular meeting following its introduction. An affirmative vote of a two-thirds (2/3) majority of those representatives present shall be necessary for adoption. However, when an amendment proposed by petition is rejected by the Representative Council, it shall be sent within ten (10) days, together with the Representative Council's recommendation, to each member of the Association. Not sooner than fifteen (15) days thereafter, nor later than thirty (30) days thereafter, an election on the matter shall be held. A two-thirds (2/3) majority vote of the membership shall be required to override the decision of the Representative Council. (1990)
3. The Representative Council may refer properly submitted and proposed Bylaws amendments to a vote of the General Membership. (1990)

Section B. Bylaws Amendments: Policy Assembly

Action shall be taken on proposed amendments when the members of the Policy Assembly have received written notice of the proposed amendments no later than 15 days before the meeting of the Policy Assembly. An affirmative vote of 2/3 majority of those voting shall be necessary for adoption. (1990)

Section C. Bylaws Amendment: General Membership

Action shall be taken on the proposed amendments when the members of the General Membership have received written notice of the proposed changes no later than 30 days prior to the distribution of the ballots. An affirmative vote of 2/3 of those casting ballots shall be necessary for adoption. (1990)

Section D. Amendments to the Bylaws

1. Amendments to the Bylaws shall be incorporated into the main body when adopted, with date of revision. (1990)
2. Any changes to Bylaws shall be presented to Representative Council or Policy Assembly within the first hour of meeting. (1990)