

# ANCHORAGE EDUCATION ASSOCIATION

# **AEA BYLAWS**

*August 2009*

(Revised February 2010)



# **ANCHORAGE EDUCATION ASSOCIATION, INC.**

## **BYLAWS**

### **ARTICLE I - MEMBERSHIP**

#### **Section A. Active Members**

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

#### **Section B. Associate Members**

All persons not eligible for membership under Section A of this Article, but interested in the promotion of education shall be eligible for associate membership. Associate members shall not be eligible to hold office or vote. (1987)

#### **Section C. Student Members**

All students not eligible for membership under Section A of this Article, but interested in the promotion of education shall be eligible for student membership. Student members shall not be eligible to hold office or vote. (1987)

#### **Section D. Reserve Membership**

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

#### **Section E. Retired Membership**

AEA-Retired Life membership shall be open to any retired member who has held membership in the Association for at least one (1) year immediately prior to retirement and who maintains membership in NEA-Alaska-Retired and in NEA-Retired. Retired members shall not be eligible to hold office or vote. (1989, 2008)

#### **Section F. Revocation of Membership**

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

### Section G. Membership Year

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

## **ARTICLE II - BOARD OF DIRECTORS**

### Section A. Members of the Board of Directors

The Board of Directors of the Association shall consist of the President, the Vice President for Communications, the Vice President for Programs, the Secretary, the Treasurer, six (6) At-Large Representatives, Region VI Directors and the Immediate Past President as a non-voting advisor. The ethnic-minority representation on the Board of Directors shall be at least proportionate to the ethnic-minority membership of the Association. To comply with the above requirement, Ethnic-Minority Representatives may be elected. No member of the Board of Directors may hold more than one voting position on the Board of Directors. In the event an AEA member is elected to the NEA-Alaska Board of Directors as a Minority-At-Large Director, this Director shall be a voting member of the AEA Board of Directors for the duration of her/his term so long as she/he is employed by the Anchorage School District. (1989, 2000, 2008)

### Section B. Professional Staff

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

### Section C. Incapacitation or Gross Negligence

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

### Section D. Executive Authority

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

## **ARTICLE II - BOARD OF DIRECTORS**

## Section E. Negotiations

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

1. the Board of Directors calls for a ratification vote within fifteen (15) work days following the conclusion of negotiations; in the event that negotiations are completed during summer vacation, such vote will be called within seven (7) work days of the start of the subsequent school year; and
2. the terms of the negotiated agreement are given, in writing, to the membership a minimum of five (5) work days prior to a general membership meeting and a general membership meeting shall take place a minimum of two (2) work days prior to the voting date; and
3. contract ratification voting is conducted in the manner as approved for general elections.
  - a) Paper balloting:  
In lieu of voting electronically, bargaining unit members may request an absentee or paper ballot by signing for one at the Association office from the date of notice of the ratification vote until the close of business two (2) days prior to the vote. Absentee ballots shall be mailed to the Association office and must be received by 6 pm the day of the vote. Absentee ballots shall remain in their sealed envelope until opened by vote tally officials. Vote monitoring and counting of absentee/paper ballots shall be conducted by an independent third party; and
4. it is approved by a majority of those voting.
5. Memorandum of Agreement(s) (MOA) must be approved by the AEA Board of Directors before signing and conveyed to each affected member in writing once signed. Further, the MOA(s) will be forwarded to the next negotiations team to be officially placed in the next negotiated agreement. (1992, 2006, 2010)

## ARTICLE III - REPRESENTATIVE COUNCIL

### Section A. General

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

### Section B. Members of the Representative Council

The Representative Council shall consist of the Board of Directors, the chairpersons of the standing committees, the Anchorage NEA-Alaska Regional Directors, and faculty representatives

elected pursuant to Article IX of these Bylaws. The ethnic-minority representation of the Representative Council shall be at least proportionate to the ethnic-minority membership of the Association.

#### Section C. Meeting Open to all Members of the Association

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

#### Section D. Powers of the Representative Council

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

### **ARTICLE IV - AFFILIATION**

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

### **ARTICLE V - MEETINGS**

#### Section A. Board of Directors

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

#### Section B. Representative Council

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

#### Section C. Special Meetings, Representative Council

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

#### Section D. General Membership Meetings

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

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

#### Section E. Policy Assembly

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

### **ARTICLE VI - QUORUM**

#### Section A. General Membership Quorum

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

#### Section B. Committee Quorum

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

#### Section C. Board of Directors Quorum

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

#### Section D. Representative Council Quorum

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

#### Section E. Policy Assembly Quorum

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

### **ARTICLE VII - DUES**

#### Section A. Annual Dues

The annual dues for professional educators shall be on a unified dues basis, including dues to the NEA-Alaska, Inc. and the National Education Association. The annual local dues will be 0.23% if the average salary of the Anchorage teachers as computed in the second semester of the year the budget is proposed. (The actual percentage to be adjusted to reflect the current \$102.) (1992)

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

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

#### Section C. Dues for Associate Members

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

#### Section D. Dues for Reserve Members

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

#### Section E. Dues for Retired Members

There are no dues for AEA-Retired Life membership. (1989, 2008)

#### Section F. Dues for Students

The annual dues for student members shall be one dollar (\$1.00) in addition to unified dues as determined by NEA-AK, Inc. and NEA. (1987, 2008)

#### Section G. Changes in Local Dues

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

### **ARTICLE VIII - OFFICERS**

#### Section A. President

The President shall set the agenda for and preside over meetings of the Board of Directors, Representative Council, Policy Assembly, and general membership meetings of the Association; shall prepare the AEA budget for his/her term of office; appoint the chairpersons of standing committees with the approval of the Board of Directors; appoint ad hoc committees; be ex officio member of all standing committees; and shall be the executive officer of the Association. The President shall represent the Association before the public either personally or through delegates, and shall perform all other functions usually attributed to this office. S/he shall be automatically designated as a delegate to the NEA-Alaska, Inc. Delegate Assembly, and NEA Representative Assembly.

In order for a member to be elected to the office of President, s/he must meet the qualifications of a delegate to the National Education Association Representative Assembly as outlined in Article XII, Section B. of these Bylaws. (1992)

In order for the President-Elect to attend the NEA Representative Assembly immediately prior to taking office, he/she must run for the RA seat as outlined in Article XIII. (2008)

#### Section B. Vice President for Communications

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

#### Section C. Vice President for Programs

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

#### Section D. Secretary

The Secretary shall keep accurate minutes of all meetings of the Board of Directors, Representative Council, and General Meetings; shall maintain official files, and shall assist the President with the Association correspondence unless the President appoints a person for the latter responsibility.

#### Section E. Treasurer

1. The Treasurer shall: 1) hold the funds of the Association and disburse them upon authorization of the Board of Directors, 2) collect annual dues through the membership committee and transmit amounts due to NEA-Alaska, Inc. and NEA, 3) maintain through the Membership Committee a record of dues-paying members, 4) keep accurate accounts of receipts and disbursements, report to each meeting of the Representative Council, and prepare an annual financial statement for publication to members as directed by the Board of Directors, 5) keep the President and the Board of Directors informed of the financial conditions of the Association, and 6) assist the newly elected President in the initial drafting of the annual AEA budget.
2. The Treasurer shall follow the bookkeeping practices recommended by a certified accountant. The records shall be audited by a certified public accountant in August each year. The Treasurer shall be bonded for full coverage responsibility. S/he shall be automatically designated as a delegate to NEA-Alaska, Inc. Delegate Assembly.

#### Section F. At-Large Representatives (Directors)

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

#### Section G. Immediate Past President

1. The regular term of the Immediate Past President shall be for the first year of the succeeding President's term. In the event the President succeeds him/herself as President, there will be no Past President that term.
2. The departing President shall assume the office of immediate Past President on the first day following the adjournment of the NEA Representative Assembly.
3. The Immediate Past President shall be an advisory position. (2008)

#### Section H. Terms and Succession

1.
  - a. The President, the Vice President for Communications, and the Vice President for Programs of the Association shall serve for two (2) years and may be re-elected without an intervening term, but not to exceed four (4) consecutive years. (1989)
  - b. The Secretary shall serve for one (1) year and may be re-elected without an intervening term, but not to exceed three (3) consecutive years. (1996)
  - c. The Treasurer will be elected for two (2) years, and may be re-elected without an intervening term, but not to exceed four (4) consecutive years.  
On the calendar year following the election of President, election for Treasurer shall be held. (1997)
  - d. The At-Large Directors shall serve for one (1) year and may be re-elected without an intervening term, but not to exceed three (3) consecutive years.
2.
  - a. Whenever the office of President shall become vacant between elections, the Vice President for Communications shall succeed the President for the remainder of that term.
  - b. Whenever the office of Vice President for Communications, the office of Vice President for Programs, or the office of Treasurer shall become vacant between elections, except as provided in Article II, Section C of these Bylaws, the remaining members of the Board of Directors shall choose one of their members to serve until the Representative Council can fill the vacancy. (1997)
3. Whenever the offices of any member of the Board of Directors shall become vacant between regular elections, except as provided in a. and b. above, the Representative Council may call for and establish procedures for a special election to fill such vacancies.
4. All officers and faculty representatives assume their responsibilities and duties on the first day following adjournment of the NEA Convention.

### **ARTICLE IX - FACULTY REPRESENTATIVE**

In each school in the district, faculty members, who are members in good standing of this association, shall elect for a term of two (2) years, one (1) faculty representative to the

Representative Council for each twenty (20) members or major fraction thereof. There shall be at least one (1) representative from each building.

For secondary buildings, representation may be by major departments. Schools can divide representation as they see fit, but a suggested distribution would be one (1) representative from each of the following five (5) groups: Language Arts & Foreign Language, Social Studies & Fine Arts, Science & Voc. Ed., Math & Computer, PE & Special Ed. (1988)

For those buildings having more than one (1) faculty representative, faculty representatives shall be elected for two-year alternating terms with the exception that one-year terms may be necessary to establish a balanced pattern of alternating representation and for the fulfillment of unexpired terms.

Election shall be held prior to the May Representative Council meeting.

There shall be one (1) faculty representative for every twenty (20) substitute teacher members, or major fraction thereof. (1988)

#### Section B. Attendance at Representative Council; Unexcused Absences

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

#### Section C. Faculty Meetings

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

#### Section D. Definitions

A building housing only administrative offices shall be considered a school building for the purposes of the Association and each such officer shall be considered a member of the faculty of that building.

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

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

### **ARTICLE X - REPRESENTATIVES TO NEA-ALASKA DELEGATE ASSEMBLY**

### Section A. Election; Term of Office

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

### Section B. Duties of Delegates (1987)

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

## **ARTICLE XI - STANDING COMMITTEES**

### Section A. Structure

There shall be standing committees carrying the specific functions outlined below. They shall have a minimum of three (3) members, selected to represent the various functions of the Association and appointed for a term of one (1) year. Each committee may, with the approval of the Board of Directors, organize special subcommittees and task forces for specific activities for the membership of the Association.

### Section B. Meetings

Each standing committee shall meet at the call of the chairperson or at the request of the Association President.

### Section C. Reports

Each committee shall maintain a Committee notebook (provided by AEA) which will contain meeting agenda(s), members in attendance, minutes of monthly (and any other meetings), and copies of the monthly reports submitted to the AEA Board and Rep Council. Chairs shall also submit and include in the Committee notebook, an annual (year-end) written report summarizing objectives, actions, active programs (including subcommittees still active), gains, and unreach goals.

## Section D. Titles and Duties

1. Negotiations Committee shall explore and prepare programs as necessary in all areas of teacher welfare.
2. Employee Rights Committee shall assist the grievance chairperson in exploring and processing grievances. (1996)
3. Communications Committee shall seek to develop both internal and external understanding of the purposes and programs of the Association, the values and importance of education, and, in cooperation with the administration, the educational philosophy and programs of the schools. It shall develop procedures by which the Association can work cooperatively with parents and the public in civic, fraternal, and social organizations, through all available channels of communication. It will keep members informed through available channels of communication. (2006)
4. Educational Excellence Committee - The Educational Excellence Committee shall work to create quality schools for our students by focusing on individuals who promote quality in
  - a. Standards of certification.
  - b. Professional development from pre-service through master level teachers.
  - c. Communication between educational organizations and institutions.
  - d. Academic freedom.
  - e. Promising and innovative teaching practices.
  - f. Public awareness and understanding of educational issues. (1992)
5. Professional Development – The Professional Development Committee shall work to secure and create professional development opportunities for the membership.
6. Evaluation Committee – The Evaluation Committee shall work to improve the evaluation system used by the Anchorage School District.
7. Membership Committee shall organize and conduct membership enrollment in the United Teaching Profession and inform members of UTP policies, programs, and accomplishments. This committee shall maintain a record of dues-paying members.
8. Political Action Committee for Education (PACE) shall:
  - a. Keep AEA membership informed of legislative and School Board activities.
  - b. Develop the general awareness of the political process for teachers by holding workshops and inviting guest speakers.
  - c. Interview, endorse, and support pro-education candidates for local public office and state legislative offices.
  - d. Recommend to NEA-Alaska PACE the endorsement of candidates for statewide and national offices.
  - e. Collect and disburse political donations to endorsed candidates.
  - f. The AEA President shall be responsible for all public information concerning endorsed candidates or positions supported by AEA-PACE.
9. Elections Committee shall organize, conduct, and supervise all AEA at-large elections. (Membership on this committee shall be exclusive of the AEA Board of Directors.) (1987)
10. Health Benefits Committee shall:
  - a. Be provided with training in health/life insurance.
  - b. Research model health benefits programs.
  - c. Educate members as to the Association's positions on benefits.
  - d. Monitor membership's concerns regarding health benefits.
  - e. Assist the bargaining team in developing benefits package.

11. Bylaws Committee shall review and present such changes as they, the Board of Directors, or the Representative Council deem necessary.
12. Grievance Review Committee shall:
  - a. hear the facts, deliberate, and recommend to the AEA Board of Directors whether or not grievances which were not resolved at level II should go to arbitration.
  - b. report to the AEA Board of Directors in writing, monthly.
  - c. be composed of five seats, four of whom do not currently serve on the Employee Rights Committee; a member at large, an Employee Rights Committee member not the chair, a minority caucus member, a Representative Council member and an At-Large Director member; determined by the President, with the advice and approval of the AEA Board of Directors.
  - d. have appropriate grievance training.
  - e. be trained in the Duty of Fair Representation. (1997)
13. Sick Leave Bank Committee shall:
  - a. review Sick Leave bank applications (Personnel form #1385) as to eligibility for participation and compliance with required physician's statement.
  - b. report quarterly to the AEA Board of Directors and Rep Council in writing.
  - c. be composed of five appointed members and one "recognized alternate" who may vote in the absence of a regular committee member.
  - d. advise the AEA Board of Directors as to Sick Leave bank Rules and Regulations including changes proposed for adoption.
14. Budget Review Committee shall:
  - a. review the ASD budget transfers on a monthly basis.
  - b. report quarterly or as necessary to the AEA Board of Directors.
  - c. attend ASD budget development meetings.
  - d. attend School Board and Municipal Assembly meetings/hearings regarding the ASD budget.

#### Section E. Relations of Board of Directors to Committee

The Board of Directors shall require and assist committees to define their immediate and long range objectives. It shall review committee plans as necessary and shall decide any jurisdictional argument between committees.

#### Section F. Relation to State and National Association

The standing committees shall work to understand and relate to the objectives and programs of corresponding units of the state and national associations and shall counsel with them.

### **ARTICLE XII - SPECIAL INDIVIDUALS AND SPECIAL COMMITTEES**

#### Section A. Appointments

Each year the President may appoint: (a) a parliamentarian, and (b) such other special individuals or special committees as are necessary. These individuals and committees shall operate according to guidelines approved by the Representative Council.

## Section B. Delegate Assembly and Representative Assembly Delegates

AEA delegates to NEA-Alaska, Inc. Delegate Assembly and/or NEA Representative Assembly shall be governed by guidelines adopted by the Representative Council.

## **ARTICLE XIII - ELECTIONS**

### Section B. Ballot

#### General Election of Officers and At-Large Directors

The Anchorage Education Association will utilize electronic balloting procedures in conjunction with the NEA-Alaska electronic ballot system. Paper ballot voting will be available at the AEA office.

Vote Monitoring and counting of paper ballots shall be conducted by an independent third party. Absentee ballots shall follow Article II Section E – Negotiations 3a.

1. During January, members shall vote for the office of President in accordance with electronic balloting procedures. Each candidate and one AEA representative may be present to observe the vote counting process. Results, including actual vote counts, shall be posted on AEA's website within 24 hours of the certification by Representative Council. A margin of 1% or less between the first and second place candidates will trigger an immediate recount. The results of a recount are final and cannot be contested without providing evidence to the AEA Board of Directors, that the election process was violated.

In the event election results are challenged by a candidate, the AEA Board of Directors will review all evidence brought forward. Upon review, the recommendation to uphold election results or overturn the election will be reported by the President to the Representative Council at the next Representative Council for their action. Once certified by Representative Council, the results shall be posted online within 24 hours.

2. During April, members shall vote for all officers except president, in accordance with electronic balloting procedures. Results, including actual vote counts, shall be posted on AEA's website within 24 hours of certification by the Representative Council at its next meeting. (1987, 2008, 2010)

Section C. Representatives to NEA Convention Transportation and per diem expenses of duly elected local delegates to attend the NEA Annual Convention shall be borne by the Association.

## **ARTICLE XIV - PARLIAMENTARY AUTHORITY**

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

## **ARTICLE XV - AMENDMENTS**

### **Section A. Bylaws Amendments: Representative Council**

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

### **Section B. Bylaws Amendments: Policy Assembly**

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

### **Section C. Bylaws Amendment: General Membership**

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

### **Section D. Amendments to the Bylaws**

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