

CONSTITUTION of the
ACALANES EDUCATION ASSOCIATION

ARTICLE I
Name

The name of this organization shall be the Acalanes Education Association. The Association is located in Contra Costa Country. Hereinafter, for the purpose of brevity, the organization shall be referred to as the “AEA”.

ARTICLE II
Purpose

The purpose of the AEA shall be: (1) to promote within the teaching profession a high standard of ethics and professional practices, (2) to promote effective teacher participation in educational progress by aiding in the advancement of the professional status of the teachers, and (3) to represent certificated persons in all matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours and other terms and conditions of employment, (4) to provide an opportunity for continuous study and action on issues of concern to the profession, (5) to provide a means of representation for its ethnic-minority members, (6) to encourage cooperation and communication between the profession and the community; and (7) to foster good fellowship among its members.

ARTICLE III
Affiliation

Section 1. The AEA shall be chartered chapter of the California Teachers Association.

Section 2. The AEA shall be an affiliated local association of the National Education Association.

Section 3. The AEA, the California Teachers Association and the National Education Association will be hereinafter referred to as the “United Teaching Profession”.

ARTICLE IV
Membership

Section 1. There shall be five categories of membership in the Association: Active, Staff, Students, Associates and Retired.

Section 2. Active membership shall be open to any person who is engaged in or who is on limited leave of absence from professional educational work, is an employee of the Acalanes Union High School District, and whose primary assignment is such as not to hold supervisory responsibility over other certificated employees to such an extent as not to be represented in the negotiations process by the teacher bargaining unit.

Section 3. Certificated employees of the Acalanes Union High School District shall be admitted to membership in the AEA upon payment of the annual dues in the United Teaching Profession. New membership shall begin with payment of required dues.

Section 4. There will be no discrimination in membership eligibility on the grounds of race, religion, age, sex, national origin, color, physical handicap, political belief, sexual orientation, or marital status.

Section 5. Membership in the United Teaching Profession shall be required of all elected and appointed leaders of the association.

Section 6. An individual who is serving as a negotiator for a public school employer shall not be eligible for membership in the Association.

Section 7. No member may be disciplined without a due process hearing which shall include the established appellate procedure.

Section 8. Active members shall be eligible to vote in all elections, hold elective office or appointive position, receive special services, obtain assistance in the protection of professional and civil rights, and receive reports and publications of the Association.

Section 9. Active members shall adhere to the Code of Ethics of the Education Profession.

Section 10. The membership year shall be that period of time from September 1 of any given calendar year through August 31 of the following calendar year, inclusive.

Article V Dues and Assessments

Section 1. Annual dues in the AEA shall be determined by a two-thirds majority of the Representative Council voting.

Section 2. The basic annual dues level for Active members and representation fee for non-members represented in the bargaining unit, shall be sufficient to cover the operating expenses of the Association, the dues of CTA, and the dues of NEA.

Section 3. The Association's portion of the basic annual dues, and the representation fee for non-members shall be established by action of the Representative Council at the last regular meeting of the school year.

Section 4. Special assessments may be levied only on approval of a two-thirds majority of the membership voting.

Section 5. Solicitations for voluntary contributions to political and charitable causes may be authorized by a two-thirds vote of the representative council members present and voting at a regularly scheduled meeting of the Representative Council.

Section 6. The Association shall apportion any negotiated representation fee or organizational security fee on the same percentage basis as the full Chapter/CTA/NEA dues.

Section 7. Membership in a given class or category shall be continuous after initial enrollment until delinquent or until a change in professional status shall make the member ineligible for that class or category. If by October 31 of any calendar year a member has not either paid the established annual membership dues for the current membership year, or made satisfactory arrangements for payment as determined by the Representative Council, then that person's membership shall be considered delinquent and the name dropped from the rolls.

ARTICLE VI Officers

- A. The Officers of the Association shall be: a president, a vice-president, a secretary, and a treasurer. Officers shall have attained permanent status in the District.
- B. These officers shall be and remain currently paid-up local, state, and national (Active) members as a condition of nomination to and service in their respective positions during their terms in office.
- C. The manner of selection of officers and their terms shall be specified in the Bylaws.
- D. The President shall be the chief executive officer of the Association and its policy leader.
The President shall:
 - 1. Represent and serve as the official voice of the Association.
 - a. Attend all District Governing Board meetings.
 - b. Communicate with the District Administration and Governing Board on behalf of the Association.
 - c. Attend meetings with District and site Administrators as well as Governing Board members as needed.
 - 2. Promote the interests and purposes of the Association.

3. Advocate for members with the District and site administration, the Governing Board, and with CTA and promote the interests, goals, and purposes of the Association.
 - a. Work with members to resolve issues with site and District administration.
4. Preside and prepare agendas for (in consultations with the Executive Board) all meetings of the Association (general membership meeting, representative meetings, Executive Board meetings).
5. Call meetings of the Executive Board, Representative Council, and general membership.
6. Be familiar with the Association by-laws and standing rules as well as the governance documents of CTA and NEA.
7. Communicate current Association business with the Representative Council and Executive Board on a monthly basis. Association business includes but is not limited to problems, issues, grievances, District committees, state and national issues, and information from CTA, NEA, and the Alcosta Service Center Council.
8. With the Executive Board and the Representative Council, provide vision and yearly goals and objectives of the Association, suggest policy, plans, and activities for the Association, and be responsible for the progress and work of the Association.
 - a. Work with the Representative Council to organize membership support, cohesiveness, and to recruit new members.
9. With approval of the Representative Council, determine the number and types of standing and special committees needed.
 - a. Select and appoint (with approval of the Representative Council) all \ committee chairs, negotiators and the webmaster.
 - b. Serve as an ex-officio member of all standing and special committees.
10. Be responsible for the general supervision of the activities of the Association.
 - a. Oversee the Executive Board, committee chairs, and site representatives.
 - b. Work with the Executive Board to prepare the Association's yearly calendar.
 - c. Ensure, with the Executive Board, that the Representative Council and Association is meeting all legal requirements, including but not limited to, duty of fair representation, upholding members contractual and legal rights, and fee payer laws and regulations.
11. Work with the treasurer to develop yearly and long term budgets to be presented to the Representative Council for approval
 - a. Act as a co-signer on the Association's checking account
 - b. Verify the financial records and financial health of the Association.
 - c. Assist the treasurer (as needed) with preparation for the yearly audits.
12. Communicate regularly with the membership
 - a. Periodically meet with members at each site.
 - b. Assist the vice-president as needed with the production of monthly newsletters
13. Represent and file grievances (except contact overage grievances) on behalf of members in the absence of a grievance chair.
14. Work with lead negotiator to prioritize yearly negotiations goals based on member surveys and approval of the Representative Council.
 - a. Be familiar with the District finances and negotiations.

- b. Work with the Representative Council to organize support for negotiations.
- 15. Serve as the Association's liaison to CTA and the Alcosta Service Center Council
- 16. Attend CTA training regarding the roles and responsibility of the President (President' Conference)
 - a. Attend other professional meetings that require the presence of the Association President. These meetings include, but are not limited to, CTA-Alcosta Service Center President's Forums and Coordinated Bargaining.
- 17. Be informed of current educational issues, legislation, etc.
- 18. Recruit a replacement.

E. The Vice President shall:

- 1. Serve in the absence of the President
- 2. Serve as an assistant to President in all duties
- 3. Act as a resource for Site Representatives on issues and concerns; forwards these issues to President and other officers/chairs to seek resolution
- 4. Attend professional and school board meetings in coordination with the President
- 5. Use a monthly newsletter to communicate with members
- 6. Coordinate all elections and communicates results to President
- 7. Serve as benefits committee chair
- 8. Handle class overages grievances

F. The Secretary shall:

- 1. Maintain accurate records of minutes of AEA meetings including but not limited to Representative Council and Executive Board meetings
- 2. Maintain archives of agendas, minutes, membership records, negotiation updates and newsletters
- 3. Maintain membership and fee payer rosters
- 4. Carry on general correspondence pertaining to AEA business as directed by the President, Executive or Representative Council
- 5. Provide materials for yearly audits
- 6. Attend CTA membership training
- 7. Train incoming secretary

G. The Treasurer shall:

- 1. Receive all funds and take responsibility for accurate accounting and their safekeeping
- 2. Disburse funds for all obligations, including dues and fees, rents and stipends, upon proper authorization and in accordance with AEA bylaws.
- 3. Coordinate annual program planning, budget preparation, and dues scheduling for next fiscal year based on yearly goals, objectives, and past spending.
- 4. Prepare and present timely reports of the Association's financial status to the Executive Board and Representative Council; notify the Executive Board and/or representative council if the budget is ever exceeded.
- 5. Submit an annual financial report to the Representative Council.
- 6. Submit timely financial reports to CTA and NEA including, but not limited to, tax returns, annual PERB financial report.

7. Prepare and submit state and federal tax forms and the annual audit as required by CTA
8. Incorporate audit findings into the Association's handling of its finances.
9. Ensure that the District is forwarding CTA and NEA dues and fees to the CTA membership Accounting Department per our collective bargaining agreement.
8. Prepare fee payer letters as required by law and calculate and submit fee payer monies to CTA
9. Attend CTA treasurer training
10. Train incoming treasurer

ARTICLE VII
Executive Board and Representative Council

Section 1. There shall be an Executive Board composed of the elected officers of the AEA, the Negotiators, the CTA Council Representative, the Newsletter Editor, the AEA Committee Chairs, and the immediate past president.

Section 2. The Representative Council shall consist of: The School Representatives, and the members of the Executive Board.

Section 3. The governing and policy-making body of the Association shall be the Representative Council.

Section 4. The manner of election and the term of office of the School Representatives shall be specified in the Bylaws.

Section 5. All voting shall comply with the one-person one-vote principle for executive bodies.

Section 6. The duties and responsibilities of this governing and policy making body shall be as follows:

- a. Establish Association policies and objectives
- b. Adopt the annual budget of the Association on or before the first meeting of the regular school year.
- c. Approve the establishment or discontinuance of committees as recommended by the Executive Board; and
- d. Establish the dues of the Association.

ARTICLE VIII
Meetings

Section 1. Meetings of the Representative Council, Executive Board, and the general membership shall be held as provided for in the Standing Rules

Section 2. Special meetings of the membership may be called by the President, the Executive Board, or by petition containing the signatures of twenty percent (20%) of the membership.

Section 3. Special meetings of the Association shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted.

Section 4. Notices of the Association meetings, including date, time, place and agenda shall be posted or otherwise distributed among the campuses at least two days prior to the date of the meeting except during crisis situations.

Section 5. For emergency meetings during crisis situations, the Executive Board shall adopt procedures to notify members of meeting dates, places and times.

ARTICLE IX Quorum

A quorum for all general meetings of the membership shall consist of a simple majority of active members; a quorum for the Representative Council shall consist of a simple majority of Representative Council Members. A quorum for the Executive Board and the Committees shall consist of a majority of those entitled to vote.

ARTICLE X Controversial Issues

When an item for discussion on the agenda of the Representative Council has been determined to be of such a controversial nature, that the Association membership would be clearly divided in opinion (by majority vote of the Council), such controversial issues shall be submitted to the membership for a vote and the results of that vote shall be made known.

ARTICLE XI Amendments

Section 1. This Constitution may be amended by a two-thirds majority favorable vote of those AEA members voting.

Section 2. Amendments may be proposed by a member at any time. The proposed amendment must be filed with the secretary prior to the meeting of the Executive Board at which it will be presented. The Board will prepare it in proper form and present it at the next meeting of the Representative Council. Provided there is a favorable majority vote of the Representative Council a copy of the proposed amendment will be sent to each member of the AEA. After at least thirty days have elapsed the membership will vote on the amendment either at the annual election or by a special election.

BYLAWS of the
ACALANES EDUCATION ASSOCIATION

ARTICLE I
Elections

Section 1. An election to choose elected officers of the association and the School Representatives shall be held annually in the month of May.

Section 2. School Representatives shall seek nominees for the positions to be filled at building caucuses prior to the Representative Council meeting in April. At the April meeting a slate of candidates will be prepared and will be publicized before the election in May.

Section 3. Elections shall be by written ballot and shall be conducted in such a manner as to ensure facility of voting and secrecy of ballot.

Section 4. The Vice-President shall conduct the annual election and any special elections of the general membership. Special ballots will be prepared for each school including the nominees for the School Representatives. When the election votes have been tallied they will be reported to the Vice-President and to the various candidates for office.

Section 5. The candidate receiving the majority of votes cast will be considered elected.

Section 6. Only current members of the Association shall vote in Association elections.

Election Requirements

Section 1. There shall be an Elections Committee and the duties of the elections committee shall be as follows:

- a. Ensure that all chapter/CTA/NEA election codes and timelines are followed
- b. Establish election timelines
- c. Develop and carry out timelines and procedures
- d. Prepare ballots for election of officers and such other elections as may be necessary
- e. Count the ballots and certify the results
- f. Handle the initial charges

Section 2. The Elections Committee shall be appointed by the President and approved by the Executive Board and Representative Council.

Section 3. The chapter shall ensure that an open nomination procedure is in place (i.e., any member may nominate any member, including himself or herself). Only reasonable qualifications for office such as membership in the chapter may be required.

Section 4. Every member shall be assured of voting by secret ballot.

Section 5. A member shall acknowledge receipt of a ballot by signature sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot.

Section 6. If a roster of members is prepared for a school site ahead of time, initials of the member may be accepted.

Section 7. All elections shall be decided by a majority vote, unless otherwise specified. In the event no candidate receives a majority vote, a run-off election shall be held between the two candidates receiving the highest number of votes.

Announcement

1. The announcement of election shall include offices, length of terms, and the election timeline.
2. The announcement shall be publicized in a manner that every member has an opportunity to run for office.

Finances

1. Chapter monies received through dues, assessment or similar levy shall not be used to promote any candidate.
2. A Candidate may not accept direct contributions from a chapter's treasury or indirect contributions in the form of use of a chapter's assets, facilities, staff, equipment, mailings, good will and credit.

Candidate's Rights

1. Privileges extended to one candidate shall be extended to all candidates
2. Each candidate shall receive a copy of the election timeline, procedures and guidelines
3. Each candidate shall have the right of access to a list containing the names and last known addresses of all members.
4. Each candidate shall be treated in a fair and equitable manner in the printing and distribution of campaign statements.

Ballots

1. The ballot shall state the name of the officer, the term, and the names of the candidates.
2. The ballot shall include a space for a write-in candidate, except in run-off elections.
3. The names of the candidates shall be printed on the ballot in alphabetical order. The name of each candidate shall be as printed on the declaration of candidacy. When a candidate's last name is hyphenated, the name before the hyphen shall be used for placement on the ballot.

Distribution of Ballots and Method of Voting

1. Each member shall receive a ballot.
2. Voting shall be by one or a combination of the following methods:
 - A. At school site or other specified voting site
 - 1) Each voter must sign or initial a voter roster/sign-up sheet before receiving a ballot
 - a) Voter Roster shall be a list of all eligible voters
 - b) Voter Sign-up Sheet shall be a list of eligible voters which includes a place for a signature.
 - 2) The marked ballot must be returned to a designated site representative or ballot box.
 - 3) Site representatives must return all voter roster/sign-up sheets and ballots to the Elections Committee by the designated date and time.
 - B. By mail
 - 1) When the voting is conducted by mail, the procedure shall be as follows:

Members who are on a dues-paying leave shall be notified by mail in order to provide them an opportunity and right to vote. Special care should be taken in all phases of handling of ballots to ensure the accuracy and the secrecy of voting by mail. The following procedures and guidelines have been developed for this situation:

 - a) A list of current official members shall be prepared, which includes the following: name, school and home address.
 - b) The mailing list shall exactly correspond to the current official roll of voting members.
 - c) Each voter shall be provided with:
 - i. A ballot
 - ii. Instructions on:
 1. Folding and placing of the ballot in the unsigned inner envelope
 2. Placing of the unsigned inner envelope into the outer envelope
 3. Signature and school in the outer envelope addressed to the chapter; and

4. Deadline date for receipt of the voted ballot at the chapter office
 - iii. Inner envelope
 - iv. Outer return envelope, addressed to the chapter; and
 - v. Instructions on returning of the voted ballot, including the signature.
- d) The ballot shall be date stamped when it is received in the chapter office and then put in a safe place until the votes are to be counted.
- e) The outer envelopes shall then be opened and put in a separate stack for safekeeping as a record of voters.
- f) All inner envelopes shall be placed in a separate receptacle.
- g) The inner envelopes shall be slit and the ballots removed from the envelopes, stacked and then counted.

Counting of Ballots

1. Upon receipt of ballots, tally sheets and signature sheets, the Elections Committee shall count the ballots in a secure area with only the Elections Committee members and observers present.
2. The Elections Committee shall count valid ballots and set aside any ballot(s) on which there is a question such as:
 - A. Blank ballot;
 - B. More ballots than signatures;
 - C. Ballot submitted after the deadline;
 - D. Voter not a member;
 - E. Voter's intent unclear;
 - F. Votes cast for more than number allowed;
 - G. Vote cast on an unofficial ballot;
 - H. Vote cast for ineligible candidate.
3. The Elections Committee shall make a determination on whether the vote(s) in each category should be counted, and make a note of the decision. Each category of ballot shall be kept separate.
 - A. The Elections Committee shall prepare the Final Report, recording the following information:
 - B. The total number of ballots cast
 - C. The number of set aside ballots with an explanation for each category of ballot not counted.
 - D. The number needed to win or pass.
 - E. The number of votes received by each candidate or issue.
 - F. A notation whether the set aside votes would affect the outcome.
 - G. Signature of each Elections Committee member present during the preparation of the report.
4. The Elections Chair shall submit the Final Report to the President or designee who shall inform all candidates of the results.

5. If the votes set aside would affect the outcome of the election, the President and the appropriate body shall decide:
 - A. to count the votes which have been aside;
 - B. not to count the votes which have been set aside; or
 - C. if the election should be conducted again.
6. Any candidate who may be affected by the vote shall not be allowed to take part in the decision-making process.
7. The ballots and voter sign-up sheets shall be retained for one year after the election.
8. The Representatives at each site shall tally the votes and report the results of the Vice President.
9. The Vice President shall report the results to the President.
10. The President shall announce the results to the membership.

Observers

1. Each candidate shall be allowed to have an observer at the vote counting site and shall give the name of the observer to the Elections Committee before counting.
2. An observer shall not interfere with the counting and shall stay in the counting areas until the President or designee has been notified of the results.

Challenge Procedure

1. A challenge cannot be initiated until after the results of the elections have been posted at each work site.
2. Any member observing a violation of election procedure shall notify the chapter President, in writing, within ~~five~~ ten (10) school days of the announcement of the results. The notification must:
 - a. Specify which requirement has been violated;
 - b. Include supporting information;
 - c. List the names of the parties who can provide information.
2. Within seven (7) calendar days after receipt of the challenge, the unit Elections Committee shall in accordance with the standing rules and bylaws, conduct an investigation to ascertain the facts, the Elections Committee will attempt to reach resolution and issue a decision regarding the validity if the challenge based on whether the alleged violation may have affected the outcome of the election. A copy of the recommendation will be sent to the president for disposition.
3. If the Elections Committee finds that a violation occurred which may have affected the outcome of the election, he/she will call for a new election.
4. The challenging party and all candidates in that race shall be notified of the decision.

5. If an individual wishes to appeal the decision of the Elections Committee, or if the unit Elections Committee fails to act, he/she may file an appeal within seven (7) calendar days from the date of the filing of the challenge by writing to the CTA President.
6. The challenge procedure for election of State Council Representatives and Alternatives, and State or Local Delegates to the NEA Representative Assembly is outlined in the CTA Elections Manual.

Initiative Procedures

1. The active membership shall have the authority to make decisions on any matters affecting the Association or its activities through the initiative process.
2. A member shall file a notice of the intent to circulate a petition with the chapter president by including a copy of the petition to be circulated, and the names of at least three (3) persons supporting the proposed measure and responsible for its circulation.
3. The chapter president shall register the receipt of the notice of the intent to circulate, and acknowledge such registration in writing with the member filing the notice.
4. The timeline for gathering signatures will commence the day that the notice of intent is registered. A maximum of 45 school days shall be permitted to obtain the signatures of at least 10 percent or more of the active members of the chapter. The petition shall contain the proposal to be placed on the ballot.
5. The circulators shall be present to the chapter president the petition(s) containing original signatures.
6. The chapter president shall have five (5) school days in which to verify the membership of the signers of the petition.
7. If there are insufficient signatures, the petition circulator shall be notified by mail of the number of signatures needed to qualify the petition. The petition circulator shall have an additional seven (7) school days in which to gather and submit the necessary signatures. The chapter president shall have three (3) school days in which to verify the membership of the additional signers.
8. The chapter president shall cause a ballot to be furnished to the members no less than 15 school days after verification of membership, provided that the period that school is officially not in session shall not be included in this count.
9. Regular election procedures (i.e. election of officers) shall be followed including voting times.
10. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

Referendum Procedures

1. Any action or proposed action of the Representative Council or the Executive Board shall be referred to a vote of the membership on 2/3 vote of the Rep. Council at any valid meeting.

2. The referendum action shall prescribe the exact wording of the question to be posed to the membership on the ballot.
3. The chapter shall cause a ballot to be furnished to the members in a timely manner after action by the Rep. Council.
4. Regular election procedures shall be followed including voting time.
5. The proposal shall take effect immediately upon receipt of the required number of vote sunless otherwise specified.

Recall Procedures

1. Membership shall have the authority to recall from office any person(s) holding such virtue of having been elected by that chapter's active members.
2. A member shall file a notice of the intent to circulate a petition to recall the chapter president by including a copy of the petition to be circulated and the names of at least 3 persons supporting the recall and responsible for its circulation. If the proposed recall is for the President, the request goes to the next-highest ranking official.
3. The chapter President shall register the receipt of the notice of the intent to circulate and acknowledge such registration in writing with the person filing the notice.
4. The time line for gathering signatures will commence the day that the notice of intent is filed. A maximum of 60 school days shall be permitted to obtain the signatures of at least 25% or more of the active members of the chapter. The petition shall contain the question proposed to be placed on the ballot.
5. The circulators shall present the chapter president with the petition containing the original signatures.
6. The president has 10 school days to verify the membership of the signers.
7. If there are insufficient signatures the petitioners have 15 days to get the required number and the president has 5 days to verify the additional signatures.
8. The president shall cause ballot to be furnished no less than 20 days after verification of the membership. When school isn't in session that period shall not be counted.
9. Regular election procedures shall take place.

10. Any necessary supplementary rules governing recall that are no in conflict with the foregoing may be adopted and published within the same publications as for other elections of the Association.
11. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

ARTICLE II

Terms and Duties of Officers and Filling of Vacancies

- A. Newly elected officers shall assume office at the June Representative Council meeting or the last meeting of the school year.
- B. The President and Treasurer shall serve for a period of two years and may be elected to two additional consecutive terms. The Vice-President and Secretary shall serve a one year term and may succeed themselves for a maximum of five years.
- C. A vacancy in the office of President shall be deemed to exist in the case of death, resignation, or evident inability to serve in his/her position will be determined by a two-thirds vote of the Representative Council. When a vacancy occurs in the office of President, the first Vice President shall assume the duties of that office in addition to the duties of the ~~first~~ Vice-President for the remainder of the year. At the end of the year a new president shall be elected. In the event of vacancies in any other office, a special meeting of the Association shall be called to elect a successor. The vacancies shall be deemed to exist in the same manner as that of the President.
- D. The President shall be the chief executive officer of the Association and its policy leader.
The President shall:
 1. Represent and serve as the official voice of the Association.
 - a. Attend all District Governing Board meetings.
 - b. Communicate with the District Administration and Governing Board on behalf of the Association.
 - c. Attend meetings with District and site Administrators as well as Governing Board members as needed.
 2. Promote the interests and purposes of the Association.
 3. Advocate for members with the District and site administration, the Governing Board, and with CTA and promote the interests, goals, and purposes of the Association.
 - a. Work with members to resolve issues with site and District administration.

4. Preside and prepare agendas for (in consultations with the Executive Board) all meetings of the Association (general membership meeting, representative meetings, Executive Board meetings).
5. Call meetings of the Executive Board, Representative Council, and general membership.
6. Be familiar with the Association by-laws and standing rules as well as the governance documents of CTA and NEA.
7. Communicate current Association business with the Representative Council and Executive Board on a monthly basis. Association business includes but is not limited to problems, issues, grievances, District committees, state and national issues, and information from CTA, NEA, and the Alcosta Service Center Council.
8. With the Executive Board and the Representative Council, provide vision and yearly goals and objectives of the Association, suggest policy, plans, and activities for the Association, and be responsible for the progress and work of the Association.
 - a. Work with the Representative Council to organize membership support, cohesiveness, and to recruit new members.
9. With approval of the Representative Council, determine the number and types of standing and special committees needed.
 - a. Select and appoint (with approval of the Representative Council) all \ committee chairs, negotiators and the webmaster.
 - b. Serve as an ex-officio member of all standing and special committees.
10. Be responsible for the general supervision of the activities of the Association.
 - a. Oversee the Executive Board, committee chairs, and site representatives.
 - b. Work with the Executive Board to prepare the Association's yearly calendar.
 - c. Ensure, with the Executive Board, that the Representative Council and Association is meeting all legal requirements, including but not limited to, duty of fair representation, upholding members contractual and legal rights, and fee payer laws and regulations.
11. Work with the treasurer to develop yearly and long term budgets to be presented to the Representative Council for approval
 - a. Act as a co-signer on the Association's checking account
 - b. Verify the financial records and financial health of the Association.
 - c. Assist the treasurer (as needed) with preparation for the yearly audits.
12. Communicate regularly with the membership
 - a. Periodically meet with members at each site.
 - b. Assist the vice-president as needed with the production of monthly newsletters
13. Represent and file grievances (except contact overage grievances) on behalf of members in the absence of a grievance chair.
14. Work with lead negotiator to prioritize yearly negotiations goals based on member surveys and approval of the Representative Council.
 - a. Be familiar with the District finances and negotiations.
 - b. Work with the Representative Council to organize support for negotiations.
15. Serve as the Association's liaison to CTA and the Alcosta Service Center Council
16. Attend CTA training regarding the roles and responsibility of the President (President' Conference)

- a. Attend other professional meetings that require the presence of the Association President. These meetings include, but are not limited to, CTA-Alcosta Service Center President's Forums and Coordinated Bargaining.
17. Be informed of current educational issues, legislation, etc.
18. Recruit a replacement.

E. The ~~first~~ Vice-President shall

1. Serve in the absence of the President
2. Serve as an assistant to President in all duties
3. Act as a resource for Site Representatives on issues and concerns; forwards these issues to President and other officers/chairs to seek resolution
4. Attend professional and school board meetings in coordination with the President
5. Use a monthly newsletter to communicate with members
6. Coordinate all elections and communicates results to President
7. Serve as benefits committee chair
8. Handle class overages grievances

F. The Secretary shall:

1. Maintain accurate records of minutes of AEA meetings including but not limited to Representative Council and Executive Board meetings
2. Maintain archives of agendas, minutes, membership records, negotiation updates and newsletters
3. Maintain membership and fee payer rosters
4. Carry on general correspondence pertaining to AEA business as directed by the President, Executive or Representative Council
5. Provide materials for yearly audits
6. Attend CTA membership training
7. Train incoming secretary

G. The Treasurer shall:

1. Receive all funds and take responsibility for accurate accounting and their safekeeping
2. Disburse funds for all obligations, including dues and fees, rents and stipends, upon proper authorization and in accordance with AEA bylaws.
3. Coordinate annual program planning, budget preparation, and dues scheduling for next fiscal year based on yearly goals, objectives, and past spending.
4. Prepare and present timely reports of the Association's financial status to the Executive Board and Representative Council; notify the Executive Board and/or representative council if the budget is ever exceeded.
5. Submit an annual financial report to the Representative Council.
6. Submit timely financial reports to CTA and NEA including, but not limited to, tax returns, annual PERB financial report.
7. Prepare and submit state and federal tax forms and the annual audit as required by CTA
8. Incorporate audit findings into the Association's handling of its finances.

9. Ensure that the District is forwarding CTA and NEA dues and fees to the CTA membership Accounting Department per our collective bargaining agreement.
8. Prepare fee payer letters as required by law and calculate and submit fee payer monies to CTA
9. Attend CTA treasurer training
10. Train incoming treasurer

ARTICLE III

Terms and Duties of Area Representatives

Section 1. The representative of the AEA to the CTA State Council of Education shall be elected in accordance with existing regulations of the CTA. Appointment of an alternate to State Council, on a single meeting basis, may be made by the AEA President. The State Council Representative shall be a voting member of the Representative Council and of the Executive Board shall be directly responsible to the Representative Council.

Section 2. Delegates to the National Education Association shall be elected in accordance to the regulations of the NEA. The delegates shall report directly to the Representative Council.

ARTICLE IV

Duties of the Executive Board

Section 1. The Executive Board shall implement the policies and decisions of the Associations as made by the Representative Council. This Board shall not make policy

Section 2. The Executive Board shall make recommendations to be acted upon by the Representative Council and shall fill vacancies which may arise subject to approval of the Representative Council.

Section 3. The Executive Board shall assist the president in selecting the members of the negotiating team for the approval by the Representative Council

ARTICLE V

The Representative Council

Section 1. The Representative Council shall be composed of the Executive Board and the School Representatives

Section 2. The Representative Council shall be the policy-making body of the Association, and shall act on all matters affecting the welfare or interest of the members of the Association, not otherwise specifically delegated to the officers

Section 3. The School Representatives shall be elected by members of the Association at each school. A faculty representative shall not conduct an election in which he/she is a candidate. Their term shall be one year and they may serve a maximum of five consecutive years. School Representatives shall be allocated on the basis of one representative for every 20 members, or mayor fraction thereof, of the Association in a given school, except that each school shall have at least one representative.

Section 4. At least one representative from each school shall attend all meetings of the Representative Council: they shall inform the Association members, that they represent, of the business transacted by the Representative Council and they shall be the channel through which their constituents may voice opinions, make suggestions and request action.

Section 5. The duties of the faculty representatives shall be as follows:

- a. Conduct constant and ongoing liaison between the Rep Council and the Active members.
- b. Serve as the official channel through which written communications and publications can be easily transmitted between the Association and the Active members.
- c. Represent the views and input of the Active membership of the faculty in votes taken in the Representative Council, conducting frequent and regular polls of such membership for this purpose.
- d. Perform such additional duties as prescribed by the Executive Board.
- e. A faculty Representative may not conduct an election in which he/she is a candidate.

Section 6. Three successive absences without valid excuses may be cause to declare a Representative's position vacant. The constituents shall then elect a new Representative.

Section 7. The Representative Council shall establish the dues structure of the Association. The dues structure may be changed by a 2/3 majority vote of those Representatives present and voting at a scheduled Representative Council meeting, providing a quorum is present.

Section 8. The Representative Council shall meet at least once a month during the school year from September through June.

Section 9. In no case shall a representative Council member be entitled to more than one vote.

ARTICLE VI

Committees

Section 1. Committees of the AEA shall be established to pursue the priorities of the Association.

Section 2. A current list of AEA committees shall be provided for in the Standing Rules.

Section 3. Provisions specifying the membership of committees and the rules governing their operations shall be in the Standing Rules.

Section 4. Changes in the Standing Rules covering committees shall be made in accordance with the procedure specified in the Bylaws for amending Standing Rules.

ARTICLE VII

The Negotiators

Section 1. The Negotiators and alternates for the Association shall be selected by the President of the Association with the assistance of the Executive Board and approval by the Representative Council.

Section 2. The President shall appoint all members and the chairperson of the Bargaining Team with the concurrence of the Executive Board and the Representative Council.

Section 3. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.

Section 4. The Executive Board, by two-thirds (2/3) majority, may remove a member of the Bargaining Team and appoints a replacement from the list of alternates.

Section 5. A member of the Negotiators may be removed at any time by the President of the Association with the approval of the majority of the Executive Board.

Section 6. The Executive Board shall provide direction and support for the Negotiators and will report the results of any negotiations to the Representative Council.

Section 7. The President of the Association may be a member of the Negotiators, or may appoint any member of the Association as a Negotiator, or may appoint an officer or committee chairperson as negotiator. Equal representation by school shall be sought for the team.

Section 8. A Negotiator may be an employee of the Association.

Section 9. The results of any negotiation must be approved by the Representative Council. If the Council so desires they may call for a vote of the membership either by a special voting or by the vote of those voting will provide a decision.

Section 10. The Bargaining Team shall report its activities to the Executive Board in such form and with such frequency as the Executive Board may require.

Section 11. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.

Section 12. Agreements between the Bargaining Team and the school board or its representatives shall be considered tentative and not binding upon the Association until such agreements have been ratified by the membership in the appropriate units unless such ratification shall have been specifically waived otherwise delegated by that membership.

ARTICLE VIII

The Executive Board

Section 1. The Executive Board shall be composed of the elected officers of the Association.

Section 2. All members of the Executive Board shall be and remain currently paid-up local, state, and national (Active) members as a condition for nomination to and service in this position.

Section 3. The Executive Board shall:

- a. Coordinate the activities of the Association
- b. Act for the Representative Council when school is not in session
- c. Direct the bargaining activities of the Association, subject to the policies established by the membership
- d. Approve the appointment and removal of bargaining team members by a 2/3 majority vote.
- e. Recommend a budget for the Association to the Representative Council
- f. Approve all appointments to committees, including chairpersons
- g. Exercise all the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions imposed by the Representative Council

Section 4. A quorum for meetings of the Executive board shall be a majority of the Executive Board.

ARTICLE IX

Grievance Processing

Section 1. The Executive Board shall adopt Standing Rules for the procedures for grievance processing.

Section 2. These procedures shall include, but not be limited to, the following:

- a. Provide for representation to assist all members of the bargaining unit in processing grievances.
- b. Training for handling grievances
- c. Evaluation of the Association's grievances policies and procedures.

ARTICLE IX

Parliamentary Procedure

Section 1. Robert's Rules of Order, Revised, shall be the authority of parliamentary procedure in all meeting. The parliamentarian shall be present at all regularly-scheduled meetings of the Executive Board, Representative Council, and General Membership.

Section 2. The parliamentarian shall be appointed by the President of the Association.

Section 3. The duties of the Parliamentarian shall be to interpret any questions arising as to parliamentary procedure, the AEA Constitution, By laws, and Standing Rules.

ARTICLE X

Standing Rules

Section 1. Standing Rules of the Association shall provide such additional procedures and information as may be necessary to interpret the Bylaws and administer the program of the Association.

Section 2. Standing Rules may be adopted or changed by a two-thirds vote of the Representative Council, a quorum being present, provided that such consideration is an agenda item and that the exact wording of the proposed Standing Rule or change in Standing Rules has been sent in writing to each member of the Representative Council one week in advance of the meeting at which it will be considered.

ARTICLE XI
AEA STANDING RULES (SR)
SR 1: MEMBERSHIP

Section 1. Membership categories and annual dues as of September 1, 2001 are as follows:

- A. Regular local membership-AEA: 4-5 periods >80% \$179.00
- B. Association membership-open to part-time personnel who earns less than the minimum salary step for beginning teachers or Reduced Service retirement program participants as follows:
 - 2-3 periods 60% or > 25% \$ 89.50
 - 1 period <25% \$ 44.70
- C. Retired teacher membership: \$ 10.00

Section 2. Regular members shall also be members of the CTA and NEA
Associate members shall be members of CTA and NEA
Retired members need not meet this requirement

Section 3. Association members shall be entitled to the same privileges and services as regular members except as follows:
A. The right to vote in AEA on all policy matters submitted to the membership.
B. Eligibility to elective AEA offices and appointive positions. (This includes the elective position as School Representative).

Section 4. Sabbatical leave and straight leave persons must join AEA, CTA, and NEA as associate members.

Section 5. The membership year shall be from Sept. 1 to Aug. 31.

Section 6. The association shall maintain a roster of the Association membership.

Section 7. Members failing to pay their dues or to sign a payroll deduction authorization prior to Nov. 1, Shall be considered delinquent. If these dues are not paid on or before Oct. 31. the membership shall lapse.

SR. 2: FISCAL YEAR

The fiscal year of the Association shall commence on Sept. 1 and end on Aug. 31.

SR. 3: ASSOCIATION COMMITTEES

Section 1. The standing Committees of the AEA shall be:

- A. Salary and School Finance
- B. Professional Right and Responsibilities
- C. Teacher Welfare

Section 2. Each committee shall have a chairperson recommended by the President for his/her special qualifications, and ratified by the Representative Council. These committee chairpersons shall be members of the Executive Board.

Section 3. The members of all committees shall be appointed. Their appointment must be ratified by the Executive Board. They must be regular members of the Association.

Section 4. Members of committees shall be chosen to represent as equally as possible all schools. They shall be chosen so that approximately one-third of the members are appointed each year. The committee chairperson with the assistance of the School Representatives shall seek out members for the committees.

Section 5. Each committee shall prepare and preserve a permanent record of its proceedings, findings and recommendations. Extreme care shall be taken that matters of confidential nature be confined to the knowledge of committee members and such other persons shall be deemed advisable by the President.

Section 6. Each committee chairperson, or his/her representative shall attend every Representative Council meeting and shall keep the Council fully informed in writing as to the activities of the committee. All committee recommendations are to be made to the Representative Council in writing in advance of Representative Council meetings.

Section 7. It shall be the charge of each committee to operate in accordance with the adopted priorities and goals of the AEA, within its structure, and to be responsible directly to the Representative Council.

Section 8. Special committees may be appointed by the President as the need arises. Such committees as: Contract Development, School Calendar, Retirement, and Community Action are in this category.

SR 4 DUTIES OF STANDING COMMITTEES

Section 1. Salary and School Finance Committee:

- A. To study the financial status and Budget of the District.

- B. To make proposals for maintaining a professional and competitive salary structure for the certificated personnel. The details of all proposals made by the Salary and School Finance Committee shall be subject to approval of the Representative Council.

Section 2. Welfare Committee:

- A. To make an annual survey of membership benefits of the CTA and NEA such as insurance of all kinds, credit union, tours and other economic benefits and to report thereon to the Representative Council and the membership.
- B. To keep aware of dental and medical services, to assist members that may have problems with these, and to look for ways to improve them.
- C. To develop and provide workshops for the membership informing them on matters of economic, tax and retirement concerns.

Section 3. Professional Rights and Responsibilities Committee:

- A. To represent AEA members as a third party when requested, in matter wherein there are charges of unethical and/or unprofessional conduct, in professional problems related to assignment and accompanying responsibilities, or wherein equitable and legal application of Board of Education policies and State Education Code provisions are challenged.
- B. To review and promulgate through appropriate methods the highest possible ethical standards of professional conduct and adherence to professional responsibilities in accord with the Code of Ethics of the Education Profession which is recognized by the AEA as the Pre-eminent statement of professional ethics.
- C. To review annually and propose, through the Association, revisions, and additions, or updating of District Certificated Personnel Policies.

Section 4. Legislative Committee:

- A. To review proposed legislation affecting schools and teachers and to keep the membership informed regarding such proposed legislation.
- B. To study the effect of laws dealing with education on the membership and to be prepared to explain these laws to the Representative Council and to the membership

SR 5: BUILDING REPRESENTATIVE ALTERNATES

School Representatives shall send an alternate to Representative Council meetings in the event that they are unable to attend. Alternates shall identify themselves during roll call. Alternates shall be permitted all the rights and privileges of Building Representatives, including voting rights.

SR 6: PROXY VOTING

Proxy voting is not permitted in any AEA deliberation.

SR 7: ELECTION RESULTS

Results of elections shall not be publicized until the candidates have been notified of the election results. It shall be the duty of the President to notify the candidates of the election results.

SR 8: ELECTIONS COMMITTEE

Section 1. There shall be an Elections Committee.

Section 2. The Elections Committee shall be appointed by the President and approved by the Executive Board and Representative Council.

Section 3. The Elections Committee Shall be composed of at least three (3) members

Section 4. A member shall abstain from participation in Elections Committee activities during the period in which he/she or his/her immediate family members is a candidate.

SR 9. ELECTION REQUIREMENTS

Section 1. The chapter shall ensure that an open nomination process is in place (i.e. any members may nominate any member, including him/herself). Only reasonable qualifications for office such as membership in the chapter may be required.

Section 2. Every member shall be assured of voting by secret ballot.

Section 3. There shall be at least a fifteen (15) day period between notice of election and the actual voting.

Section 5. A chapter shall provide means for all members to vote (including by mail), and it shall be the responsibility of the member to notify the chapter if he/she desires a ballot at a site other than the regularly scheduled voting place.

Section 6. A member shall acknowledge receipt of a ballot by signature on a registration sheet at the time of issuance of the ballot or on an envelope when returning the voted ballot. If a roster of members is prepared for a school site ahead of time, initials of the member may be accepted.

Section 7. All elections shall be decided by a majority vote unless otherwise specified. In the event no candidate receives a majority vote, a run-off election shall be held between the two (2) candidates receiving the highest number of votes.

SR 10. ANNOUNCEMENT AND TIMELINE FOR ELECTIONS

Section 1. The announcement of election shall include the offices, length of terms, and the election timeline.

Section 2. The announcement shall be publicized in a manner that every member has an opportunity to file a declaration of candidacy.

Section 3. The timeline for the election shall include dates for:

- a. Time, date, and place where declarations of candidacy are to be received. Literature shall include information that date is receipt date and not postmarked date.
- b. Date for acknowledgement of declarations from candidates.
- c. Date for preparation of ballots.
- d. Date on which ballots will be distributed.
- e. Date(s) when voting will take place.
- f. Deadline date for requesting absentee ballot.
- g. Deadline date, time and place for return of ballots, including absentee ballots.
- h. Date, time and place where ballots will be counted.
- i. Date(s) that announcement of results will be made to leadership, candidates and members.
- j. Dates and timelines for run-off elections, if necessary.
- k. Deadline for filing of challenges.

SR 9: ASSOCIATION LIMITS

Section 1. Use of Association funds shall be limited to the program and Goals of the Association.

Section 2. The Association will limit its activities to those which are directly related to the purpose of the AEA

SR 10: MEETINGS

Section 1. General meetings- General meetings of the AEA membership may be held during each school year. The time, place, and date of each of these meetings shall be determined by the Executive Board.

Section 2. Executive Board meetings- This Board shall meet in regular session at least 4 times a year. Special meetings may be called by the President or on the request of two or more members of the Board.

Section 3. Representative Council Meetings- The Representative Council shall meet in regular session on the second Wednesday of each month of the school year starting with the month of September. Special meetings may be called by the Executive Board or by a majority vote of the Representative Council.

Section 4. Committee Meetings- Committees shall meet as needed. The time and place of these meetings shall be determined by the chairperson of each committee. The Association President may also call for the meeting of a committee.

Section 5. All Association meetings are open meetings with the exception of the Professional Rights and Responsibilities Committee when it is meeting on a confidential matter.

SR 11: ORDER OF BUSINESS

The order of business at Representative Council meetings shall be determined at the discretion of the President and may include:

1. Call to order
2. Roll Call
3. Approval of Minutes
4. Correspondence
5. Treasurer's Report
6. President's Report
7. Report from CTA Council Representatives
8. Reactions and Requests from Buildings
9. Unfinished Business
10. New Business
11. Committee Reports
12. Announcements
13. Adjournment