

BYLAWS

Alvord Educators Association/CTA/NEA

I. NAME AND LOCATION

The name of this Association shall be the Alvord Educators Association/CTA/NEA in Riverside County, California.

II. PURPOSES

The primary purposes of this Association shall be:

1. To represent its members in their relations with their employer and to seek to be the exclusive representative of appropriate units of school employees 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;
2. To form a representative body capable of developing group opinion on professional matters to speak with authority for teachers;
3. To provide an opportunity for continuous study and action on problems of the profession;
4. To provide a means of representation for all its members;
5. To promote professional attitudes and ethical conduct among members;
6. To encourage cooperation and communication between the profession and the community;
7. To foster good fellowship among members;
8. To study and act on appropriate political and legislative activities locally and/or in conjunction with state and/or national affiliates.

III. AFFILIATION WITH THE UNITED EDUCATION PROFESSION (UEP)

1. The Alvord Educators Association shall be a chartered chapter of the California Teachers Association (CTA).
2. The Alvord Educators Association shall be an affiliated local association of the National Education Association (NEA).

IV. **MEMBERSHIP**

1. Active membership shall be open to any person who is engaged in or who is on limited leave of absence from professional education work, is an employee of the Alvord Unified 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.
2. Membership may be granted upon initiation of payroll deduction or upon payment of annual United Education Profession (UEP) dues appropriate to the class of membership.
3. The right to vote and to hold elective office or appointed position within the Association shall be limited to Active members.
4. All members shall be eligible to receive special services, to obtain assistance in the protection of professional and civil rights, and to receive reports and publications of the Association.
5. An individual who is serving as a negotiator for a public school employer shall not be eligible for membership in the Association.
6. Active members shall adhere to The Code of Ethics of the Education Profession.
7. The rights to and privileges of membership shall not be abridged in any way because of age, sex, race, color, ethnic group, marital status, national origin or sexual orientation.
8. All members of the Representative Council shall receive copies of current Bylaws and Standing Rules.
9. 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.
10. All appeals will receive due process

V. **DUES, FEES, AND ASSESSMENTS**

1. 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.

2. The basic annual dues of the Association shall be comprised of the annual assessments of CTA and NEA plus an amount for local programs equal to .433 of the CTA assessment, unless voted otherwise by the Representative Council. Representation fee for non-members shall be established by action of the Representative Council at the last regular meeting of the school year.
3. Representation fees shall be apportioned on the same percentage basis as the full United Education Profession dues.
4. 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 November 30 of any calendar year a member has neither paid the established annual membership dues for the current membership year, nor made satisfactory arrangements for payment, then that person's membership shall be considered delinquent and the name dropped from the rolls.

VI. **POLICY-MAKING BODY**

1. The policy-making body of the Association shall be a Representative Council. The Representative Council, comprised of members of the Association, derives its powers from and shall be responsible to the membership.
2. The Representative Council shall be composed of the following Active members:
 - a. Executive Board, ex officio;
 - b. Site Representatives elected on the basis of one-person, one-vote;
 - c. CTA State Council Representatives from AEA, if any;
 - d. Any members of the Association who hold CTA/NEA offices or committee appointments, ex officio non-voting.
3. No member of the Representative Council may have more than one vote.
4. The Representative Council shall:

- a. Establish Association policies and objectives;
 - b. Adopt the annual budget of the Association on or before September 1;
 - c. Approve the establishment or discontinuance of committees recommended by the Executive Board;
5. The Representative Council shall meet at least once per month (September - June); the number, place and time of meetings to be decided by the Executive Board. The Representative Council may approve additional meetings for July and/ or August.
 6. Special meetings of the Representative Council may be called by the President, the Executive Board, or by the petition of twenty percent (20%) of the membership.
 7. Special meetings of the Representative Council shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted.
 8. A list of all meeting dates of the Representative Council shall be given to all members.
 9. Agendas for all meetings shall be sent to all members of the Representative Council at least one week prior to the meeting. Any member of the Rep. Council may request advanced copies of minutes, budget and other items, as available.
 10. For special meetings of the Representative Council during crisis situations, the Executive Board shall adopt procedures to notify representatives of meeting dates, places, and times.
 11. A quorum for all meetings of the Representative Council shall consist of a majority of all voting members of the Representative Council.
 12. Members of the Representative Council shall serve a term of one year commencing July 1.

VII. **FACULTY REPRESENTATIVES**

1. Representatives and alternates shall be elected by and from the Active membership for each site. Such election shall be by open

nominations and by secret ballot, within ballot timelines established by the Executive Board.

2. Each site shall be entitled to at least one representative and shall have one representative for each fifteen (15) Association members or major fraction thereof, and at least one representative per track for year round schools, whenever possible. However, in no case shall the number of votes exceed the representation formula.
3. Active members who are not represented through a site shall be counted as a special group entitled to the same representation on the Representative Council as individual site school groups.
4. Representatives shall:
 - a. Conduct constant and ongoing liaison between the Representative Council and the Active members of the site or special group;
 - b. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the Active members;
 - c. Represent the views and input of the Active membership in votes taken in the Representative Council, conducting frequent polls of such membership for this purpose; and
 - d. Perform such additional duties as prescribed by the Executive Board.
5. Vacancies in the position of Representative shall be deemed to exist in the case of death, resignation, inability to serve in the office, or absence from two consecutive meetings or three within a single term excluding Special meetings and District authorized absences. If a site substitute representative is sent, an absence will not be recorded. In the event of a vacancy, a site election shall be conducted for the unexpired term, in a timely manner.

VIII. **OFFICERS**

1. The officers of the Association shall be a President, a Vice-President, a Secretary, and a Treasurer.

2. These officers shall be and remain currently paid-up members of the UEP as a condition for nomination to and service in their respective positions during their terms of office.
3. These officers shall be elected by and from the Active membership of the Association. Such election shall be by open nominations and secret ballot.
4. Officers shall be elected for a term of two years, commencing on July 1 of any calendar year. Commencing 1998, the terms of the Secretary and Vice-President shall be extended one year to 1999, with two year terms being served thereafter.
5. A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices, or absence from two consecutive meetings of the Executive Board or five within a single two year term excluding special meetings and district authorized absences: or absence from two consecutive meetings of the Rep. Council or five within a two year term, excluding special meetings and District authorized absences. In the event a vacancy occurs in any office, a special election shall be held in a timely manner to elect a successor to fill the unexpired term.
6. The President shall be the chief executive officer of the Association and its policy leader. The President shall:
 - a. Preside at all meetings of the Association, the Representative Council and Executive Board;
 - b. Prepare the agenda for the meetings of the Association, the Representative Council and the Executive Board;
 - c. Be the official spokesperson for the Association;
 - d. Be familiar with the governance documents of the Association, CTA, and NEA;
 - e. Nominate all chairpersons and members of committees, and the bargaining team, with the advice and approval of the Representative Council;
 - f. Call meetings of the Association and the Executive Board;
 - g. Suggest policies, plans and activities for the Association and be held responsible for the progress and work of the Association;

- h. Attend meetings of the Service Center Council of which the Association is a part or designee as necessary;
 - i. Attend other CTA/NEA meetings and public meetings as directed by the Representative Council or designee as necessary;
 - j. Be responsible for attendance at School Board Meetings or designee as necessary; and
 - k. Co-sign checks with the Treasurer and/or one other executive officer as designated by the Executive Board.
 - l. Be an ex-officio, non-voting, member of the Bargaining Team at his/her discretion.
 - m. Publicize upcoming conferences and trainings to Rep Council.
7. The Vice-President shall:
- a. Serve as assistant to the President in all duties of the President;
 - b. Assume the duties of the President in the absence of the President;
 - c. Be responsible for the formation and distribution of the Association's calendar of activities; and
 - d. Serve as coordinator of committee activities at the direction of the President.
 - e. Coordinate all representative trainings for members of the Rep. Council.
8. The Secretary shall:
- a. Maintain a careful and accurate record of the proceedings of each meeting, regular or special, of the Association, Representative Council, and the Executive Board; in coordination with the Association and/or UniServ office secretary;

- b. Be responsible for the distribution of minutes, notice of meetings, and agendas for all meetings to members of the Representative Council and Executive Board; and to the membership when appropriate; in coordination with the Association and/or UniServ office secretary;
 - c. Maintain an accurate roster of the membership of the Association and of all committees; and in and coordination with the Association and/or UniServ office secretary;
 - d. Be responsible for the correspondence pertaining to the affairs of the Association as directed by the President; in coordination with the Association and/or UniServ office secretary;
9. The Treasurer shall:
- a. Receive all funds belonging to the Association and be responsible for their safekeeping and accounting in coordination with the Association and/or UniServ office secretary;
 - b. Pay out such funds upon orders of the President and co-sign with the president and/or one other officer, checks drawn upon the treasury; in coordination with the Association and/or UniServ office secretary;
 - c. Prepare a written financial report for each regular meeting of the Representative Council and Executive Board; in Board coordination with the Association and/or UniServ office secretary;
 - d. Be responsible for an annual audit of the books of the Association and distributing a summary of this audit to the membership; in coordination with the Association and/or UniServ office secretary; and
 - e. Submit membership and financial reports to CTA, NEA, and other agencies as required by law in coordination with the Association and/or UniServ office secretary.

IX. **EXECUTIVE BOARD**

- 1. The Executive Board shall be composed of the officers and directors elected by the membership.

2. All members of the Executive Board shall be and remain members of the UEP as a condition for nomination to and service in this position.
3. Commencing with elections held in 2000, there will be three designated directors' positions, one elementary, one middle school, one high school and the addition of one at-large director and one ethnic/minority director. New directors shall be elected as appropriate by the current directors' grade levels and election dates. All positions will be voted on by the general membership.
4. Commencing in 1998, one directors term, randomly selected, shall be extended for one year, with a two year term commencing thereafter, providing staggered terms within the Executive Board. The regular elections cycle will occur thereafter. (approved 1998)
5. A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices, or absence from two consecutive meetings of the Executive Board or five within a single two year term excluding special meetings and district authorized absences of the Association.: or absence from two consecutive meetings of the Rep. Council or five within a two year term, excluding special meetings and District authorized absences. In the event a vacancy occurs in any office, a special election shall be held in a timely manner within thirty (30) days to elect a successor to fill the unexpired term.
6. The Executive Board shall meet prior to each regular meeting of the Representative Council and at such other times as the President may deem necessary, or upon written petition of a majority of the members of the Executive Board.
7. The duties of the Executive Board shall be to:
 - a. Coordinate the activities of the Association:
 - b. Act for the Representative Council only when urgent circumstances necessitate;
 - c. Coordinate the bargaining activities and grievance processing of the Association, subject to policies set by the Representative Council;
 - d. Recommend a budget for the Association to the Representative Council;

- e. Adopt the Standing Rules for the Association with the approval of the Representative Council; and
 - f. Exercise all of the business and organizational powers and duties for the Association as prescribed by law and these bylaws, subject to any restrictions which may be imposed by the Representative Council.
8. A quorum for all meetings of the Executive Board shall consist of five members of the Executive Board.

X. **BARGAINING TEAM**

- 1. The Bargaining Team and such alternates as may be deemed necessary shall be nominated by the President with the advice and approval of the Executive Board and Rep. Council
- 2. The chairperson and spokesperson of the team shall be elected by its members.
- 3. The Executive Board shall adopt Standing Rules setting forth its selection procedures for Bargaining Team members, including terms of office and criteria for appointment, with the approval of the Rep. Council.
- 4. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.
- 5. The Executive Board, by a two thirds (2/3) majority, may remove a member of the Bargaining Team and appoint a replacement from the list of alternates. The individual may appeal to the Rep. Council
- 6. The duties of the Bargaining Team are to represent and to bargain for the bargaining unit(s).
- 7. Employees in each appropriate bargaining unit shall be surveyed to determine contents of the proposed contract demands, and the contract proposal for each appropriate unit shall be approved by Association members in that unit.
- 8. The Bargaining Team shall report its activities to the Executive Board and Representative Council in such form and with such frequency as may be required.

9. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the Bargaining Team to the general membership.
10. Agreements reached 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 Association membership, unless such ratification shall have been specifically waived or otherwise delegated by that membership.

XI. **GRIEVANCE PROCESSING**

1. The Executive Board shall adopt, with the approval of the Representative Council, the procedures for grievance processing.
2. These procedures shall include, but not be limited to the following:
 - a. Provide for representation to assist all members of the bargaining unit(s) in processing grievances;
 - b. Training for handling grievances; and
 - c. Evaluation of the Association's grievance policies and procedures.
3. The Executive Board shall determine cases to be taken to arbitration after receiving a recommendation from the grievance chairperson and shall hear appeals from members. The decision of the Executive Board shall be final.

XII. **NOMINATIONS AND ELECTIONS**

A. Elections Committee

1. The Elections Committee shall be composed of at least three members who are not on the Executive Board.
2. The President shall appoint the chair of the Elections Committee.
3. The Representative Council shall approve members of the Elections Committee.
4. A member shall abstain from participation in the Elections Committee activities during the period in which he/she or his/her immediate family member is a candidate.

5. The duties of the Elections Committee shall be to:
 - 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. Oversee preparation and distribution of election materials.
 - e. Count the ballots and certify results.
 - f. Handle initial challenges.

- B. Notification of offices open for election, nomination procedures and election timelines shall be distributed to all members and posted in all appropriate locations. The Association shall not discriminate against its active members in their right to vote, seek office or otherwise participate in the activities of AEA/CTA/NEA. The Association shall ensure an open nomination procedure in which any member may nominate any member including himself/herself.

- C. Every member shall be assured of voting by secret ballot. There shall be an all member vote. A member who is off-track shall be sent election information/ballot by mail to his/her last known address, as appropriate.

- D. 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 by mail. If a roster is prepared ahead of time for a school site, initials may be accepted.

- E. Election of Officers and Directors shall be completed by the end of May. CTA State Council Representatives and NEA Delegates shall be elected in accordance with CTA and NEA rules and timelines.

ARTICLE XIII – RECALL ELECTIONS

Recall Procedures:

1. The active membership shall have the authority to recall from office any person or persons holding such virtue of having been elected thereto by the chapter's active members.

2. A member must file a notice of the intent to circulate a petition to recall with the chapter president by including a copy of the petition to be circulated, and the names of at least three persons supporting the proposed recall and responsible for its circulation. In the event that the proposed recall is for the person holding the office of president, the request shall be made to the next ranking officer.

3. The chapter president must 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 60 school days shall be permitted to obtain the signatures of at least 25 percent or more of the active members of the chapter. The petition must contain the question proposed to be placed on the ballot.
5. The circulators must present to the chapter president the petition(s) containing original signatures.
6. The chapter president shall have 10 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 additional 15 school days in which to gather and submit the necessary signatures. The chapter president shall have 5 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 20 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. Any necessary supplementary rules governing recall which are not in conflict with the foregoing may be adopted and published within the same publications and by the same manner as are prescribed for other elections within the Association.
11. The proposal shall take effect immediately upon receipt of the required number of votes, unless otherwise specified.

ARTICLE XIV – STATE COUNCIL AND NEA DELEGATES.

Elections for CTA State Council and NEA Delegates shall be run in accordance with CTA and NEA guidelines, as provided to the Association by CTA and NEA.

XV. ETHNIC-MINORITY REPRESENTATIVES

1. The Representative Council and Executive Board shall have a proportionate number of ethnic-minority representatives according to the Alvord Educators Association's ethnic-minority membership.
2. Ethnic minority shall mean those persons designated as ethnic minority by statistics published by the United States Bureau of the Census.

XVI. **COMMITTEES**

1. Committees, except as otherwise provided in these bylaws, may be established and discontinued by the Executive Board, subject to approval by the Representative Council.
2. Each committee chair shall submit written reports and minutes after each meeting to the Executive Board.

XVII. **MEETINGS OF THE GENERAL MEMBERSHIP**

1. Meetings of the Association may be called by the President, the Executive Board, or by written petition of twenty percent (20%) of the membership.
2. Notices of the Association meetings including date, place, time, and purpose of the meeting shall be made available to all members of the Association at least five days prior to the meeting except during crisis situations as determined by the Executive Board.
3. For emergency meetings during crisis situations, the Executive Board shall adopt procedures to notify the Association membership of meeting dates, places and times.
4. A quorum for meetings of the Association shall be a simple majority of the Active membership.

XVIII **POLITICAL ACTION GROUP FOR EDUCATION (PAGE)**

1. The Political Action Group for Education shall:
 - a. consist of at least five (5) members and be representative of representative the general membership.
 1. The Chairperson of the PAGE shall be appointed for a term of one (1) year by the President, subject to approval of the Executive Board and ratification by the Rep Council.

2. No officer or member of the committee, including the chairperson, shall be deemed an officer of AEA by virtue of holding office or being a member of PAGE.
 3. The Treasurer of AEA shall serve as Treasurer of the committee.
- b. publish and distribute and otherwise provide for the dissemination of information concerning the committee position or viewpoint on educational issues and candidates and other matters of interest to the Alford Educators Association; it shall have the authority to make expenditures of funds in support or opposition to public issues affecting teachers and the educational system and to candidates, which have been endorsed by AEA.
- (1) Each member may make a voluntary individual contribution in the amount of three dollars (\$3.) of his/her local membership dues to be held and administered by the PAGE Committee.
 - (2) For the convenience of the members and the administration of the fund, three dollars (\$3.) of all local membership dues shall be allocated into two (2) funds [PAGE-ISSUES and PAGE-CANDIDATES] to be held and administered by the PAGE Committee.
 - (3) Any member who elects, on or before October 15 of any year, that no part of his/her membership dues shall be allocated to such fund shall notify the Association in writing of his/her election and no part of such member's dues shall be allocated to the PAGE Committee.
 - (4) Unless otherwise specified for another Association purpose by the member, any member who elects not to have dues paid to the PAGE Committee fund shall have his/her dues allocated in full to the Association's general fund for the general purpose budget.
- c. make expenditures in the performance of the duties of the Treasurer, hold the funds in the Committee's name in a bank or bank account, savings and loan account, short-term time certificate or savings account, provided that such funds shall

be held entirely separate and apart from the funds of the AEA;

- d. submit written reports four (4) times a year, once every three (3) months) during the school year, to the Executive the Board and the Rep Council, showing in each report the receipt and expenditures of funds, the place and amount of deposits, and any outstanding liabilities of the committee in excess of \$100.00. Any such report of the PAGE Committee shall also be made available to any member of AEA who contributes to said funds, upon his/her request;
- e. file reports with any governmental agency in connection with the performance of any of its duties in the name of the committee or the committee members; and
- f. have its funds held and administered independently and separate and apart from the control of AEA, provided however, that the committee shall comply at all times with the Bylaws of the Association.

XIX AEA SCHOLARSHIP FUND

- 1. The AEA Scholarship Fund Committee shall:
 - a. consist of at least four (4) members.
 - 1. The Chairperson of the AEA Scholarship Fund Committee shall be appointed for a term of one (1) year by the President, subject to approval of the Executive Board and ratification by the Rep Council.
 - 2. No officer or member of the committee, including the chairperson, shall be or be deemed to be, an officer of AEA by virtue of holding office or being a member of the AEA Scholarship Fund Committee.
 - 3. The Treasurer of AEA shall serve as Treasurer of the committee.
 - b. distribute scholarship applications/information to schools for distribution to high school seniors attending school in the Alvord Unified School District; review applications and choose scholarship recipient(s).

1. Each member may make voluntary individual contributions to the AEA Scholarship Fund.
 2. For the convenience of the members and the administration of the fund, annually \$4 per member of all local membership dues shall be allocated into the AEA Scholarship fund to be held and administered by the AEA Scholarship Fund Committee.
 3. Any member who elects, on or before October 15 of any year, that no part of his/her membership dues shall be allocated to such fund shall notify the Association in writing of his/her election and no part of such member's dues shall be allocated to the AEA Scholarship Fund.
 4. Unless otherwise specified for another Association purpose by the member, any member who elects not to have dues paid to the AEA Scholarship Fund shall have his/her dues allocated in full to the Association's general fund for the general purpose budget.
- c. make expenditures in the performance of the duties of the Treasurer, hold the funds in the Committee's name in a bank or bank account, savings and loan account, short-term time certificate or savings account, provided that such funds shall be held entirely separate and apart from the funds of the AEA;
- d. report in June of each year to the Executive Board and the Rep Council, showing in each report the receipt and expenditures of funds, the place and amount of deposits, and any outstanding liabilities.
- Any such report of the AEA Scholarship Fund Committee shall also be made available to any member of AEA who contributes to said funds, upon his/her request;
- e. file reports with any governmental agency in connection with the performance of any of its duties in the name of the committee or the committee members; and
- f. have its funds held and administered independently and separate and apart from the control of AEA, provided

however, that the committee shall comply at all times with the Bylaws of the Association.

XX. **PARLIAMENTARY AUTHORITY**

1. Robert's Rules of Order, newly-revised, latest edition, shall be followed at all meetings of the Association, the Representative Council, and the Executive Board or alternate procedures as agreed upon by the Executive Board and the Rep. Council

XXI. **AMENDMENTS**

1. These Bylaws may be amended by a two-thirds (2/3) vote of the representatives at any regular or special meeting of the Representative Council, provided notice in writing of a proposed Bylaws amendment shall have been submitted to the Secretary and made available to all members of the Representative Council at the meeting preceding the one at which it is to be voted upon.

Amended and approved by Rep. Council 4/19/00

XIX AEA SCHOLARSHIP FUND - For the convenience of the members and the administration of the fund, annually \$4 per member of all local membership dues shall be allocated into the AEA Scholarship fund to be held and administered by the AEA Scholarship Fund Committee.

Amended and approved by Executive Board 1/8/02

Amended and approved by Rep Council 1/16/02
