

# Alpine Education Association / Alpine UniServ Bylaws

## Preamble

This document serves as Alpine Education Association's (AEA) and Alpine UniServ's Constitution and Bylaws. The organizations listed may be referenced in this document by the acronym following their registered name: National Education Association (NEA), Utah Education Association (UEA), and Alpine School District (ASD). AEA is comprised of NEA, UEA and AEA.

## Article I Membership

### Section 1.1 [Classes of Membership](#)

#### a. Active Members

A person may become an active member of the Association who meets the following criteria:

- (1) Has an earned bachelor's or higher degree from an institution of higher education, is working on their ARL, is employed half-time or more by Alpine School District, and is paid on a professional salary schedule or is elected to local, state or national office; and
- (2) Pays the annual dues and fees established by the Representative Council; and
- (3) Is a member of the Professional Education Association (AEA).

#### b. Reserve Members

A person may become a reserve member who:

- (1) Is employed less than full-time by Alpine School District and is paid on the professional salary schedule; or
- (2) Serves as a teaching intern on a partial salary; or
- (3) Is a former active member of the Association and is currently on leave; and
- (4) Is a member of the AEA; and
- (5) Pays the annual dues and fees established by the Representative Council.
- (6) The dues shall be commensurate with the guidelines established by NEA and UEA.

#### c. Life Members

- (1) All past presidents of the Association are members for life. The Executive Board, upon recommendation of the Representative Council, may designate other individuals or classes of individuals as life members.
- (2) Any person who was an active member or reserve member of the Association at the time of retirement shall automatically become an honorary life member of the Association.
- (3) The Executive Board shall determine the benefits of an honorary life membership.

#### d. Retired members

- (1) The Executive Board shall determine the benefits of retired membership.
- (2) A person who qualifies to be an active or reserve member cannot be a retired member.

#### e. Staff Members

- (1) Any person who is employed by the Association in a professional staff position may become a staff member of the association.
- (2) The Executive Board shall determine the benefits of a staff membership.

#### f. Student Members

- (1) Any person enrolled in or preparing for a program of study in an accredited institution of higher education, which qualifies the student for a career in education, shall become a student member upon payment of the dues required for student membership.
- (2) Any person eligible for active or reserve membership shall not be eligible for student membership.
- (3) The Executive Board shall determine the benefits of a student membership.

g. The Association shall not deny membership, nor shall the rights and privileges of membership be infringed in any way because of age, gender, race, color, ethnic group, marital status, national origin, religion, or sexual orientation.

## Section 1.2 Revocation or Denial of Membership

a. The Executive Board may expel, suspend, deny, or revoke the membership of any member who engages in conduct that violates the Code of Ethics of the educational profession or whose conduct is injurious to the Association or the education profession.

b. The Executive Board shall give written notice to a member whose expulsion, suspension, denial, or revocation is under consideration. Such notice shall be sent by certified mail, certificate of mailing, or personal delivery to the member's last known mailing or street address.

c. Written notice shall give reasonable detail as to the basis upon which suspension, revocation, or denial expulsion is to be considered.

d. Written notice shall state that the member shall have twenty (20) working days from the time of delivery of the notice to request a hearing before the Executive Board. The Executive Board shall set the date and time of such hearing, if one is requested.

(1) If no hearing is requested within the time period set, then the expulsion, suspension, denial, or revocation shall be automatically effective with no further action from the Executive Board.

(2) If a hearing is requested, the member whose expulsion, suspension, denial, or revocation is being considered shall appear before the Executive Board and may present evidence, cross-examine witnesses, and be represented by counsel.

(3) After the hearing, the Executive Board shall give the member a written determination stating its findings in the member's case and the factual basis for those findings. The notice shall state the terms and conditions of any expulsion, suspension, denial, or revocation of the member's membership. Certified mail, certificate of mailing, or personal delivery to the member's last known address shall give the notice.

e. A right of appeal shall be possible to the Representative Council's Appeals Board, which shall consist of the Speaker of the Representative Council and nine (9) members selected by the Representative Council. The member shall have twenty (20) days following the receipt of the expulsion, suspension, denial, or revocation of a membership ruling from the Board.

(1) If an appeal is requested, the member whose expulsion, suspension, denial, or revocation is being considered shall appear before the Representative Council's Appeals Board and may present evidence, cross-examine witnesses, and be represented by counsel.

(2) After the appeal, the Representative Council's Appeal Board shall give the member a written determination stating its findings in the member's case and the factual basis for those findings. The notice shall state the terms and conditions of any expulsion, suspension, denial, or revocation of the member's membership. Certified mail, certificate of mailing, or personal delivery to the member's last known address shall give the notice.

## Section 1.3 Reinstatement of an Expelled, Revoked, or Suspended Member

The Executive Board shall reinstate the membership of any expelled, revoked, or suspended member in the following manner:

a. Upon the successful completion of the terms of any suspension, the Executive Board shall examine the member's compliance to such terms and shall issue a written notification reinstating the member's benefits.

b. Any expelled or revoked member may apply for reinstatement of membership by filing a written request to the Executive Board, which shall have twenty (20) working days from receipt of such application, to determine reinstatement or denial of reinstatement.

c. Any reinstatement request shall be subject to the policies of the Executive Board.

#### Section 1.4 Membership Dues

The Representative Council shall set the dues for active members upon the recommendation of the Executive Board. The setting of dues by the Representative Council shall not preclude the setting of any subsequent or corresponding fees by that assembly.

#### Section 1.5 Other Membership Dues

##### a. Reserve Member Dues

(1) The dues for reserve members who work half-time or less are one-half of dues of active full-time membership.

(2) Dues for reserve members hired to work more than half-time but less than full-time shall be the full dues of the active membership.

##### b. Life Members

(1) Life members who are past presidents of the Association shall not pay AEA dues.

(2) Other life members shall pay dues as determined by the Representative Council.

c. Retired Members shall not be subject to dues for three years after their retirement. Three years after retirement, retired members shall pay dues as determined by the Representative Council.

##### d. Staff Members

(1) The UEA dues for staff members shall be paid by Alpine UniServ.

(2) The staff member will be responsible for dues other than UEA.

e. Student Members shall pay dues as determined by the Representative Council under the guidelines of UEA and NEA.

#### Section 1.6 Collections of Member Dues

a. Active, reserve, and staff members may have their dues deducted monthly from their paychecks or select to have their dues collected through an electronic fund transfer process. Dues deductions shall continue automatically from one membership year to the next unless the member gives written notification to the Association.

b. Active, reserve, and staff members may pay their full annual dues in advance by cash or check.

(1) Dues payment shall be made on or before September 10 of each membership year.

(2) Failure of any cash-paying member to pay prior to September 10 shall result in the member's dues being deducted monthly from the member's paycheck.

##### c. Other Membership Dues

(1) Retired Member's dues shall be billed to the member at the beginning of the third full membership year after the member's retirement according to the policies of the Executive Board.

(2) Student Members shall pay their dues upon the completion of the application of membership in the Association.

#### Section 1.7 Prorating of Dues

a. Any person, who joins the Association as an active or reserve member during the membership year, shall become enrolled by paying the amount of the annual dues proportional to the remainder of the membership year, all but AEA dues. These members may participate in the payroll deduction plan or may pay their dues as cash paying members.

b. Previous members, in good standing, of the Association may rejoin under prorated dues only once. Any subsequent re-enrollment shall require payment of a full year of dues at time of enrollment.

c. The AEA shall not be obligated to represent, pay attorney fees, pay court costs, or other costs for an educator regarding an incident that occurs before that educator joins the Association.

d. Any active or reserve member, whose membership has been terminated, shall not receive a refund for any dues paid prior to the date of termination. The member who prepaid the full year's dues shall be granted

a pro-rated refund for the remainder of the membership year. Any refund of dues shall be calculated on a full membership month.

e. No refunds of dues shall be made to retired or student members.

#### Section 1.8 Delinquencies of Dues

a. Annual dues of active or reserve cash paying members shall be delinquent after September 10 of the membership year. When a member's dues are delinquent, the Association shall proceed according to the policy set in Section 1.6.b.(2)

b. Any member in violation of Section 1.6.b.(2) shall be subject to immediate notice of membership suspension as per the procedures set forth in these Bylaws.

#### Section 1.9 Membership Year

The membership year shall be from September 1 through August 31 of the following year.

#### Section 1.10 Transfer of Dues

Individual membership dues shall not be transferred.

## Article II Rights and Privileges of Members

#### Section 2.1 General Rights and Privileges

Members of the Association shall have the following rights and privileges:

- a. Receive notice of and attend all AEA meetings.
- b. Make motions and pass resolutions in the general membership meetings using Robert's Rules of Order. The President or their designee, shall be the chair meeting.
- c. Bring any AEA related concerns to the Representative Council for consideration.
- d. Run for elected office and hold positions on the standing committees, task forces, and joint AEA/ASD committees.
- e. Vote for candidates running for elected positions in AEA.
- f. Ratify the negotiated agreement between AEA and ASD.

#### Section 2.2 Voting

- a. The right to vote is vested in the active members of the Association and other classes of membership as determined by the Executive Board or Representative Council.
- b. Proxy voting is prohibited.
- c. Voting on the negotiated contract and for officers of AEA shall be done by secret ballot and needs 50% +1 of the members to pass.

#### Sections 2.3 Obligations of Membership

Members shall:

- a. Adhere to the Code of Ethics of the professional education association.
- b. Support the general purpose of the Association as stated in the Articles of Incorporation.

## Section 2.4 Advocating on behalf of members

Members must fully cooperate including communicating in a timely manner with the Executive Director or the UniServ Director. Members must be a full dues payer at the time of the alleged incident. Members must reach out to the director and request help. Members must treat the director with respect to continue to receive the help needed. Members must maintain their AEA, UEA and NEA Dues while being assisted.

## Article III – Representative Council

### Section 3.1 Purpose

The Representative Council is conducted by Robert's Rules of Order and the President, or their designee, shall be the chair of the meeting. The Representative Council is part of the policy making body of the Association and has all the rights, powers, and responsibilities as granted by the Bylaws.

### Section 3.2 Composition

The Representative Council shall be composed of duly elected representative(s) from each member unit and the Executive Board. The elected representative shall be known as the Association Representative (AR).

#### (1) Section 3.4.3 Election and Terms Office

Each member unit elects by secret ballot, cast by AEA members from their unit, ~~at least one~~ **up to two** representatives in the following manner: If Reps are unopposed in elections, they may be elected by acclamation by the Members of their respected school. **Each rep will run on staggering years and serve for a period of two years.**

- a. Each member unit shall elect ~~one~~ **two** representatives to the council for each ~~twenty-five (25) location. members or major fraction thereof.~~
- b. ~~Each unit elects at least one alternate representative.~~ **The two representatives can alternate meetings.**
- c. The term of office for an AR shall run, two years from July 1 until June 30 of the following year. **Reps will alternate election year.**
- d. There shall be no limit on the number of two-year terms an individual may serve as an AR. Nevertheless, each member unit is encouraged to involve others as members of the Representative Council.

### Section 3.4 Qualification

To be elected to the Representative Council, an individual must be a member in good standing with AEA and ASD.

### Section 3.5 Duties and Responsibilities

The ARs shall:

- a. Attend all meetings of the Representative Council or send an alternate.
- b. Speak for their local unit members.
- c. Inform their members about AEA activities and actions.
- d. Determine the goals and programs of the Association.
- e. Be an advocate for the Association and help in maintaining and promoting membership at their unit.
- f. Be a delegate to the UEA House of Delegates if they desire and/or sign up.
- g. Be vested with the powers not delegated to the Executive Board, the officers, or other groups in the Association.

### Section 3.6 Representative Council Meetings

- a. The Representative Council meets in session when necessary. The President or the Executive Board's designee shall call and conduct these meetings. Except as noted in Section 3.3.e.(3).
- b. A quorum shall be the members that are present at the beginning of the meeting and shall be considered in effect until adjournment.
- c. The President, with the advice and consent of the Executive Board, sets the agenda. Any member of the Representative Council may petition the above parties for items to be placed on the agenda.
- d. The Executive Board may call additional meetings as deemed necessary. Any council member may petition the President or Executive Board to hold a special meeting. At least twenty percent (20%) of the Representative Council must sign the petition in order to hold the special meeting.
- e. The Executive Board may cancel meetings as deemed necessary. Any council member may petition the President or Executive Board to cancel a meeting. At least twenty percent (20%) of the Representative Council must sign the petition in order to cancel the meeting.

### Section 3.7 Vacancy, Resignation, or Removal Procedures

- a. The local membership unit shall elect a new representative in case of a vacancy.
- b. A letter of resignation notifies the Executive Board and the local membership unit when a representative is unable to continue in office.
- c. A representative, for reasons of continued absence, negligence of duty, or unethical conduct, may be removed from office by:
  - (1) A majority vote of the members of the local membership unit, or
  - (2) A majority vote of the Representative Council when a motion to remove is considered.

## Article IV – Executive Board

### Section 4.1 Purpose

The Executive Board shall act as the Board of Directors of the Association and is responsible for carrying out the business of the Association as directed by the Representative Council. The Executive Board shall serve as the UniServ Council.

## Section 4.2 Composition

a. The Executive Board is composed of the officers, the UEA Director(s) for the Alpine UniServ, and eleven elected board members. The eleven board members shall consist of:

(1) One representative for each regional unit within ASD.

b. Ex officio (non-voting) members may be appointed at the discretion of the Executive Board or the Representative Council.

## Section 4.3 Qualifications

Board members shall have been members in good standing of the AEA for at least two years prior to nomination and remain members of the AEA during their term of office.

## Section 4.4 Elections

If Executive Board members are unopposed in elections, they may be elected by acclamation by the Representative Council.

a. Election for representative members shall follow the guidelines as listed in Article IX of these Bylaws.

b. Elections for the UEA Board of Director shall follow the UEA Bylaws.

## Section 4.5 Terms of Office

a. The representative board members shall be elected for a term of two years.

b. The Board of Directors shall consist of the Executive Board and eleven members elected from the 10 regions. Directors shall be elected by the members of their region for a two-year term on a staggered schedule. Regions 1, 3, 5, 7, and 9 will be elected on odd years; Regions 2, 4, 6, 8 and 10 on even years. The eleventh board member will be the ethnic minority board member and will serve for a two-year term and can be from any region. ~~Terms will be limited to no more than four consecutive terms.~~ The President may, with the approval of the board appoint the current member for additional terms if there are no candidates for the office at the end of the member's term.

c. The seat for the UEA Director shall not be term-limited by these Bylaws but shall be governed by the UEA Bylaws.

d. A shortened term is not considered a term of office when determining term limits.

e. The determination of terms served shall include any and all Executive Board terms served as a member of AEA.

## Section 4.6 Duties and Responsibilities

The elected members of the Executive Board shall:

a. Manage the business of the Association under the direction of the Representative Council.

b. Act as a liaison to an assigned group of membership units and work closely with the representatives from those units in assisting and informing the members.

c. Attend the meetings of the Executive Board and Representative Council and other meetings as assigned.

d. Attend the annual retreat to establish an action plan for each year.

- e. Be a liaison to at least one standing committee.
- f. Be a possible delegate to the NEA Representative Assembly on your non-elected year. (may only be a NEA-RA delegate if elected by the general membership as per the NEA Constitution).
- g. Oversee the financial affairs of the AEA including, but not limited to, the approval of an annual budget to be adopted by the Representative Council.
- h. Approve all expenditures and investments.
- i. Hire, evaluate, determine the amount of their financial and benefit package, and, if necessary, terminate the professional staff of the Association.
- j. Approve all committee members and their chairs.
- k. Approve the recommendations of the President for members of the negotiations team and its spokesperson.
- l. Recommend policies for consideration by the Representative Council.
- m. Fulfill other duties as assigned by the Representative Council and/or President.

#### Section 4.7 [Executive Board Meetings](#)

- a. The Executive Board shall meet, as necessary and is conducted by Robert's Rules of Order and the President, or their designee, shall be the chair of the meeting
- b. The President, with the advice and consent of the Executive Board, sets the agenda. Any member of the Executive Board may petition the President to add items to the agenda.
- c. The President, or the president's designee, shall call and conduct Executive Board meetings.
- d. A quorum shall consist of a simple majority of the Executive Board members including an officer.

#### Section 4.8 [Vacancy, Resignation, or Removal Procedures](#)

- a. Vacancies on the Executive Board shall be filled as follows:
  - (1) The Representative Council shall be notified at least two weeks prior to the next Representative Council meeting.
  - (2) All interested members must notify the President of their intent to serve on the Executive Board.
  - (3) The President with the approval of the Executive Board may appoint a replacement to fulfill the term until the next regularly scheduled election for that area.
- b. An Executive Board member who is unable to continue in office shall submit a letter of resignation to the President and Executive Board.
- c. An Executive Board member, for reason of continued absence, negligence of duty, or unethical conduct may be:
  - (1) Censured or reprimanded by the other Executive Board members or officer(s) of the Association, or;
  - (2) Recommended to the Representative Council for removal from office by a two-thirds (2/3) vote of the Executive Board and removed from office by a two-thirds (2/3) vote of the Representative Council, or;
  - (3) Removed from office by a two-thirds (2/3) vote of the Representative Council.
- d. Board member and officers receive a yearly or monthly stipend to reimburse for travel etc. All Board Member and Officers must attend all their monthly meeting and complete all duties assigned, failure to complete duties and/or meetings will result in a pro-rated reimbursement.



## Article V Officers

### Section 5.1 Purpose

The Association officers shall direct the affairs of the Association by carrying out the programs and policies as determined by the Executive Board and the Representative Council.

### Section 5.2 Offices

- a. The officers of the Association shall be a president, elementary vice-president, secondary vice president and secretary or secretaries who will be appointed by the president.
- b. The Executive Board can establish other officers and their duties with the approval of the Representative Council by a two-thirds (2/3) vote.

### Section 5.3 Qualifications

Any officer shall have been a member in good standing for at least two years prior to nomination and remain members of the AEA for their terms of office.

### Section 5.4 Elections

If Officers are unopposed in elections, they may be elected by acclamation by the Representative Council.

Election for officers shall follow the guidelines as listed in Article IX of these Bylaws.

### Section 5.5 Terms of Office

- a. The President shall serve a term of three years (to start in the 2015-2016 school year)
- b. The Vice Presidents are elected for a term of two years. The Elementary Vice President shall be elected on even years and the Secondary Vice President shall be elected on odd years.
- c. There is no limit on the number of terms an individual may serve as either President or Vice President.

### Section 5.6 Duties and Responsibilities

- a. The President of the Association is the chief executive officer of the Association and shall:
  - (1) Be the official spokesperson of the Association; and
  - (2) Preside at all meetings of the Association; and
  - (3) Prepare the agenda and conduct the meetings of the Executive Board and the Representative Council; and
  - (4) Direct the affairs of the Association by administrating the programs and policies as determined by the Executive Board and/or the Representative Council; and
  - (5) Maintain the fiscal integrity of the Association by:
    - (a) Being the chair of the budget committee; and
    - (b) Providing the budget committee with proposed budgets, ideas for expenditure of funds, information regarding investment of savings; and
    - (c) ) Being subject to independent audit and review as directed by the Executive Board for any financial function delegated to the President.

- (6) Appoint chairpersons and members of all committees with the advice and consent of the Executive Board; and
  - (7) Be a delegate to the UEA House of Delegates, the NEA Representative Assembly, and represent AEA at meetings of the groups to which AEA is affiliated; and
  - (8) Facilitate communication between the Executive Board and the professional staff; and
  - (9) Perform all other duties customarily attributed to the office of Association President.
- b. The Vice-Presidents' shall assist the President in the direction of the affairs of the Association and shall:
- (1) Be responsible for coordinating and reporting to the President, Executive Board, and the Representative Council the activities of the committees and task forces of the Association; and
  - (2) Be a delegate to the UEA House of Delegates, the NEA Representative Assembly, and represent AEA at meetings of the groups to which AEA is affiliated; and
  - (3) Perform other duties as assigned by the President and/or the Executive Board; and
  - (4) Assume the duties of the President in the absence of the President and,
  - (5) Shall serve as co-chairs of the negotiations team representing AEA.
- c. The Secretary or Secretaries shall assist the President and Vice Presidents' in the direction of the affairs of the Association and shall
- (1) Serve as the official scribe at each executive board and representative council meeting. The secretary secretaries shall produce an official copy of minutes of each meeting monthly to be approved by both the executive board and representative council respectively.

#### Section 5.7 Vacancy or Resignation Procedures

- a. Whenever the offices of President and/or Vice-President over elementary , Vice-President over secondary, becomes vacant between elections, the persons to fill those vacancies shall be nominated by the Executive Board of Directors and approved by majority vote of the Representative Council.

## Article VI Professional Staff

### Section 6.1 Definitions and Composition

The professional staff is the full or part-time employees of the Association. The positions shall consist of, but not be limited to: Executive Director, Associate Director, when membership is sufficient, and Office Staff.

### Section 6.2 Hiring

- a. The Executive Director, Associate Director and office staff shall be employees of the Executive Board.
- b. The Executive Board shall hire the Executive Director and Associate Director as directed by their policies.
- c. The professional staff shall receive remuneration as determined by the Executive Board.

### Section 6.3 Duties and Responsibilities

The Executive Director shall:

- a. Supervise and coordinate daily administrative activities of the association according to the programs and policies as determined by the Executive Board and/or the Representative Council.
- b. Employ all Association office staff with assistance of the President and approval of the Executive Board.

- c. Maintain the fiscal integrity of the Association by:
  - (1) Being a member of the Budget Committee; and
  - (2) Providing advice and assistance for those responsible for budget development, expenditure of funds, and investment savings; and
  - (3) Purchase materials, supplies, equipment, and services; and
  - (4) Be subject to independent audit and review as directed by the Executive Board for any financial function delegated to the Executive Director.

#### Section 6.4 Termination of Services

The employment contract shall provide for termination of the services of the professional staff during the term of the contract for cause found to exist by a two-thirds (2/3) vote of the Executive Board.

- a. Employment contracts shall be for one year unless determined otherwise by a two-thirds (2/3) vote of the Executive Board.

### **Article VII Delegates to the NEA Representative Assembly**

#### Section 7.1 Purpose

This is the Legislative body of NEA; therefore, delegates represent the views and concerns of AEA and UEA members.

#### Section 7.2 Qualifications

- a. Delegates shall be members in good standing at least from the beginning of the current membership year.
- b. AEA Officers and Executive Board members, as part of their offices, are delegates.

#### Section 7.3 Election and Term of Office

- a. Election shall take place on the final general election ballot.
- b. This is a one-year position.
- c. There shall be no limit on the number of one-year terms an individual may serve as a NEA Representative Assembly delegate. Nevertheless, an effort shall be made to involve others as delegates.
- d. Those candidates, not elected as delegates, shall be put on a successor list in order of the number of votes received and any vacancies shall be filled in that order.
- e. In order to comply with the NEA Constitution, all delegates to the NEA-RA must be elected in a general membership election.

#### Section 7.4 Duties and Responsibilities

Since AEA is funding each delegate for transportation, hotel, and meals, it is expected that each delegate shall:

- a. Attend pre-convention meetings as set by UEA and/or AEA; and
- b. Represent AEA membership at the NEA Representative Assembly (NEA-RA); and
- c. Actively participate and vote on NEA-RA floor action; and
- d. Carry out assignments of the caucus as assigned by the Chair or designee of the chair; and
- e. Attend all state caucus meetings at the NEA-RA; and
- f. Vote in NEA leadership elections, on all proposed changes to the Constitution and Bylaws, and any other ballot issues.

## Article VIII Committees and Task Forces

### Section 8.1 Standing Committees

The standing committees of the Association shall be comprised of **but not limited to** the committees listed below. The Executive Board shall specify the duties and purpose of the standing committees. These committees continue from year to year.

- a. Political Action (PAC)
- b. Communications and Public Relations Committee (CPR)
- c. Membership committee
- d. Governing Documents Committee (GDC)
- e. Budget Committee
- f. Elections Committee
- g. Birthdays, events, & gatherings
- h. Education & Professional Development

### Section 8.2 Structure, Functions, and Duties of Committees

- a. The Representative Council, Executive Board, and any member in good standing may recommend members for standing committees.
- b. The President shall appoint, with the advice and consent of the Executive Board, the chairs and Executive Board Liaison for the standing committees.
- c. The Executive Board shall approve all committee members.
- d. Each standing committee shall meet regularly and may hold special meetings at the call of the chair or the call of the Executive Board.
- e. Each committee shall set yearly goals.
- f. Each committee shall submit any budget requests to the budget committee by September 15.
- g. The chair or liaison shall file a monthly report to the Executive Board summarizing each meeting.
- h. A written annual report shall be submitted to the Executive Board including, but not limited to, attendance, minutes, and members for next year, achievement of goals, etc. The Executive Board shall summarize these reports and present them to the Representative Council.

### Section 8.3 Task Forces and Other Committees

The President, with the advice and consent of the Executive Board, may create other committees and task forces as necessary. Appointments shall be made in accordance with Section 8.2.b.

### Section 8.4 Joint District Committees and Task Forces

The President, with the advice and consent of the Executive Board, shall appoint persons to be members of joint district committees and task forces unless those committee members are elected. Those appointed to a committee or task force shall report to the Executive Board.

### Section 8.5 Governing Documents Committee (GDC)

- a. The Governing Documents Committee shall consist of seven members. At least four of the members shall be appointed by the Representative Council and shall not be members of the Executive Board. Other appointments shall be made in accordance with Section 8.2.b.
- b. The GDC shall meet a minimum of three times during the year to update and maintain the governing documents of the Association.
- c. The GDC shall provide an updated version of the Association Documents at least yearly.
- d. The chair of the GDC or the chair's designee shall report to the President, Executive Board, and the

Representative Council on all action taken by the committee.

#### Section 8.6 Budget Committee

- a. The function of the committee is to maintain the fiscal integrity of the Association by developing and maintaining the budget of the Association and by educating the Executive Board and Representative Council regarding the budget.
- b. The Budget Committee shall consist of the President, Vice-Presidents, and Executive Director.
- c. The President shall be the chair of the Budget Committee.
- d. The fiscal year of the Association shall be from September 1 to August 31.
- e. The following shall be listed on all Association accounts: The President of the Association, the Executive Director.
- f. All Association checks must have two signatures. Checks must be signed by the President and one of the individuals listed in Section 8.6.e. In the event of the President's absence, two of the individuals listed in Section 8.6.e may sign the check.
- g. Individuals designated to sign checks and office personnel who handle funds shall be eligible to be bonded.

### Article IX Elections

#### Section 9.1 Committee

- a. The President, with the advice and consent of the Executive Board, shall annually appoint an Elections Committee in accordance with Section 8.2.b.
- b. The duties of the Elections Committee shall be to secure nominations and hold elections.
- c. Members of the committee shall consist of individuals not running for office that year.
- d. There shall be a minimum of three members on the committee.

#### Section 9.2 Timeline

- a. The Elections Committee, with the advice and consent of the Executive Board, shall establish timelines for the primary and general elections. Consideration for year-round calendars shall be given when establishing the timelines.
- c. Primary elections shall be held within a reasonable time following the March AR meeting and no later than one week before the April AR meeting.
- d. General elections shall be held within a reasonable time following the March AR meeting and no later than one week before the April AR meeting.
- e. Ballots are sent out on-line with the deadline attached.

#### Section 9.3 Balloting

- a. Elections shall be conducted by anonymous ballot sent out to all members.
- b. Order of names on the ballots shall be determined by a random drawing conducted by the Elections Committee.
- c. Space for write-in candidates shall be provided on all ballots.
- d. Names of all candidates for at-large delegates to the NEA Representative Assembly shall appear on the general ballot only.

#### Section 9.4 Election Procedures

- a. Each AR shall be responsible for counting his/her school's ballots and for certifying the accuracy of the results with at least one other Association member at that school on the ballot return form if not done by email from UniServ.
- b. Each AR, or their designee, shall be responsible for delivering all secured ballots by 5:30 pm on the designated day or by 5:00 pm on days before the designated day to the AEA office if not done by email from UniServ. The AR may call in the results, provided that the ballots are delivered the next working day.
- c. Candidates may have an observer present when ballots are counted.
- d. Final tabulation of results from individual schools shall be completed and verified by the Elections Committee and results reported to the President of the Association and candidates as soon as possible.
- e. The Elections Committee shall submit an official written or verbal report to the general membership within one week of both the primary and general elections.
- f. Those candidates receiving insufficient votes to be elected delegates to the NEA Representative Assembly shall be designated successor delegates.
- g. The Executive Board shall determine the disposition of the ballots at their next regular meeting.

#### Section 9.5 Challenges to Election Results

- a. Any Association member may challenge or call for a recount.
- b. Any challenges or charges of wrongdoing must be received in writing in the AEA office within one week following the official report of the results of the election in question.
- c. Specifics should be outlined in detail and a preferred form of redress included.
- d. Investigation shall be conducted by the chair of the Elections Committee under the direction of the Executive Board.
- e. An official written report of the investigation shall be given to the Representative Council.

#### Section 9.6 Special Elections

- a. Special elections shall be held under the direction of the Elections Committee.
- b. Special elections shall only be held from September through January unless otherwise directed by the Representative Council; otherwise they shall be held as a part of the next regularly scheduled general elections.
- c. Special elections shall follow the general election procedures outlined in this article, as closely as possible.

## Article X General Meetings

#### Section 10.1 General Membership Meetings

- a. The President, Executive Board, Representative Council, or 10% of the members submitting a signed petition to the Executive Board may call general membership meetings.
- b. Members are to be notified of any general meeting at least 5 days in advance with an agenda.
- c. If a vote is to be taken, voter information must accompany said notification.

## Section 10.2 Rules of Order

Robert's Rules of Order Revised (latest edition) shall be the parliamentary authority for AEA on all questions not covered by the Articles of Incorporation, Constitution, Bylaws, or such standing rules as may be adopted.

## Section 10.3 Quorum

A quorum shall be the members that are present at the beginning of the meeting and shall be considered in effect until adjournment.

# Article XI Negotiations

## Section 11.1 Team

- a. The President, with the advice and consent of the Executive Board, shall appoint the Negotiations team to represent AEA.
- b. All members of the team shall be members in good standing of the Association.
- c. While not mandatory, the President shall try to make the team representative of the membership of the Association.
- d. The team shall represent the Executive Board and shall operate under the guidelines and procedures established by the Executive Board.

## Section 11.2 Ratification of Negotiated Agreement

- a. If a tentative agreement is reached by the Association and the Board of Education at least five (5) working days before the end of the traditional school year, the tentative negotiated agreement shall be ratified in the following manner:
  - (1) The Executive Board shall review and take action on the tentative negotiated agreement.
  - (2) The recommendation of the Executive Board shall be submitted to the Representative Council for its action in a meeting to be held as soon as practical following the Executive Board meeting.
  - (3) The recommendations of the Executive Board and the Representative Council shall be submitted to the general membership, meetings to be held in various locations and conducted by school representatives as soon as practical following the Representative Council meeting.
  - (4) . Voting on the tentative contract must be done by anonymous ballot.
- b. If a tentative negotiated settlement is reached after the times set forth in Section 11.2.a, the tentative negotiated agreement shall be ratified in the same manner as outlined in Section 11.2.a. beginning no later than the first work week of the new traditional school year.
- c. In the event that a settlement has not been reached by the first work week of the new traditional school year, the ratification process, as set forth in 11.2.a, shall begin as soon as practical after the tentative negotiated settlement has been reached.
- d. Partial tentative agreements could be reached as needed.

## Section 11.3 Communications

- a. The President, with advice and consent of the Executive Board, shall select one member of the negotiation team to be the spokesperson for the team.
  - (1) The spokesperson shall keep the AEA Officers, and Executive Board informed as often as necessary.
  - (2) The Executive Board shall receive updates at every meeting during the negotiation process from the spokesperson or designee.
  - (3) The spokesperson shall consult with the President after every negotiation session.
  - (4) The President and the spokesperson shall coordinate to respond to inquiries and to issue statements regarding negotiations.

(5) The Vice President's shall serve as co-chairs of the AEA negotiations team.

b. The Executive Board shall arrange any other communications to members and others as they deem necessary.

## **Article XII Affiliations**

AEA shall affiliate with the National Education Association and the Utah Education Association. AEA shall affiliate with any other organizations as deemed appropriate by the Executive Board.

## **Article XIII Amendment**

a. Any member has the right to submit a Bylaw change to the Governing Documents Committee

b. Bylaw changes shall be submitted to the Governing Documents Committee (GDC).

c. The committee shall review the changes for language and compatibility with the AEA governing documents.

d. The review and ratification shall follow these procedures:

(1) The committee shall forward these changes to the Executive Board for review.

(2) The Executive Board shall forward the changes and their recommendation(s) to the Representative Council, at least two weeks prior to their presentation at a Representative Council meeting.

(3) The Representative Council members shall take the changes for review to the general membership.

e. The Bylaws shall be adopted/amended by a two-thirds (2/3) vote at any regular meeting or special session of the Representative Council.



