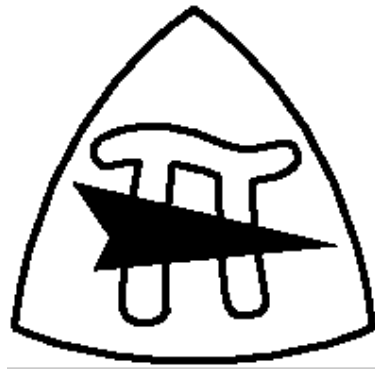


# FAIRBANKS EDUCATION ASSOCIATION

## CONSTITUTION AND BYLAWS



Revised December 2004

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# CONSTITUTION

## ARTICLE I NAME

This organization shall be known as the Fairbanks Education Association.

## ARTICLE II PURPOSE

This Association shall have the following objectives:

1. To promote and encourage cooperation among educational and other civic bodies having educational objectives.
2. To aid in interpreting to the public the problems, the functions and the steady progress of the public schools.
3. To encourage teachers to exercise their rights and privileges as citizens, and to accept, willingly, leadership in civic affairs.
4. To enable members to speak with a common voice on matters pertaining to the teaching profession and quality of education in the District, and to present their individual and collective interests before the Board of Education and other governing authorities.

## ARTICLE III MEMBERSHIP

Membership shall be defined as follows:

1. Active  
Certificated personnel in the Fairbanks North Star Borough School system, in positions requiring certification and certificated substitutes may be come members of this Association.
2. Student membership is open to any student enrolled in or preparing for a program of study in an accredited institution of higher learning that qualifies the student for a career in education, except that any person who has ever been eligible for active members is not eligible for student membership.
3. Associate membership is open to any person who is interested in advancing the cause of public education, but who is not eligible for any other class of membership.

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### ARTICLE IV OFFICERS

The officers of this Association shall be President, President-elect, Vice President, Immediate Past President, Recording Secretary, Membership Secretary, and Treasurer.

### ARTICLE V EXECUTIVE COMMITTEE

The Executive Committee shall consist of the officers, and the Fairbanks Regional Director(s) to the NEA-Alaska Board of Directors and officers of NEA-Alaska who are members of the Fairbanks Education Association.

### ARTICLE VI BOARD OF DIRECTORS

The Board of Directors shall consist of the officers, representatives elected from the membership by regions, and the Fairbanks Regional Director(s) to the NEA-Alaska Board of Directors and officers of NEA-Alaska who are members of the Fairbanks Education Association.

### ARTICLE VII REPRESENTATIVE COUNCIL

- Section 1. The legislative and policy-forming body of the Association shall be the Representative Council.
- Section 2. The Representative Council shall consist of the Board of Directors, one or more representatives from each school faculty, and the chair of the standing committees.
- Section 3. Any member of the Association who is not a member of the Representative Council may attend its meetings, shall sit apart from the voting body, but may receive permission to speak.

### ARTICLE VIII POLICY ASSEMBLY

- Section 1. The annual meeting of the Policy Assembly shall be a policy-forming body of the Association.
- Section 2. Voting members of Policy Assembly shall be: all Board of Directors members, all chairs of standing committees, and in addition, each building

## CONSTITUTION

may elect an additional delegate for each Building Representative to which they are entitled.

All delegates to Delegate Assembly and to Representative Assembly shall be voting delegates to Policy Assembly.

### ARTICLE IX AMENDMENT

1.
  - a) An amendment may be presented to a regular Representative Council meeting.
  - b) At the next regular meeting Representative Council may approve the amendment(s) by a two-thirds (2/3) vote.
2.
  - a) An amendment may be presented to the work session of Policy Assembly.
  - b) Policy Assembly regular session may approve the amendment(s) by a two-thirds (2/3) vote.
3. All amendments so approved by either Representative Council or Policy Assembly shall be submitted to the general membership for ballot vote in each building within one month following for ratification. Ratification requires two-thirds (2/3) of those voting.

### ARTICLE X REVIEW AND REVISION

Every even-number calendar year the President shall appoint a committee for the purpose of reviewing and/or proposing amendments to the Constitution.

## **BYLAWS**

### **ARTICLE I            RULES OF ORDER**

Robert's Rules of Order, newly revised shall be the authority on all questions of procedures not specifically stated in this Constitution and Bylaws.

### **ARTICLE II            DUTIES AND TERMS OF OFFICERS**

- Section 1.        a)        The President shall take office on July 4, and shall serve a two-year term. He/she may be re-elected to one consecutive term.
- b)        The President-elect shall take office on the day following the election and shall serve until July 4, at which time she/he shall assume the office of the President.
- c)        All other officers shall take office on July 1 and shall serve two years.
- d)        Vacancies
- i.        In case a vacancy in an office other than the President occurs, it shall be filled by appointment by the Board of Directors pending a special election set at the next regular Representative Council meeting. The replacement so elected shall serve until the end of the unexpired term. These replacement procedures shall apply to all officers except President.
- ii.        In case of a vacancy in the office of President, the Vice President shall assume the duties of the office, and the office of the Vice President shall be filled according to subsection i above. If a President-elect has been elected, the President-elect shall immediately assume the duties of the office.
- Section 2.        a)        The Fairbanks Education Association President must be a tenured teacher who possesses a valid Alaska teacher certificate (AS 14.20.01).
- b)        The President shall act as spokesperson for the Association and shall preside at all meetings of the Association, the Representative Council, the Executive Committee, the Board of Directors, and

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Policy Assembly. The President shall vote only in case of a tie. The President shall sign all vouchers authorized by the Board of

Directors, appoint all committees not otherwise provided for, subject to the approval of the Board of Directors, and shall be ex-officio member of all committees. The President shall be one of the local delegates to the NEA-Alaska Delegate Assembly and to the National Education Association Representative Assembly.

- Section 3. The President-elect shall serve as an executive officer of FEA with such responsibilities as are assigned by the President. Also, the President-elect shall be one of the local delegates to the National Education Association Representative Assembly.
- Section 4. The Vice President shall carry out all duties assigned by the President, shall assume duties of the President in case of his/her absence or resignation, shall advise the President on parliamentary procedure at the President's request, shall supervise all elections, shall serve on the Representative Council, shall serve ex-officio on all committees and shall organize and maintain a written compilation of policies established by the Association. The Vice President shall prepare an amended copy of the FEA Policy Document following each Policy Assembly for distribution to Building Representatives, and shall compile and maintain a list of Policy Assembly actions which require implementation for presentation to the appropriate body of the FEA.
- Section 5. The immediate Past President shall serve on the Board of Directors and assist the President at the latter's request.
- Section 6. The Recording Secretary shall keep a record of all meetings of the Representative Council, the Executive Committee, and the Board of Directors, and shall prepare and keep on file a correct list of the names and addresses of the members of the Representative Council and the Board of Directors. The Recording Secretary shall notify the President of two (2) consecutive absences of members from Representative Council and/or Board of Directors meetings, and shall be responsible for implementation of Article IV, Section 2.
- Section 7. The Membership Secretary shall organize membership materials for distribution and shall present membership information at the Building Representative workshop.

The Membership Secretary shall coordinate membership activities in the buildings and compile a current list of cash and payroll deduction members by October 10 of each membership year.

## **BYLAWS**

- Section 8. The Treasurer shall maintain a current membership list and be responsible for the collection of all dues. The Treasurer shall have charge of all funds of the Association, shall deposit them as authorized by the Board of Directors, and together with the President shall sign all vouchers authorized by the Board of Directors. The Treasurer shall reconcile all working accounts on a monthly basis and present the status of these accounts at the monthly Board of Directors' meeting.

## **ARTICLE III EXECUTIVE COMMITTEE**

- Section 1. Membership. The Executive Committee shall consist of the officers, the Fairbanks Regional Directors to the NEA-Alaska Board of Directors and officers of NEA-Alaska who are members of FEA. The chairpersons of Teacher Rights, Negotiations, and PACE shall participate as non-voting members.
- Section 2. Duties. The Executive Committee shall meet regularly at the call of the President between the Board of Director meetings to advise the President on matters pending before the Association, and to assist in the development of the agenda for the Board of Directors meetings.

## **ARTICLE IV BOARD OF DIRECTORS**

- Section 1. Membership. The Board of Directors shall consist of the officers, the Fairbanks Regional Directors to the NEA-Alaska Board of Directors, officers of NEA-Alaska who are members of FEA, and a representative for each 75 members or major fraction thereof in accordance with NEA guidelines for one-person-one-vote, elected by the members for two years in each FEA Geographic Region, with North Chena, North Pole, and Ft. Wainwright electing directors in even years and South Chena and Eielson electing directors in odd years. The chairpersons of all FEA standing committees shall participate in a non-voting capacity. There shall be a non-voting liaison member of the NEA-AK-R, appointed by the President.
- Section 2. Regions.  
The Ft. Wainwright region shall include all schools on post lands and those schools within an area bordered by Trainor Gate Road, Steese Highway and Farewell Street.

Eielson region shall include all schools on base and south of the Chena Lakes flood area.

North Pole region shall include all schools in North Pole and within the area bordered by Badger Road and Richardson Highway.

North Chena region shall include all schools north of the Chena River and Richardson Highway, east to Chena Hot Springs Road and west to the borough boundary.

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South Chena region shall include all schools located within the Fairbanks city limits.

Any new schools added by the Fairbanks North Star Borough School District shall be included within the region of its geographic setting.

Section 3. Duties. Members of the Board of Directors shall attend all regular meetings of the Board unless they receive prior excuses from any officer. After two (2) unexcused absences, the Board of Directors may declare the seat vacant.

Section 4. The Board of Directors shall be responsible for the management of the Association during the interim between Representative Council meetings. The Board of Directors shall be responsible for the approval of all expenditures, carry out policies established by the Representative Council, report its transactions and those of the Council to the members, and suggest policies for consideration by the Council, and may assign tasks to committees.

The Board of Directors shall represent the Association in negotiating policies with the governing and appropriating bodies of the school system. Within policies established by the Representative Council, it shall make agreements binding the Association in these matters pending ratification by the membership. The Board may delegate its power to negotiate to other committees or representatives.

The Board of Directors shall be responsible for preparation of a budget for the following fiscal year. The budget shall be presented for final approval to the Representative Council at the April meeting.

## ARTICLE V

### **POWER OF THE REPRESENTATIVE COUNCIL**

The Representative Council shall approve the budget, set dues for the Association, act on reports of committees, approve resolutions and other policy statements, and shall adopt procedures for 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 the meetings as are consistent with this Constitution and Bylaws. It shall be the final judge of the qualifications and election of officers and Faculty Representatives. Powers not delegated to the Board of Directors, the officers, or other groups in the Association shall be vested in the Representative Council.

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## ARTICLE VI FACULTY BUILDING REPRESENTATIVE

- Section 1. a) Membership. In each public school or unit in the Fairbanks North Star Borough School District , faculty members who are members in good standing of this Association shall elect for a term of one year, one Faculty Building Representative to the Representative Council for each ten (10) members or major fraction thereof.

At least one Representative shall serve from each building or unit. If more than one such Representative is elected, one shall be designated the Senior Faculty Representative.

- b) The election shall be held on the first Tuesday in September and the representatives shall take office on the second Tuesday of September and hold office for one year.
- c) Any adjustment in building representation due to a decrease in Association membership shall be made prior to the October Representative Council meeting. Increases in representation can be made whenever the number of members dictates.

- Section 2. Duties. Faculty Building Representatives shall attend regular meetings of the Representative Council unless they receive prior excuses from an officer. After two (2) or more absences of a Representative, the Board of Directors may declare the seat unfilled and call for a faculty election to fill out the term. The President shall designate any member in good standing to organize a special election at that building.

In each building the Faculty Building Representatives, with a Senior Faculty Building Representative as chairman, shall call faculty meetings of the Association members to discuss the Association business, shall appoint such faculty building committees as the Association may require and shall organize and oversee the subsequent election of Faculty Building Representatives, the enrollment of members, and communication between faculty Building Representatives and members of the Association within the building.

A copy of the Constitution and Bylaws of the Fairbanks Education Association and NEA-Alaska shall be given to each Building Representative at the October Representative Council meeting. An extra

copy of the Constitution and Bylaws of the Fairbanks Education Association and NEA-Alaska shall be given to the Senior Representative

## **BYLAWS**

from each building to be posted in the Faculty Room of that Representative's school.

### **ARTICLE VII      POLICY ASSEMBLY**

- Section 1.      Policy Assembly shall hold its annual meeting prior to NEA-Alaska Delegate Assembly.
- Section 2.      Voting members of Policy Assembly shall be: all Faculty Building Representatives, all members of the Board of Directors, all chairs of standing committees, and in addition, each building may elect an additional delegate for each Faculty Building Representative to which they are entitled.

All local delegates to Representative Assembly shall have served as delegates to Policy Assembly and to Delegate Assembly.

- Section 3.      All delegates to Delegate Assembly and to Representative Assembly shall be expected to participate actively in Policy Assembly. Any delegate who does not attend all scheduled sessions of Policy Assembly shall be replaced at Delegate Assembly or Representative Assembly by an alternate who was in attendance at Policy Assembly, except in the following cases: (1) the delegate is on office UTP business; (2) the delegate is on District emergency leave; (3) the delegate is ill and notifies either the President or Vice President; (4) the delegate is involved in a vehicle breakdown or accident; (5) the delegate is on official school district business; (6) the delegate is on official business of a state board or commission; (7) the delegate is attending a funeral or memorial service.

- Section 4.      Resolutions and New Business Items which have been passed at a Mini Policy Assembly by a simple majority of the building membership may be pre-filed at the Policy Assembly Work Session.

Such pre-filed items must be assigned to committees and must be reported out of committees. They may be given a committee "pass" or "do not pass" recommendation.

### **ARTICLE VIII      STANDING COMMITTEES**

**BYLAWS**

Section 1. The Standing Committees of the Association shall be Teacher Rights, Communications, Negotiations, Social, Political Action Committee of Education (PACE), Sick Leave Bank Committee, Educational Excellence Committee, and Multi-ethnic Committee. Subject to the approval of the

Board of Directors, the President shall appoint chairs of the standing committees. Chairs may be removed by a majority vote of the Board of Directors. Committee chairs shall prepare a Budget and submit it to the Board of Directors by April 1.

Section 2. Each committee shall choose a secretary who shall keep a continuing record of activities. Chairs shall report monthly to the Representative Council and shall prepare the annual written report summarizing objectives, action programs, gains, and unreached goals to the Board of

Directors which shall become part of the continuing committee records in the Association files.

**ARTICLE IX        MEETINGS**

Section 1. The Board of Directors shall meet on the first Tuesday of each school month. The Board shall also meet at the call of the President or at the request of three members of the Board. The Board of Directors shall prepare the agenda for each Representative Council meeting and shall circulate it to all members of the Council so that Representatives shall have time to discuss it with their faculty members in advance of the Council meetings.

Section 2. The Representative Council shall meet on the second Tuesday of each month. In the event that this falls during parent/teacher conference week, the meeting shall be held on the third Tuesday of the month.

Section 3. Special meetings of the Representative Council may be held at the call of the President upon written request to the Board of Directors from five (5) Faculty Representatives. Business to come before special meetings shall be stated in the call, which shall be sent in writing to each Representative.

Section 4. A majority of their members shall constitute a quorum for the Representative Council, Board of Directors and Committees.

**ARTICLE X        INDEMNIFICATION OF THE DIRECTORS**

Each director and officer, whether or not then in office, shall be indemnified by the non-profit corporation against all costs and expenses reasonably incurred by or imposed upon him after adoption of these bylaws in connection with any action, suit or proceedings of which he is made a party by reason of his finally having been adjudged in such action, suit, or proceeding to have been negligent in the performance of his duties as such director or officer. The foregoing right to

## **BYLAWS**

indemnify shall include reimbursement of the amounts and expenses paid in settling any such action, suit or proceeding when settlement seems to be in the interest of the non-profit corporation. This section does not apply to willful misconduct of a director or officer.

## **ARTICLE XI        CONTRACTS, LOANS, CHECKS AND DEPOSITS**

- Section 1.        The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument, in the name of, and on behalf of, the non-profit corporation, and such authorization may be general or confined to specific instances.
- Section 2.        All checks, drafts or other evidence of indebtedness require the signature of two (2) of the following three (3) officers: Treasurer, President and Vice President.
- Section 3.        No loans shall be contracted on behalf of the non-profit corporation and no evidence of indebtedness shall be issued in its name unless authorized by resolution of the Board of Directors.
- Section 4.        All funds of the non-profit corporation, not otherwise employed, shall be deposited from time-to-time to the credit of the non-profit corporation in such a bank, trust companies, or other depositories as the Board of Directors may select.

## **ARTICLE XII        BUDGET**

The President shall appoint a budget committee during March of each year to be responsible to the Board of Directors for preparation of a budget for the following fiscal year. The budget shall be presented by the Board of Directors to the Representative Council at the April meeting for final approval. The Treasurer and Vice President and/or President-elect shall serve on the committee.

## **ARTICLE XIII        DISPERSAL OF ASSETS**

Should the Fairbanks Education Association dissolve, its assets would be dispersed to National Education Association-Alaska.

ARTICLE XIV        **ELECTIONS**

Section 1.        Nominations.

- a)        The members of the Association in each building or unit may nominate a candidate for President-Elect, Vice President, Recording Secretary, Membership Secretary, Treasurer, and Regional Directors of the FEA Board. Nominations will be accepted between March 1 and 5:30 p.m. on the fourth Friday in March and shall be submitted in writing to the Vice President.
  - i.        President-Elect: In the second year of the President's term, nominations will be accepted between October 20 and 5:00 p.m. on the third Friday in November, and shall be submitted in writing to the Vice President.
  - ii.       For all other offices, nominations will be accepted between March 1 and 5:00 p.m. on the fourth Friday in March and shall be submitted in writing to the Vice President.
- b)        Nominations of candidates for Vice President, Recording Secretary, Membership Secretary, Treasurer, and Regional Directors of the FEA Board may also be taken at the March meeting of the FEA Representative Council.

Section 2.        Elections.

- a)        The Vice President shall report results to the President who shall cause them to be published.
  - i.        President-Elect: In the second year of the President's term, on the first Tuesday in December members shall vote for the office of President-elect by secret ballot, in accordance with procedures developed by the Board of Directors.
  - ii.       All other officers: On the second Tuesday in April, members shall vote for all other Officers and Regional Directors' by secret ballot, in accordance with procedures developed by the Board of Directors. Write-in candidates

for Delegate Assembly must receive a minimum of five (5) votes in order to be elected as a full delegate or alternate.

ARTICLE XV

**INITIATIVE**

Upon petition of 10% of the membership any matter of concern to the Association shall be presented to a general membership meeting for approval. The results of such a vote shall be binding on the Association. Such an initiative shall pass by a majority of those voting at that meeting.

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### **ARTICLE XVI      REFERENDUM**

The Representative Council may, by majority vote, call for a referendum before a general membership meeting on any issue brought before it. Such a referendum shall pass by a majority of those voting at that meeting. The results shall be binding on the Association.

### **ARTICLE XVII      RECALL**

The recall of any officer, Regional representative, or building representative will be placed before the FEA members represented by that position upon presentation to the Board of Directors of a petition signed by 20% of those FEA members. A recall election will be held within 30 days of the certification of the petition by the Board of Directors. Only those FEA members directly represented by the position may vote in the recall election. The vote to recall must be two-thirds (2/3) of those voting.

### **ARTICLE XVIII      AMENDMENT**

1.    a)    An amendment may be presented to a regular Representative Council meeting.
- b)    At the next regular meeting Representative Council may approve the amendment(s) by a two-thirds (2/3) vote.
2.    a)    An amendment may be presented to the Work Session of Policy Assembly.
- b)    Policy Assembly regular session may approve the amendment(s) by a two-thirds (2/3) vote.
3.    All proposed amendments must be presented to the general membership, at a meeting, within one month for ratification by two-thirds (2/3) of those voting at the meeting.

### **ARTICLE XIX      REVIEW AND REVISION**

Every even-numbered year the President shall appoint a committee for the purpose of reviewing and/or proposing amendments to the Bylaws.