

ANCHORAGE EDUCATION ASSOCIATION

POLICY MANUAL

August 2009

AEA POLICY MANUAL

ADS

Requests for public relation (PR) ads in booklets/programs are to be brought to the Board of Directors on a case by case basis.

ADVOCATE DISTRIBUTION

The *AEA Advocate Update* shall be sent to all members of the bargaining unit, building principals, and central administration officers for the first two months of each school year. Thereafter, only AEA members, building principals, and central administration officers will receive the *AEA Advocate Update*.

ASSOCIATION LEAVE

Under ordinary circumstances, Association Leave may only be granted for actual attendance time at Association activities and the necessary travel time.

ASSOCIATION REPRESENTATIVE ELECTIONS

In the event an Association Rep election is held and it results in a tie vote that the building cannot break, then the AEA Board of Directors is to break the tie and appoint an Association Rep from those candidates tied in a vote count.

AT-LARGE DIRECTORS DUTIES

1. Attend and participate in functions and events of AEA:
 - a. monthly AEA Board meetings
 - b. monthly Faculty Representative meetings
 - c. AEA Board members are voting members of PACE and are encouraged to attend PACE meetings
 - d. annual Faculty Representative training
 - e. annual AEA Board Retreat
 - f. serve as Delegate to AEA Pre-Policy Assembly, AEA Policy Assembly, Pre-NEA-Alaska Delegate Assembly and NEA-Alaska Delegate Assembly
 - g. serve as liaison to at least one AEA standing committee (so each committee will have Board representation) and report to AEA Board monthly
 - h. serve as liaison to AEA building clusters and report to AEA Board monthly (brief written reports are encouraged)
 - i. vote upon Committee appointments made by the President
 - j. participate in NEA-Alaska scheduled events and training such as PACE, Bargaining, Fall Event as is possible
 - k. other duties as assigned by the President.

BENEVOLENCE

The AEA President is authorized to send flowers or make a donation to a designated charity in the event of a death or serious illness of an active or retired AEA member. Funding will come from Account # 202.

BOARD PRESIDENT'S JOB DESCRIPTION

A. DUTIES

The President is the Anchorage Education Association's chief executive officer. In addition,

1. Public spokesperson for AEA.
2. Prepares the AEA budget in the spring prior to taking office.
 - a. To include major assets, reserve accounts, current fiscal year membership and dues income, and an accounting of anticipated expenditures.
 - b. In the event a proposed budget is 10% higher than the budget for the current fiscal year, the proposed budget shall be submitted for approval to the general membership.
3. Performs a public relations role in the community.
4. Speaks to the Anchorage School Board on behalf of Anchorage teachers.
5. Monitors teachers' concerns with the ASD budget during School Board budget hearings.
6. Monitors teachers' budget concerns with the Anchorage Municipal Assembly.
7. Actively serves with AEA PACE.
8. Serves as ex-officio member of all AEA Committees.
9. Communicates regularly with the Superintendent and School Board members.
10. Plans and conducts meetings, including the Association Representative and Board of Directors meetings.
11. Evaluates and negotiates contract with (when applicable) the AEA staff.
12. Appoints committees as required in Bylaws.
13. Attends NEA-Alaska Board meetings whenever possible without unnecessary expense.
14. Serves in liaison capacity to NEA-Alaska Region VI Directors.
15. Reports for work on July 15 and remains on duty through the following June 15.
16. Performs other duties as directed by the Board of Directors, Association Representative Council or AEA Policy Assembly.
17. Coordinates absences from the office with the office manager and staff.
18. Leads the Anchorage delegation during the NEA-Alaska Delegate Assembly.
19. Personal schedule allowing, runs for election as a delegate to NEA Representative Assembly.
20. Plan and develop a calendar for the upcoming membership year listing all major Association meetings and events and present the proposed calendar to the Board of Directors for adoption at its August meeting.
21. Appoint a designee if unable to perform any part of the job description.
22. Shall send a letter to graduates of teacher education programs at UAA, UAF and APU.
23. Cosign AEA checks with the Treasurer.

24. Take applications for financial assistance on matters pertaining to legal defense or bargaining to the NEA-Alaska Board.

B. BOARD POLICY REGARDING THE EMPLOYMENT RELATIONSHIP WITH THE PRESIDENT

1. The President shall be an eleven month employee of AEA.
2. The President's salary shall be comprised of
 1. whatever salary placement on the schedule, addenda and bonuses would have been earned had the president been actively employed by the ASD,
 2. forty additional days at the president's ASD per diem and the value of annual personal leave granted by ASD at the president's per diem.
3. The president shall receive the same health benefit package received by AEA members, and shall make the same premium contribution made by AEA members who are participants in AEA's health plan. The balance of the premium shall be paid by AEA.
4. The President shall receive a mileage allowance of \$225 per month or at the bargained mileage allowance for teachers.
5. AEA shall reimburse the ASD for the president's TRS contribution as per the annual MOA.

C. VISA CARD USE BY PRESIDENT

1. **Authorization**

The AEA President will be issued a VISA card for official Association business. This VISA card will be issued in the name of the Association. The President will be authorized to sign.
2. **Guidelines**

Association travel expenses up to per diem limit. Any excess shall be:

 - reimbursed to AEA treasury on demand
 - approved by Board of Director for payment

Entertainment expenses as deemed necessary by the President

 - up to the line item amount, and limited to persons directly affecting educational issues, e.g. school board members, administrators, public officials and Association persons

Gasoline expenses up to the line item amount. Any excess shall be:

 - reimbursed to AEA treasury on demand
 - approved by Board of Directors for payment

BOARD OF DIRECTORS MEETINGS

A. PROXY VOTING

There shall be no proxy voting on the AEA Board of Directors.

B. EXECUTIVE SESSION

- The Board may go into executive session.

- A motion to go into executive session is not debatable and requires a majority vote.
- All discussions and proceedings of an executive session are confidential and shall not be discussed with anyone not entitled to be present.

C. ROLL CALL VOTES

Upon request of any two Board of Directors members, a roll call vote shall be taken on the issue before the Board at that time.

D. BOARD MEETING PROCEDURES

- * The regular monthly Board of Directors meeting shall be conducted after the school work day.
- * Board members must remember to disagree with ideas and not personalities.
- * The President will not call on someone a second time on an issue until everyone else on the speaking order has had an opportunity to speak. Then, a person may speak a second time.
- * Board members will place specific action items on the agenda at the beginning of the meeting. Without specific Board action to the contrary, any action items not listed on the agenda shall be discussed and acted upon last.
- * An "At Ease" period may be requested during discussions of agenda items.

Once a position has been adopted by the Board, Board members are encouraged to support that position in their communication with others. When a Board member speaks out in opposition to an adopted position, it is important that s/he clearly indicates that s/he is speaking as an individual, and not on behalf of the Board.

The following list includes those resource materials Board members may want to bring to each meeting:

1. Mail outs sent in advance by the President for Board consideration at the upcoming meetings
2. Minutes of the previous meeting(s)
3. Personal notes of the previous meeting(s)
4. Policy Manual

Members of the AEA Board of directors shall maintain open communication with members in a variety of different ways to include but not limited to building meetings, phone calls, emails, and courier messages. At the discretion of the president, association leave may be provided to Board members for this purpose.

E. BOARD OF DIRECTORS-LEGAL ADVICE

When the AEA Board decides that a board member or board as a whole require legal advice in order to clarify board responsibilities or liabilities, the AEA Board has the authority to retain legal counsel.

BOARD TREASURER'S JOB DESCRIPTION

Prepare and submit check signing signature cards for President and Treasurer as needed.

Keep current and accurate financial records.

Prepare accurate and meaningful financial reports to AEA Board and AEA Rep Council on a monthly basis.

Assist the President with budget preparation.

Transmit State and National dues to state office in accordance with transmittal agreement.

Monitor the budget.

Anticipate financial problems.

Safeguard and manage the association's financial assets and have conducted a yearly audit/review and report to AEA Board.

Comply with federal, state and local reporting requirements.

CAMPAIGN PRACTICES

No AEA dues money, resources or staff time may be used to support any candidate for NEA-Alaska office.

CAUCUSES

A caucus is a group of AEA members who have joined together because of common interests and/or goals. A caucus is not part of the institutional make-up of the organization. It exist to influence the organization and to seek an organization response to caucus needs and concerns. A caucus is not directed by the organization and the resources of a caucus and those of the organization are completely independent.

The AEA Board of Directors may grant a caucus "Approved Status." In order to request Approved Status, a caucus shall submit (1) a statement of purpose which shall be consistent with the goals and objectives of AEA, and (2) operating procedures, including designated officer(s). Approved Status will allow the caucus to use the name AEA in its title and have access to Association facilities and resources under the conditions specified below:

- A. Before an official position has been taken by AEA PACE, an Approved Caucus may use Association resources to advocate a position to membership. After an official position has been taken by the PACE Committee, an Approved Caucus may not use Association resources to advocate an opposing position, either internally or externally, except with Board approval.
- B. An Approved Caucus may use office facilities and equipment without cost upon reasonable request to the President with the use coordinated so as not to disrupt Association office activity.
- C. An Approved Caucus may have access to membership lists and mailing labels. Use of other resources of the organization must be approved by the President or the Board of Directors.

CHARITABLE CONTRIBUTIONS

Charitable contribution requests for consideration must be made using the AEA Charitable Contribution Form. The Executive Board of Directors will review the requests and consider how they relate to the following criteria:

1. relevance to the profession of education
2. how it supports public education and education professionals
3. how it supports students
4. type of organization: profit or non-profit

Those requests approved by the Executive Board of Directors will be communicated through the President.

CHARITIES

Dues monies shall not be used for solicited donation

COMMITTEE BUDGETS

The budget is a guideline used to provide an estimate of the money available for activities of the committee. Actual expenses above \$500 shall not be made, nor committed to, without consultation with the President.

Committee chairs and members shall obtain prior approval for travel and per diem.

COMMITTEE CHAIRS

Current standing committee chairs shall chair the related Policy Assembly Committee. NBI's and Resolutions passed by AEA Policy Assembly shall be returned to the respective committee chairs within the month following Policy Assembly. The committee shall monitor the disposition of each NBI and Resolution and report on such disposition to the following year AEA Policy Assembly meeting.

COMMITTEES

EDUCATIONAL EXCELLENCE COMMITTEE (EEC)

PROFESSIONAL DEVELOPMENT COMMITTEE (PDC)

EVALUATION COMMITTEE (EC)

A. MEMBERSHIP

1. Members shall be recommended by Building Representatives, AEA Board members, and/or other committee members.
2. The Committee Chair shall be appointed by the AEA President and the appointment is for one year. The Committee selects a Committee Secretary and Treasurer, as needed.

B. DUTIES OF EEC, PDC, AND EC OFFICERS

1. Chair (Co-Chair) – shall coordinate the Committee and conduct meetings according to the Leadership Manual including maintaining a committee notebook which contains the agenda, members in attendance, and minutes of monthly (and other) meetings. The Chair will be an automatic member of any sub-committees formed and is expected to report back to the AEA President and whole committee, progress of said sub-committees. The Chair will also coordinate with the AEA Board Liaison prior to each AEA Board meeting to apprise the Board members of committee activities. A brief, written, monthly committee report will also be completed for the monthly AEA Board meeting and Representative Council.
2. Secretary – shall record all minutes of each meeting including all official actions of the committee and include the highlights in the monthly report to the AEA Board and Rep Council.
3. Treasurer – shall receive, disburse, and report on all Committee funds action, and communicate with the AEA Treasurer on the status of Committee funds and fund acquisition procedures.

C. EVALUATION COMMITTEE DUTIES

Continue to monitor the new Certificated Evaluation System to insure that safeguards are in place to protect teachers.

D. SUB-COMMITTEES

1. All sub-committees will be appointed by the Committee (Co-) Chair for a specific purpose and period of time. Sub-committees may include AEA members who are not members of the main Committee.
2. Sub-committees will report regularly, in writing, the progress of the sub-committee to the Committee (Co-) Chair.
3. The Committee (Co-) Chair will automatically be a member of all sub-committees.

ELECTIONS COMMITTEE

A. DUTIES

The Elections Committee shall establish election procedures based upon the bylaws. The Elections Committee shall ensure that all elections are monitored and conducted in a manner that is above reproach. The Elections Committee shall provide an elections report after each election to the Executive Board of Directors and then to the Representative Council.

B. CHAIR RESPONSIBILITIES

1. Call and preside over meetings of the committee as necessary.

2. Sign a pledge of confidentiality to only release results of Association elections as required by the bylaws or directed by the President.
3. Work with the President to assure fair and open elections open to all members.
4. Give detailed written and verbal instructions to Representative Council or the general membership prior to any election.

C. TENTATIVE AGREEMENT AND STRIKE AUTHORIZATION VOTE RESULTS

It is the policy of the Anchorage Education Association to not release the vote total numbers or the number of members casting ballots in either a tentative agreement election or strike authorization vote.

Release of vote total numbers or number of members casting ballots will only be released to comply with state statute, court order or a two thirds vote of the Board of Directors.

EMPLOYEE RIGHTS/GRIEVANCE COMMITTEE

A. DUTIES

The Employee Rights Committee shall inform the membership about their rights and responsibilities, promote high standards of professional ethics, work for fair and professional treatment for all members of the profession, and assist individuals and groups found to be unjustly treated.

B. CHAIR RESPONSIBILITIES

1. Call and preside at meetings at least once per month and attend training sessions.
2. Within first two weeks of school opening, establish and publish call back procedures for the Employee Rights Committee so that members will know whom to contact if they have a concern or feel they are being treated unfairly.
3. At conclusion of meeting, prepare written report for President, Executive Board and Rep Council to be presented at monthly meetings.
4. Serve as Resource to Employee Rights Committee along with the president and NEA-AK staff.
5. Within the first month of school, assign specific buildings to each Committee Member, who will be responsible for advising AEA members, filing grievances, and monitoring grievance timelines within their respective clusters.

C. ALL COMMITTEE MEMBERS' RESPONSIBILITIES

1. Attend meetings and training sessions. Committee members are expected to complete Phase I through Phase IV trainings within two years.
2. Preserve confidentiality of all discussions of this committee and attendant activities.
3. Assist members/building reps with questions, concerns, problems and potential problems.
4. Meet with grievant(s) to discuss problem/grievances.

5. Keep written records of data gathered to be filed in Employee Rights file. A copy of all grievances should be filed with the AEA office.
6. Keep written summaries of activities on individual problems/grievances. When requested by NEA-AK staff, provide this documentation for Level II and arbitration hearings.
7. Informal Hearings: If requested, arrange (if necessary) and meet with grievant and administrator for the purpose of attempting, informally, to resolve grievances in accordance with Section 510 of the contract.
8. Following the Informal Hearing: Reduce to writing resolutions agreed to. Send copy of letter to principal, grievant, AEA office and NEA-AK staff.
9. If grievances are not resolved at the Informal Hearing: Reduce grievances to writing with the assistance of Committee Members, or NEA-AK staff. AEA recommends that grievances be filed through a Rights Advocate, and Employee Rights Committee Member or NEA-AK staff.
10. Level I Hearings: Meet with grievant and administrator and NEA-AK staff, as needed, as the grievant's advocate.
11. Level II Hearings: Help prepare for and attend, if possible, with NEA-AK staff.
12. Level III and Arbitration Hearings: Attend if possible.
13. Should grievances not be resolved at Level II, the grievant may request that the Rights Advocate or NEA-AK staff refer the grievance to the Grievance Review Committee.
14. Assist with writing written report for President, Executive Board, and Rep Council.
15. Serve as a resource to Bargaining Committee.
16. When a member of the Rights Committee has missed a total of four (4) meetings in one year, his/her position on the Committee shall be subject to review by the committee.
17. Whenever a majority of the Rights Committee shall agree that one of its members has been grossly negligent of the duties defined in the Policy Manual or is incapacitated, the Chair, in concurrence with the AEA President, shall recommend to the AEA Board that the office be declared vacant. A simple majority of the Board shall be necessary to declare the office vacant. After reviewing recommendations and discussion with the Rights Committee and after conferring with the Rights Chair, the AEA President will then select a new member for the Rights Committee.

GRIEVANCE REVIEW COMMITTEE

A. POLICY

The Association shall represent all unit employees fairly and shall not discriminate on the basis of membership or non-membership affiliation, race, creed, religion, color, national origin, marital status, sex or age.

The Association shall ensure all members' access to the grievance procedure as negotiated in the Collective Bargaining Agreement and make all reasonable efforts to redress or remedy for the grievant up to and including arbitration.

Proceeding to Arbitration Level: (Level III)

The Grievance Review Committee shall hear the facts, deliberate, and recommend to the AEA Board whether or not grievances which were not resolved at Level II would go to arbitration (Level III). Only Grievance Review Committee members will participate in the deliberation and ultimate recommendation to the AEA Board as to approve or deny moving to Level III (arbitration). At the request of the Grievance Review Committee an independent NEA-AK staff member may participate in an advisory capacity. The decision will be made according to the “Rules and Operating Standards” found in the Grievance Review Committee Manual and shall be conveyed to the employee within ten working days. The Grievance Review Committee will advise the AEA Board of Directors as to the “Rules and Operating Standards” including changes proposed for adoption.

B. APPEAL PROCEDURE

If the GRC recommends denial, the grievant shall be notified in a timely manner, which enables the grievant to appeal the GRC’s recommendation at the next regularly scheduled meeting of the Board of Directors in Executive Session.

The grievant and/or his/her representative may attend the Board of Directors meeting to present the appeal. The grievant appealing the GRC’s recommendation will have fifteen minutes to indicate why the GRC’s decision not to recommend the grievance move on to arbitration should be overturned. The chair of the GRC will have fifteen minutes to indicate why the Committee’s decision should be upheld. NEA-Alaska Staff, as requested, will be present to answer questions from members of the Board. The Board will consider the appeal in executive session and make its decision.

Any member of the Board of Directors who participated in the process leading to the GRC’s initial recommendation shall refrain from participating in the vote.

In making its decision, the Board of Directors will use only the following standards:

Did the GRC act in an arbitrary or capricious manner?

Did the GRC unlawfully discriminate against the grievant?

At the conclusion of the Executive Session, the Board shall go back into an Open Meeting to take action upon the appeal. The decision of the Board shall be conveyed to the employee within three (3) days of the Executive Board Meeting.

If the appeal is denied, the member shall be apprised of their appeal rights to NEA-AK.

Arbitrary and Capricious definition: Absence of a rational connection between the facts found and the decision made.

PUBLIC AFFAIRS COMMITTEE FOR EDUCATION, AEA-PACE

A. AEA PACE GUIDELINES

Statement of Purpose:

- (a) To fully realize the goals and objectives of AEA, persons who are supportive of AEA's goals shall be supported for local, state, and legislative office. Financial and other support shall be mobilized in order to secure the election of such persons.
- (b) To have the opportunity to put unknown candidates' positions before our membership.
- (c) AEA PACE shall cooperate fully with NEA-AK PACE. AEA PACE shall have no program or policy making authority except as specified herein.

1. Membership of the PACE Committee

- a. All members of AEA shall be eligible to serve on this Committee.
- b. The remaining seats to NEA-Alaska PACE Committee will be filled as follows:

1. The NEA-Alaska PACE Representatives from Region VI. The two AEA PACE co-chairs will be appointed as representatives to the NEA-Alaska PACE committee. The NEA-Alaska PACE term shall run concurrently with the AEA PACE term, not to exceed four consecutive years. Should an AEA PACE chair or co-chair resign as AEA PACE chair or co-chair, this constitutes resignation on the NEA-Alaska PACE Committee. The remaining four seats will be filled using the following method.

Any member wishing to serve on this committee shall be nominated or submit their name at the first Region VI caucus of NEA-Alaska Delegate Assembly. Ballots for the delegates shall be prepared. At the second meeting of the NEA-Alaska Delegate Assembly Region VI caucus, delegates shall vote for representatives to vacant positions to the NEA-Alaska PACE Committee. AEA President shall submit these names to NEA-Alaska.

Duties:

- a. The term is for 2 years. Terms shall begin at the NEA-Alaska Board of Directors meeting following Delegate Assembly. (from NEA-Alaska Board Policy)
 - b. Attend NEA-Alaska PACE Committee meetings when convened.
2. Members of the NEA-Alaska Board of Directors from Region VI. The term for Region VI Directors serving on AEA PACE shall coincide with their Region VI term of office.
 3. The President, Vice President of Programs, Vice President of Communications, Secretary, and Treasurer, and six (6) At-Large Directors. (The AEA Board of Directors will also be voting members of the PACE Committee.

4. Twelve (12) members elected during the May Representative Council meeting by the Association Representatives. Terms shall begin at the close of Representative Assembly in July and shall be for one year. Nominations for PACE shall open and shall be listed on the April agendas for Board of Directors meeting and Representative Council meeting. Interested members shall submit their names for nomination to the President of AEA. Nominations shall close at the end of the April Representative Council meeting. Winners shall be notified within 3 working days after the election and names shall be announced in an AEA publication. In the event of a tie, a runoff election will be held immediately.

Any PACE member unable to attend a meeting shall notify the Chairperson. In the event an elected PACE member misses two consecutive meetings such member may be removed from PACE. The position will be considered a vacancy, and a new representative will be appointed by the AEA President to fill out the term.

- c. The Chairperson of AEA-PACE shall be appointed by the AEA President.
- d. The PACE Committee shall select from its members the following officers: a Vice Chair, a Treasurer, a Secretary, and an Assistant Secretary. The AEA President shall serve as Assistant Treasurer.
- e. The AEA PACE Chair shall declare a vacancy when an elected PACE member has more than three unexcused absences. Each member shall be responsible for signing the attendance log.
- f. The President of AEA shall fill all vacancies on the AEA PACE Committee within thirty (30) days. The Association Representatives shall ratify any new member to the Committee at the next regular Representative Council meeting.

2. Duties of PACE Officers

- a. The Chairperson shall:
 1. Conduct meetings.
 2. Conduct interview and endorsement meetings with candidates for public office prior to elections.
 3. Perform other duties of a political nature as directed by the AEA President.
- b. The Vice Chair shall perform the duties of the chairperson in his/her absence.
- c. The Secretary shall record all official actions of the Committee.
- d. The Treasurer shall:
 1. Receive all monies coming to AEA PACE.
 2. Disburse the political contributions of teachers to endorsed candidates upon approval of the PACE Committee.
 3. Maintain the AEA PACE books, make deposits, write checks, etc., and file such reports as required by law.
 4. Inform APOC (Alaska Public Offices Commission) of new officers in Fall (see form provided by APOC).
 5. Fill out all APOC reports in a timely manner.
 6. Prepare an annual financial report of AEA PACE.

7. In the fall, obtain bank signature cards for the AEA President, as PACE assistant treasurer, and for one NEA-Alaska UniServ Staff assigned to Anchorage, to be able to sign PACE checks.
 8. Raffle bookkeeping: deposit money, fill out raffle report to Alaska Department of Revenue with one percent (1%) of the raffle proceeds to DOR (mid-January is deadline).
 9. Make sure AEA office secretary sends in new application for raffle permit at the beginning of each calendar year. Request copy of permit when it comes.
 10. Will insure that IRS non-profit forms are filed according to IRS regulations.
- e. The Assistant Secretary and Assistant Treasurer shall assist the officers as needed.

3. Functions of AEA PACE

- a. Keep AEA membership informed of legislative, School Board, and Assembly activities.
- b. Develop the general awareness of the political process for teachers by holding workshops and inviting guest speakers.
- c. Interview, recommend for endorsement and/or support pro-education candidates for local, state, and national offices.
- d. Recommend to NEA-AK PACE the endorsement of candidates for legislative offices.
- e. Collect and disburse political donations to endorsed candidates.
- f. The AEA President shall be responsible for all internal and external communications concerning endorsed candidates or positions supported AEA PACE. Such communications shall be on AEA PACE letterhead.

by

4. Elections Activities

- a. Encourage pro-education candidates to run for public office.
- b. Develop plans and programs to support pro-education candidates in the primary and/or general elections.
- c. AEA Board of Directors and AEA PACE Committee members are encouraged to be active or official members of the campaigns of AEA endorsed candidates. Such members may not be officially involved in the campaign activities of any opponent of an AEA endorsed candidate.
- d. AEA shall publish information and recommendations in the Advocate/website/press releases regarding: Ballot propositions that impact education, and recognizing outstanding achievements in teaching.

5. Endorsement Procedures

- a. Candidate interviews shall be audio or video taped. A PACE member, or AEA member, unable to attend an interview and wishing to vote upon, or discuss a recommendation, must listen/view the tapes at the AEA office. A sign-up sheet will be available to record the reviewers.
- b. VOTING: Voting upon recommendations for endorsement of candidates shall be done only by members of the PACE Committee who have been

present, or who have previously listened to tapes, for all candidate interviews for a particular race.

- c. DISCUSSION: Discussion on the recommendations for endorsement of candidates may be done by all AEA members who have been present, or who have previously listened to tapes for all candidate interviews for a particular race.
 - d. The PACE chair shall present such recommendations for endorsement at the next Representative Council.
 - e. Recommendations for endorsement will not be final until ratification by Representative Council.
 - f. The above Endorsement Procedures shall be listed on the Representative Council agendas prior to candidate interviews.
6. Endorsed candidates will be invited to address Representative Council.

B. FUND RAISING

Local PACE will have one major fund raiser per year, the Pot-O-Silver.

C. PACE GUIDELINES FOR FUND RAISER ATTENDANCE

1. Attendance at fund raisers shall be at the President's discretion.
2. At any time, PACE may designate unspent funds by a properly made motion and voted upon.
3. PACE funds shall be used in a manner determined by the Committee or directed by the AEA Rep Council.
4. An annual report of funds spent should be made to the AEA Board and Reps at the May meetings.

D. LEGISLATIVE FLY-IN PARTICIPANTS

Participants will be selected by the AEA President, the PACE Chair and the Vice Chair using a prioritized list of political and association involvements, as well as input from AEA leadership. Since some participants will be new to Fly-In, a hand written application identifying past political involvement must be submitted for consideration.

1. PRIORITIZED SELECTION CRITERIA

- Campaign activity for endorsed candidate(s)
- Participation in district/legislator sponsored activities (e.g. teleconferences, constituent meetings)
- LCS (Legislative Contact Structure) member
- Primary contact/activator for LCS
- PACE member
- Political party involvement
- Written response regarding prior activities
- Other Association activities

2. LEADERSHIP INPUT

Effectiveness
Ability to articulate AEA/NEA-AK positions
Rapport with legislator(s)
% of returning participants
% of new participants

Participants are expected to schedule appointments with legislators, be knowledgeable of legislation AEA is promoting, and to lobby for passage of the association's legislative agenda.

Participants must attend the Pre-Fly-In Briefing.

SICK LEAVE BANK COMMITTEE

The AEA Board of Directors shall approve the guidelines for use by the Sick Leave Bank Committee. The members of the Sick Leave Bank Committee shall act in accordance with the guidelines. The members of the Sick Leave Bank Committee may recommend changes to the guidelines to the AEA Board of Directors.

The Board of Directors directs the members of the Sick Leave Bank Committee to vote against any guidelines which are counter to our position regarding Sick Leave Bank availability for maternity uses.

The AEA Sick Leave Bank Committee shall represent all eligible participants fairly and shall not discriminate.

The AEA Sick Leave Bank Committee shall meet monthly during the school year or as necessary to respond to requests for withdrawals.

The AEA Sick Leave Bank Committee shall review the applications, deliberate and determine allocation of days according to the "AEA Sick Leave Bank Rules and Regulations."

The AEA ASD Sick Leave Bank Committee shall provide a quarterly report to Rep Council and the AEA Board specifying the number of days remaining in the Bank, number of days granted year to date, or any other pertinent information as requested by the President, AEA Board, or AEA Rep Council.

COMMUNICATIONS

- A. AEA will maintain an email system for internal and external Association communication
 - 1. Officers, Board Members, Committee Chairs are encouraged to use the AEA system for AEA business

2. The ASD email system should be used to make general announcements or make contact with members who may not be monitoring other email
3. AEA members need to be aware that ASD email can be monitored, and that partisan political discussion is prohibited on any public agency email system.

CONFERENCE PARTICIPANT/COMMITTEE APPOINTMENT SELECTION CRITERIA

- A. The AEA President shall publish information on conference opportunities and committee appointments in the *Advocate*, and/or other appropriate means, except when appointment deadlines prohibit.
- B. The AEA President shall consider the following when making appointments and selecting conference participants.
 1. If the conference offers basic training, or the activity focuses on general issues, priority should be to identify potential leaders.
 2. If the conference or activity calls for special interests or skills, appointment should consider persons with:
 - a. expertise in the relevant area
 - b. interest
 - c. specific potential
 3. In some cases, appointments will be determined by role in the Association.
 4. In general, appointments should be used to cultivate new leadership and/or to develop or capitalize on specific expertise.
 5. Other factors to be considered include:
 - a. ethnic minority (at least the same percentage of ethnic minority membership of AEA)
 - b. gender
 - c. grade level/job location
- C. The President shall notify the appointees of their selection and responsibilities.
- D. Conference participants shall:
 1. Attend all conference sessions unless specifically excused by the President.
 2. Submit all vouchers to the AEA Treasurer within thirty (30) days.
 3. Prepare a written summary or evaluation of the conference either individually or collectively to the AEA Board of Directors.

CONFLICT OF INTEREST

No elected officer of the Association nor staff member shall have any undisclosed financial relationship with any form of direct or indirect special service available to or rendered to members of the Association.

COORDINATED BARGAINING

AEA shall participate in the NEA-Alaska Coordinated Bargaining Project.

DELEGATE ASSEMBLY (NEA-ALASKA)

A. GUIDELINES

Each AEA delegate is provided one (1) day of Association Leave during Delegate Assembly.

Each delegate is expected to attend:

1. All sessions of AEA Policy Assembly
2. Any pre-Delegate Assembly Caucuses for Region VI (AEA)
3. All sessions of Delegate Assembly, up to and including adjournment.

The President of AEA may excuse a delegate from a session if s/he has contacted the President before that session (where possible) with an acceptable reason. If the delegate misses a session for which s/he is not excused, his/her seat shall be declared vacant and/or Association Leave shall not be granted.

The President's recommendation shall be reviewed by the Board of Directors at its next meeting. The delegate under discussion shall have the right to appear before the Board of Directors or to submit a written explanation on his/her behalf.

Any delegate who disagrees with the Board of Directors' decision may appeal his/her case to the AEA Rep Council.

B. DELEGATE ASSEMBLY ATTENDANCE MONITORING

The AEA Board of Directors will monitor AEA delegates' attendance at NEA-Alaska Delegate Assembly. Delegates will notify the appropriate AEA Director if they are going to leave the floor of D.A. for an extended period of time.

C. ALTERNATES

Those alternates seated as delegates shall serve for only the session for which they were elected.

D. FUNDING

1. AEA shall notify its delegates of the availability of travel and parking reimbursement while attending NEA-Alaska Delegate Assembly by submitting receipts and a voucher to NEA-Alaska at the completion of Delegate Assembly.
2. Upon receipt of a hotel bill for Friday night, a duly elected delegate shall receive a refund for one-half of a hotel room based on double occupancy.
3. Delegate Assembly Stipend and Hotel Reimbursement Policy from Anchorage Education Association

The intent of this policy is to offer a stipend of \$30 for Friday and \$30 for Saturday, and one-half (1/2) of one night's published hotel rate for NEA-Alaska Delegate Assembly to those AEA members attending AEA Pre-Policy Assembly, AEA Policy Assembly and NEA-Alaska Delegate Assembly, to help defray costs for meals and lodging.

- a. A letter outlining the "Requisites to Qualify for Stipend and Hotel Reimbursement" (see E. below) shall be sent to all duly elected delegates and alternates no later than September 15, by the AEA Treasurer.
- b. "AEA Stipend Policy" shall be noted on the envelope sent to each elected NEA-Alaska delegate.
- c. When a special election for NEA-Alaska Delegate Assembly delegates is conducted in the fall by the Anchorage Education Association, the "Requisites to Qualify for Stipend and Hotel Reimbursement" letter shall be sent to these delegates upon certification of such election, and the "Requisites to Qualify for Stipend and Hotel Reimbursement" will apply to newly elected delegates, as is possible.
- d. A notice shall be sent to all delegates stating that stipends have been sent to those delegates who have qualified. Stipends will be sent to all qualified NEA-Alaska delegates on or about February 15. Any delegate not receiving a stipend has the right to request AEA Board of Directors to review the denial. The decision of the AEA Board of Directors shall be final.
- e. Requisites to Qualify for Stipend and Hotel Reimbursement
 1. Attend and sign in at the October Pre-Policy Assembly (which begins immediately following the October Rep Council meeting) and the sign-in shall be held at the AEA office.
 2. Attend and sign in at AEA Policy Assembly, which occurs about 8:30-4:30 on a Saturday near the end of October (but will not happen the weekend before report cards are due) and the sign-in shall be held at the AEA office.
 3. Attend and sign in at the Friday and Saturday NEA-Alaska Delegate Assembly sessions, including Anchorage Education Association caucus meetings beginning at 7:00 a.m. and the sign-ins shall be held by the AEA Treasurer.
 4. On Saturday of NEA-Alaska Delegate Assembly, after 6:00 p.m., those AEA delegates, who have attended or received an excused absence from the above meetings, may complete an AEA Delegate Assembly Stipend and Hotel Reimbursement form requesting the \$60 stipend; if attending only one day, request a \$30 stipend.
 5. Forms will be available at 6:00 p.m. Friday and Saturday at Steering and Rules office or from AEA Treasurer. Return the completed application form to the Steering and Rules office designated tray or to the AEA President or to the AEA Treasurer. The completed forms will be held at the AEA office in the Treasurer's file.
- f. Examples of Ineligibility for Stipend and Hotel Reimbursement

If for any reason an NEA-Alaska Delegate Assembly delegate is unable to attend Pre-Policy Assembly, Policy Assembly, or either of the Friday or Saturday sessions, the delegate must call the AEA President or

the AEA office to be excused in order to remain eligible for NEA-Alaska Delegate Assembly stipend.

Failure to sign in at each meeting, or failure to obtain an excuse may result in loss of the NEA-Alaska Delegate Assembly stipend and hotel reimbursement. (2001)

4. Reimbursement of childcare fees for DA up to \$2.00 per hour, per child. Receipts and a voucher to AEA must be submitted within one week of the completion of DA. An accounting of these expenses shall be presented at the May AEA Rep Council meeting.

DUES

The President and Treasurer shall compute annual dues each year and report to the September/October Rep Council.

ELECTIONS

- A. For AEA Elections, the following policy will be in effect for each candidate for office who is an AEA member:

1. AEA will provide, at no cost to the candidate, one set of Association Rep mailing labels (which include the number of site members). Two additional sets may be purchased at cost. If individual mailing labels sorted by work sites are available, they may be purchased by candidates for AEA office at cost.
2. Each candidate may use AEA facilities to duplicate one campaign flyer for each elementary school and two campaign flyers for each secondary school. The candidate will develop the flyer her/himself. The responsibility for duplication and distribution of the flyer shall be that of the candidate, including placement of said flyer(s) in individual schools' weekly drops.
3. Each candidate for office shall be allowed to speak to the Rep Council meeting at an appropriate time as designated by the President.
Speech time limits are as follows:
Candidates for: AEA President: Three minutes
 AEA Vice President: Two minutes
 AEA Secretary: Two minutes
 AEA Treasurer: Two minutes
 AEA Director: Two minutes
 NEA Rep Assembly: One minute
4. AEA will provide for posting in each elementary school one set of candidate biographies, and for each secondary school two sets of candidate biographies. Candidate biographies shall be due at the AEA office by 5:00 p.m. on the Monday following the Rep Council meeting at which nominations close.
The word limit for biographies shall be as follows:
Candidates for: AEA President: 250 words
 AEA Vice President: 150 words

AEA Secretary: 100 words
AEA Treasurer: 100 words
AEA Director: 100 words
NEA Rep Assembly: 75 words

5. The President or his/her designee shall communicate to each candidate what the AEA policy is.
6. The President and/or President-elect shall not officially endorse specific candidates in the Association elections for office.
7. When an Executive Board member is unable to complete his/her duties within 3 months of taking office, the next highest vote getter shall be appointed by the President. In the event the next highest vote getter declines or the 3 months time frame has elapsed, then a special election shall be called to fill the seat.

B. BALLOTING PROCEDURE

1. Elections Committee (appointed by President)
 - a. prepare non reproducible ballots with a specific date of return on both ballot and official envelope;
 - b. deliver ballots at Representative Council and arrange for ballots that are not picked up to be couriered the following day;
 - c. reps be given 2 (two) extra ballots/building;
 - d. give detailed written and verbal instructions to Representative Council;
 - e. supervise return of ballots;
 - f. any ballot envelopes returned to AEA with more ballots than signatures will have ballots removed by a random draw until the number of signatures and ballots is equal;
 - g. count votes for each candidate and for each write-in candidate and compile an elections report;
 - h. submit to the AEA Board and President an elections report , to include the total count for each candidate and/or each write-in candidate, for ratification, and to include a list of buildings that did not participate in the election or submit rosters in the ballot envelope;
 - i. post unofficial election results within three working days following the election;
 - j. no member, running as a candidate, may count, nor assist with the counting of the ballots;
 - k. ballots shall only be counted when rosters for the building, or site, are included in the envelope containing the ballots.
2. Representatives will conduct elections in this manner:
 - a. have members sign for ballot;
 - b. deposit ballot in envelope;
 - c. ensure return to AEA office in official envelope the same number of ballots that are signed for along with sign-in sheet;
 - d. all unused ballots are to be destroyed by the Association Rep in each building;

- e. faxed ballots will not be accepted.
3. Representatives (or their designees) from each site shall return the official ballot envelopes to the AEA office and deposit them in to a locked, tamper proof box, and shall sign the school roster located next to the ballot box.
4. In the event of a tie vote, in an R.A. or D.A. election, names of candidates receiving tie votes shall be randomly drawn for their final order of finish in the election results.
5. The list of winners and alternates, or runners up, shall be included in the next AEA "drop" or communique after ratification by the AEA Board.
6. Alternates will be notified immediately of their appointment upon the resignation of a winner which causes a vacant seat.
7. Candidates, or their designee, may watch the counting of the ballots.
8. Ballots shall be kept for a period of two (2) weeks after counting or until after NEA Representative Assembly.
9. The final vote count per candidate of all AEA elections for office shall be made available to members in a flyer and/or the AEA website within 5 days of the close of the election.
10. A recount of the ballots cast for any Board of Directors seat shall occur for that seat if the initial count is 1% or less between the candidates.

C. PACE ELECTIONS

1. Nominations open at April AEA Board meeting.
2. Nominations close at April AEA Rep Council meeting.
3. Voted on at May meeting (per A.1.4, AEA Policy Manual).

EXPENSE VOUCHERS

AEA shall reimburse authorized participates to out-of-town conferences with the following caps and restrictions upon receipt of a completed expense voucher no later than thirty (30) days following the conference.

Meals: \$50 per day (reasonable tips and gratuity may be vouchered).

Hotel: Hotel receipt in the name of the person being funded, on a shared basis where possible except as directed by the president.

Taxi: Taxi receipt on a shared basis where possible.

Mileage: IRS rate per mile and any other customary expenses related to travel may be vouchered with receipts. Any authorized AEA travel must be paid for by the individual and vouchered or arranged through the AEA office.

FAIR SHARE

AEA will accept contributions of no less than the total amount of the unified dues.

MEMBERSHIP

A. LIST

AEA will not sell or give its membership list to any group other than endorsed political candidates.

B. ARREARAGES

Members with arrearages from the previous school year will only be continued as members if they sign up for payroll deduction.

C. CASH PAYING MEMBERS

Dues for bargaining unit members who do not pay by payroll deduction must be paid in full by November 1. The AEA staff person shall provide the AEA Board of Directors with monthly status reports on all cash paying members.

D. WITHDRAWALS

Membership payments (by payroll deductions) will not be terminated after September 15 unless an individual petitions the AEA Board of Directors.

NCUEA (National Council of Urban Education Associations)

AEA shall be an affiliate member of NCUEA.

POLICY ASSEMBLY

A. The order in which committees are heard at Policy Assembly will be rotated by one each year.

B. Policy Assembly should not be held the day after the first quarter ends.

1. Pre-Policy Assembly shall occur on or before the October Representative Council Meeting.

C. First year delegate members shall receive a written document explaining responsibilities, expectations and procedural happenings in regards to this Policy Assembly.

D. Written notice shall be mailed to all Rep Council members and delegates to NEA-Alaska Delegate Assembly two weeks prior to Policy Assembly. This notice should include:

1. prefiled bylaws changes;
2. a. bylaw regulations regarding attendance;
- b. information to contact President if the delegate is not able to attend.

- E. AEA will establish a special committee to oversee the functioning of Policy Assembly. The Committee shall:
- a. Work with AEA staff to prepare the documents for Pre-Policy Assembly and Policy Assembly and forward application items to NEA-Alaska for Delegate Assembly;
 - b. Each AEA committee chair shall provide the status for each NBI and report to Pre-Policy Assembly annually;
 - c. Prepare the documents for the following year's Policy Assembly, ensuring that NBI's, Resolutions, and goals are appropriately assigned to the standing committees;
 - d. Distribute to each AEA rep and delegate a copy of the revised Policy Assembly goals within one month of the close of Policy Assembly;
 - e. Distribute any proposed Bylaws changes to delegates and reps at least 15 days prior to Policy Assembly;
 - f. Provide a written document explaining responsibilities, expectations and procedural happenings in regard to Policy Assembly as delineated in the AEA Policy Manual;
 - g. Follow all other policies and goals directed by the Policy Assembly or Rep Council;
 - h. Seek to increase member involvement in the development of policy and programs by recruiting candidates for NEA-Alaska Delegate Assembly.
 - i. An ad hoc Policy Committee for AEA Resolutions shall be convened for the purpose of establishing a Resolutions Section to the AEA Policy Assembly documents.

The Committee will be overseen by the AEA President.

POLICY CHANGES BY THE BOARD OF DIRECTORS

Board of Directors' policy changes shall be presented at one meeting and acted upon at the next meeting. Without advance notice, a two-thirds (2/3) vote will be required for passage of policy changes.

When a change in policy is proposed, both the current policy and the proposed change will be printed on the same page.

POLICY MANUAL REVISION

It shall be the responsibility of the President to revise and update this policy manual pursuant to Representative Council and Board of Directors' actions and to have the revised manual ready for adoption at the May meeting of the Board of Directors.

POLITICAL ACTIVITY

AEA officers, PACE Committee members and staff shall not use their official position to enhance the candidacy of an opponent of an AEA endorsed candidate. It is not the intent of this motion to disenfranchise any member's or staff member's right to be active within his/her political party.

PRINTING

It shall be the usual practice for the Anchorage Education Association to have their printing done by a union printing firm. The AEA also supports and on occasion may, when comparable quality can be assured, make use of printing establishments whose main focus is training employees to enter the work place on an equitable basis (i.e. handicapped, etc.).

REGION VI DUTIES AND RESPONSIBILITIES

The responsibility of members of the AEA Board who have been elected to be representatives from Region VI to the NEA-Alaska Board of Directors is to serve as liaison between the NEA-Alaska Board of Directors and the AEA President, the AEA Board and the AEA membership.

- a. Attend all NEA-Alaska Board meetings, AEA Board meetings, Policy Assembly, the Delegate Assembly, the Board Retreat and other AEA events as requested by the President unless officially excused.
- b. Serve as a member of AEA PACE and attend scheduled meetings of that committee.
- c. Serve as a liaison to a standing committee if requested by the AEA President.
- d. Following NEA-Alaska Board meetings, submit a written, summary report to the AEA President, the AEA Board and the AEA Faculty Representatives.
- e. At the NEA-Alaska Board of Directors meeting, submit a regional report including activities, concerns and requests.
- f. Act upon committee appointments of the President.
- g. Verify to the NEA-Alaska President that AEA has received a copy of the annotated, proposed budget mailed by December 1.
- h. The duties enumerated for at large representatives of the AEA Board in Article 8, Section F of the Bylaws and any other articles and sections of the Bylaws and policies of the AEA.

REPRESENTATION ON ANCHORAGE SCHOOL DISTRICT AND COMMUNITY COMMITTEES/TASK FORCES

AEA members appointed by the President to represent AEA shall, in that official appointive capacity, represent the Association, not themselves. Where NEA, NEA-Alaska, or AEA policies exist, those policies are what should be advocated. Where there are polls among the AEA members with definitive results, those results will serve as the direction for advocacy. Local policy takes precedence over state or national policy. State policy takes precedence over national policy.

REPRESENTATIVE COUNCIL MEETINGS

- A. OPEN FORUM
The Representative Council minutes shall list issues raised during OPEN FORUM.
- B. SPEAKERS
External speakers at Representative Council meetings must have prior approval from the Board of Directors.
- C. FREQUENCY

Rep Council meetings shall be the first Tuesday of every school month.

D. SMOKING

There shall be no smoking at Rep Council meetings.

E. REP COUNCIL TRAINING

Representatives will be trained in Robert's Rules of Order and Parliamentary Procedure.

REPRESENTATIVE ASSEMBLY

A. ELECTIONS

Candidates for the position of delegate to the National Education Association Representative Assembly must have been active participants in the local Association for at least two (2) years prior to applying. Application in writing shall be submitted by the candidate to the Elections Committee Chairperson through the President prior to the announced close of nominations at the February Representative Council meeting. Voting on the candidates individually and by secret ballot shall take place as soon as possible after the state election is certified. Any member elected as a state delegate shall not be eligible to run as a local delegate unless s/he has resigned from the state position prior to the printing of the local ballot.

B. GUIDELINES

AEA shall provide round trip airfare and per diem, within budgetary limitations, to each delegate.

Each delegate shall:

1. Attend all state and local caucuses.
2. Attend all sessions of the Representative Assembly.
3. Communicate, giving reasons, with the Anchorage or Alaska Caucus Chair when you will be absent from any session.
4. Work as a State Liaison when asked by the Alaska Caucus Chair.
5. Comply with any other reasonable request made by the Caucus Chair.

The Anchorage Caucus Chair (President or his/her designee) shall determine any violations of the above requirements and per diem will be withheld from any delegate with unexcused absence. The Board of Directors will review any such cases at their next meeting.

C. FUNDING

(A copy of Policy B and C of this section shall be sent to each NEA-RA Delegate when airfare checks are sent.)

Within budgetary limitations and association revenues the following policy applies to NEA R.A. funding:

1. Travel payment checks for airfare shall be issued prior to NEA Representative Assembly convention.

2. Per Diem checks shall be issued after the convention, upon receipt of a completed AEA Expense Voucher, together with necessary receipts, no later than August 31. (Note Guidelines, "B" above, for per diem.)
3. Airfare. Delegates shall be funded up to the rate of a roundtrip supersaver fare (as of the first business day following certification of the RA election), or actual receipted travel expense on the AEA Travel Voucher, whichever is less. Alternates moving up to Delegate status shall have airfare to the convention funded at the lowest available rate.
4. Automobile Travel to RA. Receipted gas, mileage and related expenses shall be reimbursed up to the amount of the roundtrip supersaver airfare paid to RA Delegates.
5. Hotel. Hotel shall be funded for the night preceding NEA Convention through the night succeeding NEA Convention adjournment. Reimbursement shall be based upon actual receipted amounts of half the double occupancy rate as funded by NEA/Alaska for "State Representative Delegates" (within AEA budgetary limitations). Expenses above this amount are the responsibility of the Delegate. Contact other delegates for possible roommates.
6. Meals. Receipted amounts up to \$50 per day.
7. Taxi. Receipted amount to and from the airport, based upon shared occupancy whenever possible.
8. In the event that funds in the NEA-RA budget line item do not cover all NEA-RA Delegate expenses, the funds shall be divided equally among the NEA-RA delegates, but in no way can exceed actual vouchered expenses for the AEA policy entitled "Expense Vouchers."
9. Items purchased for the "State Contact Bag" are the responsibility of each Delegate and are not reimbursable.

SCHOOL BOARD DINNER MEETINGS

The AEA Board of Directors shall participate in periodic dinner meetings with the ASD Board.

SMOKING

There will be no smoking at AEA Board of Directors meetings.

STAFF (AEA)

The AEA shall employ appropriate staff as needed.

UNITED WAY CAMPAIGN

The AEA Board of Directors endorses the United Way Campaign.