



Aurora Education Association

Official Documents

2007-2012

Constitution

Bylaws

Standing Rules

**CONSTITUTION
FOR
AURORA EDUCATION ASSOCIATION**

MAY 2007

ARTICLE I - NAME

The name of this organization shall be the AURORA EDUCATION ASSOCIATION, hereinafter called "The Association" or "AEA".

ARTICLE II - PURPOSE

Section 1. To work for the welfare of school children, the advancement of education, and the improvement of instructional opportunities for all.

Section 2. To maintain ethical practices, personnel policies, and standards of preparation and participation appropriate to the education profession.

Section 3. To develop and promote a continuing program to improve salaries, fringe benefits, working conditions, and instruction through formal negotiations with the Board of Education as the exclusive representative of the professional staff.

Section 4. To enable members to speak with a common voice on matters pertaining to the teaching profession and to present their individual and common interests before the Board of Education and other legal authorities.

Section 5. To hold property and funds and to employ a staff for the attainment of these purposes.

ARTICLE III - MEMBERSHIP

Section 1. a. All certificated employees of the Aurora Public Schools, excluding supervisory personnel, who meet the qualifications for membership established by the bylaws shall, by enrolling and payment of the appropriate current dues levy, become members of the United Education Profession (Aurora Education Association, Colorado Education Association, and National Education Association) with their local membership in Aurora.

b. The membership year shall be September 1 through August 31. Membership shall be continuous during term of employment unless written notice of membership termination is given between August 1 and September 10 of any membership year. Membership is automatically terminated when the employee leaves the

Section 2. The Board of Directors shall have the power to censure, suspend or expel any member in accord with the procedures set forth in the bylaws.

ARTICLE IV - OFFICERS

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

Section 2. There shall be ten elected directors. Directors shall be elected so as to insure, as nearly as possible, compliance with the one-member, one-vote principle.

ARTICLE V - EXECUTIVE COMMITTEE

Section 1. COMPOSITION. There shall be an Executive Committee with executive powers only. The committee shall consist of the President, Vice President and Secretary-Treasurer.

Section 2. POWERS AND DUTIES. The Executive Committee shall represent and shall act for and on behalf of the Board of Directors on all matters affecting the general policies and interest of the Association between the meetings of the Board of Directors, except in such instances when a decision will require a vote of the membership or the AR Council (Association AR Council).

ARTICLE VI - BOARD OF DIRECTORS

The Board of Directors shall consist of the regularly elected Aurora Education Association officers and directors. The primary function of the Board of Directors shall be administrative. It shall implement policy established by the AR Council.

ARTICLE VII - AR COUNCIL (ASSOCIATION REPRESENTATIVE COUNCIL)

Section 1. The legislative and policy making body of the Association shall be the AR Council.

Section 2. The AR Council shall consist of the Board of Directors and one or more ARs from each District worksite.

ARTICLE VIII - AFFILIATION

The Association shall be affiliated-with the Colorado Education Association and the National Education Association. The Association shall meet the minimum standards for affiliation as set forth in the CEA and NEA Official Documents.

ARTICLE IX - EQUITABLE REPRESENTATION

Section 1. The Association shall take all reasonable and legal steps to ensure that its elective and appointive bodies shall have ethnic-minority representation at least proportionate to its ethnic-minority membership. Ethnic-minority shall mean those persons designated as ethnic-minority by statistics published by the United States Bureau of Census (inclusive, not to eliminate any group from representation.)

Section 2. The Association shall take all reasonable and legal steps to ensure that its elective and appointive bodies shall have male-female representation approximately proportionate to its male-female membership.

ARTICLE X - AMENDMENTS

The general membership may adopt amendments to this constitution by a two-thirds (2/3) majority of those voting in a special election to be held at least four weeks after the proposed amendments have been submitted and approved by the AR Council at a regular meeting of the AR Council.

Amendments to this Constitution so approved by the AR Council shall be published and distributed to the general membership within one week after such action has been taken.

Should an amendment so introduced fail to receive the endorsement of the AR Council, the membership may call for an election for constitutional amendment by petition, provided the petition expressly bears the proposed amendment(s) and is thereafter signed by at least one-fifth (1/5) of the members of the Association.

**BYLAWS
OF
AURORA EDUCATION ASSOCIATION**

REVISED MAY 2007

ARTICLE 1 - STANDING RULES AND PARLIAMENTARY PROCEDURES

Section 1. AUTHORIZATION OF STANDING RULES. Supplementary rules and regulations adopted by the AR Council shall be designated as standing rules.

Section 2. PARLIAMENTARY PROCEDURES. The current edition of *Robert's Rules of Order* shall be the authority for all questions of procedure not specifically set forth in the constitution or these bylaws.

ARTICLE II - QUORUM

A majority of their members shall constitute a quorum for the AR Council, Board of Directors, and committees.

ARTICLE III - DUTIES AND TERMS OF OFFICE

Section 1. All newly elected officers and directors shall be installed on the day of the regular May AR meeting but shall take office on the Monday next following the close of the annual National Education AR Assembly.

Officers' terms shall be three (3) years in length. Current officers who are eligible for re-election in 2008 will be elected for one (1) three year term. An officer shall be eligible for election to the same office for no more than three (3) consecutive terms.

In case a vacancy occurs in the office of President, the Vice President shall assume that office and a new Vice President shall be elected by the Association membership as soon as practicable. In case there is a vacancy in the office of Vice President, the Association membership shall elect a new Vice President as soon as practicable.

Whenever the offices of both President and Vice President shall become vacant between elections, the remaining members of the Board of Directors shall choose one of their number to serve as President *pro tempore* until the Association membership can fill the vacancies.

Directors terms shall be two (2) years in length. An director shall be eligible for election to the same office for no more than three (3) consecutive terms.

In case a vacancy shall occur in the office of an elected director, it shall be filled by the AR Council, and the person so chosen shall serve only to the end of the unexpired term.

Section 2. PRESIDENT. The President shall preside over meetings of the Board of Directors, appoint the chairperson and members of the committees, be an ex-officio member of all committees except the elections committee, may approve expenditures, shall direct the staff, and shall be executive officer of the

Association. The President shall represent the Association before the public either personally or through designees. The President may call special meetings of the Board of Directors, AR Council, and the general membership as needed. The President shall perform all other functions usually attributed to this office.

Section 3. VICE PRESIDENT. The Vice President of the Association shall perform the functions usually attributed to the office, including parliamentarian. The Vice President shall act for the President when the President is unable to perform the duties of that office. The Vice President shall work closely with one or more committees as the President may direct.

Section 4. SECRETARY-TREASURER. The Secretary-Treasurer shall act to certify and monitor the official proceedings and financial records of the association, preside over the meetings of the budget committee, act for the President when the President and Vice President are unable to perform the duties of that office, and perform such other duties as are stipulated by the governing documents of the association or by the President.

Section 5. DIRECTORS. There shall be a total of ten directors elected at large from the elementary, middle and high school levels. The number of directors at each level will be determined by the Board of Directors at least every five years to most closely comply with the one-member, one-vote principle.

The primary function of the Board of Directors shall be administrative and they shall have such powers and perform such duties as are set forth in the Article of Incorporation, Constitution, Bylaws and the Standing Rules of the Association.

Section 6. RECALL. Any elected officer of the Association who is charged with malfeasance or non-feasance will, upon receipt by the Board of Directors of the petition signed by thirty percent (30%) of the members, be subject to a ballot for recall. The ballot will be prepared by the elections committee and all members shall be given the opportunity to vote. A two-thirds (2/3) vote (of those voting) favoring the recall of the elected officer will result in his or her removal from office. Provisions for counting the ballots, certifying, recording and carrying out the results shall be made by the elections committee, except as may be established in the Standing Rules.

ARTICLE IV - DUTIES OF THE BOARD OF DIRECTORS

Section 1. The Board of Directors shall be responsible for the management of the Association, may approve expenditures, shall carry out policy established by the governing documents of the Association and by the AR Council, and may suggest policy for consideration by the AR Council.

Section 2. DUTIES. The Board of Directors shall have power to contract and determine conditions of such contract and provide necessary bonding on behalf of the Association. The Board of Directors shall employ or arrange for the employment of staff for the efficient management of the Association.

Section 3. MEETINGS. The Board of Directors will meet monthly from August through May, at the call of the President, or at the request of three members of the Board.

Section 4. GENERAL MEMBERSHIP MEETINGS. The Board of Directors may call meetings of the general membership each year for discussion of professional issues.

ARTICLE V - POWERS OF THE AR COUNCIL (ASSOCIATION REPRESENTATIVE COUNCIL)

Section 1. COMPOSITION. The AR Council shall be the official legislative and policy making body of the Association and shall be composed of ARs from work-sites and the Board of Directors.

Section 2. POWERS AND DUTIES OF THE AR COUNCIL. The AR Council shall be empowered to take action on all business items affecting Association policy, and to refer issues to the members for a vote.

Section 3. VOTING. AR Council votes shall be based on one vote for each authorized Council member.

Section 4. MEETINGS OF THE COUNCIL. The Council shall meet the third Tuesday of each month from August through May unless the meeting is cancelled or postponed by action of the Board of Directors or the President. The members of the Council may call a special meeting of the AR Council by submitting a petition to the Board of Directors signed by ten percent (10%) of the AR Council members. The petition must state the business to be considered by the special session of the AR Council.

Section 5. VISITORS. Association members in good standing may attend AR Council meetings. Non-members may be expressly invited by the AR Council, the Board of Directors, or the President. Such persons may speak to the AR Council when recognized by the President.

ARTICLE VI - ASSOCIATION REPRESENTATIVES (ARS)

Section 1. In each school members who are in good standing of this Association may elect for a term of two (2) years, one AR and an alternate, to the AR Council for each twenty (20) members or major fraction (11) thereof whose home school is the worksite in question. There shall be at least one Representative from each building. Where more than one such Representative is elected, one shall be designated Senior AR and the terms shall be staggered. AR elections shall be held on the 2nd Tuesday in May. Every effort should be made to fill vacant seats prior to the first meeting in September. Representatives shall take their seats at the next AR Council meeting after their election. Duly elected alternates for ARs shall have voting privileges when attending in the absence of the regular ARs.

Section 2. ARs shall attend the regular meetings of the AR Council. If they are going to miss a meeting they will notify the President.

Section 3. Within each building the AR, with the Senior AR as Chairperson, may call meetings of the Association members each month to discuss Association business, shall appoint such member committees as the Association may require, shall assist in the election of ARs in accordance with directions

established by the Board of Directors, shall promote the enrollment of members in the Association, and shall facilitate Association communication within the building.

ARTICLE VII - COMMITTEES

Section 1. STRUCTURE. There shall be committees established, evaluated, and terminated by the Board of Directors as needed. The Board of Directors shall determine representation, size, and designate such duties as deemed necessary. One member of the Board shall be specifically designated as direct liaison between any committee established and the Board of Directors.

Section 2. SELECTION OF COMMITTEE MEMBERS. The President of the Association shall be responsible for appointing chairpersons of committees subject to the approval of the Board, except as otherwise provided in the Bylaws or Standing Rules.

Section 3. Any committee that is established should submit minutes or a record of committee meetings to the President. The minutes of each committee will be kept on file in the association office.

ARTICLE VIII - NEGOTIATIONS

Section 1. The initiation and conduct of negotiations shall be the responsibility of the negotiations team as empowered and directed by the Board of Directors.

Section 2. It shall be the responsibility of the President, with the annual approval of the Board of Directors to appoint a negotiating team and a chief spokesperson. The President may recommend to the Board removal of member(s) of the team.

Section 3. The negotiating team will survey the membership by various means, prior to writing negotiations proposals.

Section 4. Upon the initiation of and during negotiations, it shall be the responsibility of the negotiating team to decide what information regarding negotiations they will present to the Association membership and general public.

Section 5. The President shall be ultimately responsible for seeing that the negotiations process is carried out.

Section 6. The negotiators shall recommend acceptance or rejection of a settlement to the Board of Directors. The Board, shall, in turn, submit its recommendations to the AR Council and then to the membership for final approval. In no case will ratification become final until the tentative agreement has been presented to the membership for a secret ballot vote. If a settlement is reached after the end of the conventional calendar then the board will submit the recommendation directly to the membership for final ratification.

ARTICLE IX - ELECTIONS

Section 1. a. Any active member of the Association may, during the month of February, nominate candidates for President, Vice President, Secretary/Treasurer or Director, in writing to the committee on elections. The nominees must be members of the United Education Profession and shall maintain their membership in good standing during their term of office.

b. The one-member, one-vote principle shall apply for representation on its governing bodies and the Association shall take all reasonable and legal steps, in compliance with the Constitution, to ensure ethnic-minority representation at least proportionate to its ethnic-minority membership.

c. The committee on elections shall report all nominations to the AR Council at the March meeting. Members of the AR Council may nominate other candidates from the floor.

d. The committee on elections shall establish campaign rules.

e. Any member shall declare himself/herself as a candidate for an executive office or board of directors

Section 2. BALLOTING. Prior to the end of the third week of April, members shall vote for officers by ballot in accordance with the procedures developed by the committee on elections and approved by the AR Council. The committee on elections shall report results to the President who shall cause them to be published.

Section 3. All elections shall be conducted with open nominations and by secret ballot under the responsibility of the Board of Directors.

ARTICLE X - FINANCE

Section 1. a. DUES. The annual dues for active members shall be .06% (.006 X base), rounded to the nearest dollar, of the current base salary. This adjustment will be made in August of the membership year.

b. Members submitting their forms after September 10 of any given membership year will have their dues prorated.

c. CHANGE IN DUES STRUCTURE. Should a budget require an increase in dues structure, the Representatives will present the budget with the necessary dues structure increase to their members. When a dues structure increase is required, a special election of the general membership will be held. Should such an election fail, it will be the responsibility of the AR Council to amend the budget to conform with the monies available under the existing dues structure.

Section 2. FISCAL YEAR. The fiscal year of this Association shall be defined in the Standing Rules.

Section 3. GENERAL FUND. All money collected from dues of the Association shall be credited to the general fund of the Aurora Education Association. The

general fund of the Aurora Education Association shall be the operating fund for the AR Council, which shall be the financial monitor of the Association.

Section 4. ANNUAL BUDGET. The annual budget will be prepared by the President, Vice President, Secretary-Treasurer, and designated committee members. The budget will be presented for adoption by a majority vote to the Board of Directors and the AR Council. The expenditures authorized in the budget by these votes need not be authorized again. Payment of monies so allowed may be made by the President or Treasurer of the Association.

Section 5. AUDIT. The Association shall provide for an annual audit at the end of the fiscal year as prescribed in the Standing Rules and presented to the Board of Directors and AR Council.

Section 6. FINANCIAL REPORTS. A monthly financial statement of the Association shall be presented to the Board and AR Council of the Association at their next respective meetings, if possible.

Section 7. BORROWING MONEY. The Association, acting by and through its Board of Directors, and with the approval of the AR Council, shall have authority to borrow money and to mortgage or pledge all of its holdings as security for the repayment thereof.

ARTICLE XI - CEA DELEGATES

Section 1. REPRESENTATION. The AEA may be represented each year at the Delegate Assembly of the Colorado Education Association by the number of delegates to which it is entitled by its membership in the CEA.

a. The Board of Directors shall be elected as delegates when they are elected to their respective offices.

b. The President of the Association shall act as chairperson of the delegation.

c. The remaining allotment of delegates and all alternates shall be elected at large for one year.

d. The CEA delegates shall be elected on or before January 31.

e. In case any delegates cannot attend or if the quota is increased after the election and before convening of the assembly, alternates who will serve for one year shall be selected from the ballot, according to plurality. If the list is exhausted, the President shall be authorized to conduct a special election to elect additional necessary delegates.

Section 2. EXPENSES. It shall be the intent of the Association that the necessary expenses of those delegates to the CEA Assembly be paid by the Association.

ARTICLE XII - NEA DELEGATES

Section 1. REPRESENTATION. The AEA may send each year to the Representative Assembly of the National Education Association the number of delegates to which it is entitled by its membership in the NEA.

a. The President, Vice President and Secretary-Treasurer shall be elected as delegates when they are elected to their offices.

b. The remaining allotment of delegates and alternates shall be elected at large for one year.

c. NEA delegates shall be elected prior to the NEA Representative Assembly.

Section 2. EXPENSES. It shall be the intent of the Association that the necessary expenses of delegates to the NEA Assembly be paid by the Association. The number of delegates funded shall be determined at the time of the adoption of the budget.

ARTICLE XIII - AMENDMENTS

These Bylaws may be amended by majority vote at any regular meeting of the AR Council provided that proposed amendments have been sent to ARs two (2) calendar weeks in advance of the meeting.

ARTICLE XIV

Acceptance of this Constitution and Bylaws shall automatically enact any and all provisions herein forthwith.

**STANDING RULES
OF
AURORA EDUCATION ASSOCIATION**

REVISED M AY 2007

Rule 1 - PRESIDENT

Section A. The President shall

1. Represent the Association before the Board of Education, Administration and elected and appointed governmental agencies.
2. Coordinate public relations by:
 - a. Speaking at building meetings
 - b. Handling the Association concerns of individuals and small groups of members.
3. Represent the Association at local, state and national meetings and conferences.
4. Speak for teachers on all negotiated association, district and community committees.
5. Confer directly and regularly with the Superintendent and/or his/her designee.
6. Coordinate activities between and among schools.
7. Guide decision making:
 - a. From AR policy
 - b. Activities of the Board of Directors
 - c. Activities of the UniServ Director
 - d. Committee activity and function
 - e. Activities of the UniServ Council
 - f. Activities of the Association as part of the United Education Profession.
8. Interpret and present association policy internally and publicly.
9. Guide policy development and implementation within the Association.
10. Participate in grievance processing.
11. Duties as necessary to meet the challenges of a changing public education environment.

Rule 2 - AR

Section A. The AR shall:

1. Attend all Association meetings.
 - a. Become informed on the program of the United Education Profession.

- b. Speak officially for the teachers he or she represents.
 - c. Help develop and determine the policies of the Association.
2. Aid in orientation of new teachers.
 3. Encourage members to attend and speak at AR Council meetings.
 4. Conduct such other business as requested by the AEA Board of Directors, AR Council or by members represented.

Rule 3 - MEMBERS OF THE BOARD OF DIRECTORS

Section A. The members of the Board of Directors shall:

1. Serve as Association liaison to groups such as the Board of Education, the community and others, as assigned.
2. Introduce change at the request of any member.
3. Visit members, staff, and administrators.
4. Attend all regular and special AEA meetings.
5. Be informed on the program of the United Education Profession.

Rule 4 - PARLIAMENTARIAN

Section A. SELECTION. The parliamentarian shall be the Vice President of the Association.

Section B. FUNCTION. The parliamentarian shall assist the President in conducting meetings in accordance with correct parliamentary procedure in accordance with the current edition of *Robert's Rules of Order*.

Rule 5 - CEA DELEGATES

Section A. QUALIFICATIONS. A candidate for delegate shall be a current member of the United Education Profession.

Section B. DUTIES.

1. Delegates shall meet prior to delegate assembly to draft resolutions for the assembly.
2. Delegates are required to attend all scheduled meetings related to Delegate Assembly activities except when excused by the chairperson of the delegation.
3. Delegates must become familiar with CEA platform, Articles of Incorporation and Bylaws, budget, commission reports, proposed resolutions, and other issues coming before the Delegate Assembly.

4. Delegates must attend all official sessions of the Delegate Assembly and all caucuses until they are declared adjourned.
5. Delegates shall report the business of the Delegate Assembly to the local Association.

Rule 6 - NEA DELEGATES

Section A. QUALIFICATIONS. A candidate for delegate shall be a current member of the United Education Profession.

Section B. DUTIES.

1. Delegates are required to attend all scheduled meetings relating to NEA Representative Assembly activities.
2. Delegates must become familiar with the NEA Charter, Constitution and Bylaws, budget, commission reports, proposed resolutions, and other issues coming before the NEA Representative Assembly.
3. Delegates must attend all official sessions of the Representative Assembly and all caucuses until they are declared adjourned.
4. Delegates shall report the business of the Representative Assembly to the local Association.

Rule 7 - ELECTION COMMITTEE

Section A. The Election Committee shall consist of a chairperson and members. Members shall be appointed in the following manner.

1. The chairperson shall be appointed by the President.
2. There shall be three (3) additional members consisting of one from each level.
3. Election Committee decisions are made by majority vote.

Section B.

1. Local officers election. The committee shall be responsible for presenting to the membership one or more eligible candidates for each office and directorship. The list shall be presented at the March AR Council meeting. The committee shall conduct the annual election during the month of April in accordance with the Bylaws. In officer elections members are only eligible to run for 1 position at one time.
2. NEA-CEA Delegates. The committee shall be responsible for presenting to the membership a sufficient number of candidates for positions as delegates to the CEA and NEA Assembly. The

committee shall add names of eligible candidates nominated at the November AR Council meeting. The committee shall conduct the election on or before January 31. Nominations will close at the December meeting.

Section C. ELECTION PROCEDURES.

1. Voting hour shall be determined by the ARs at each building site.
2. Ballots containing the names of candidates for all offices, and in case of other issues, a concise statement of the questions to be voted upon, with appropriate spaces for write-in, and for indicating the choice of voters, shall be distributed to each member. In order to be considered for election, write-in candidates will be required to have a minimum of 25 votes.
3. The AR shall have a list of eligible voters in his or her building. The AR shall conduct the election in accordance with rules set forth by the Election Committee. Each member shall acknowledge voting by signing beside his or her name on the signature sheet. The AR will place the ballots and signature sheet in the envelope and bring it to a centrally located place designated by the election committee.
4. Counting of votes.
 - a. At the conclusion of voting, tabulation shall be conducted by the Election Committee, or its designated representatives. One observer per candidate will be allowed during the tabulation.
 - b. If deemed necessary, an impartial group or firm may be employed by the AEA Board of Directors for the purpose of counting votes.
 - c. Except as other wise provided, a majority (50% + 1) of the valid votes cast is required for election. CEA and NEA delegates and level directors shall be determined by a plurality vote. The President, Vice President and Secretary-Treasurer shall be elected by a majority (50%+1) of all of the valid votes cast. All other elections shall be determined by plurality vote. A run-off election between the two leading candidates shall be held within thirty (30) days if a majority is not obtained. All other elections shall be determined by plurality vote.
 - d. The votes from a building shall be invalidated for any of the following reasons:
 1. If there is no signature sheet.
 2. If there are more ballots cast than there are signatures on the sheet.

3. If the ballots are not turned in to the Election Committee by a time determined by them.
 4. If the election is conducted at a time other than a time specified by the Election Committee.
 - e. A recount will be held automatically if the difference between the two leading candidates is less than three (3) percent of the total votes cast.
 - f. The Election Committee is responsible for the security of the election and shall report to Board of Directors any violation thereof. Protests addressed to the Election Committee will be acted upon by the Board of Directors.
6. Reporting results. The Election Committee shall report the results of each election to the President, the candidates, the Board of Directors, AR Council and the Association membership at the earliest possible date.

Rule 8 - CENTRAL GRIEVANCE COMMITTEE

Section A. COMPOSITION. The Central Grievance Committee shall consist of a chairperson, and members from each level appointed by the President.

Section B. DUTIES

1. The Central Grievance Committee shall decide whether to arbitrate the grievances submitted to it.
2. The Central Grievance Committee shall be responsible for the training of and assistance to all building Grievance Representatives, and upon request, ARs and other members.

Rule 9 - FINANCE

Section A. FISCAL YEAR. The fiscal year of this Association shall be from September 1 through August 31 of the following year.

Section B. AUDIT OR RECORDS. An audit of the Treasurer's reports will be taken within thirty (30) days after the end of each fiscal year.

Section C. ANNUAL FINANCIAL REPORT. An annual financial report will be submitted by the Treasurer at the Board of Directors meeting following the return of the audit.

Rule 10 - DUES LIABILITY

Section A. Persons seeking membership who submit membership forms after August 10 of any given membership year will have their dues prorated

Section B. Persons accepting a one year leave from the District can maintain their continuing membership uninterrupted by payment of one-half (1/2) of the current annual dues.

Section C. Any person seeking membership in the AEA whose assignment is one-half (1/2) time or less, may be enrolled at one-half (1/2) of the current annual dues.

Section D. Dues liability regulations which are not specifically stated in this rule or the Constitution and Bylaws of the AEA shall be consistent with membership dues regulations of NEA/CEA and the AEA/APS Master Agreement.

Rule 11 - DONATIONS IN LIEU OF DUES

The Association will not accept donations in lieu of dues for persons eligible for membership in the United Education Profession.

Rule 12 - REVIEW OF STANDING RULES

The Standing Rules can be reviewed yearly but must be reviewed within five (5) years with other documents, and may be amended by a majority vote of the AR Council.

