

JEA Bylaws
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ARTICLE I: Name, Purpose, Governance

Section 1. Name

The name of this organization shall be the Juneau Education Association (JEA), herein after referred to as the Association, an affiliate of NEA-Alaska, and an affiliate of the National Education Association (NEA).

Section 2. Purpose

- A. To represent its members in their relations with their employer.
- B. To develop and promote the professional interests and concerns of the members.
- C. To promote professional attitudes and ethical conduct among teachers.
- D. To work for the welfare of school children, the advancement of education, and the improvement of instructional opportunities for all.
- E. To encourage teachers to exercise their rights and privileges as citizens and to provide leadership in civil affairs.

F. To hold property and funds for the attainment of Association purposes.

Section 3. Governance

The Association shall be governed by this document and by such other actions as may be taken by its membership consistent therewith.

ARTICLE II: Membership

Section 1. Member Definition

- A. Membership in this Association shall be open to all certificated personnel employed as such by the City and Borough of the Juneau School District.
- B. Members are those paying dues.
- C. Potential Members are those who may choose to join at any time. D. Active members are those currently under contract.

Section 2. Membership Status

- A. Membership shall be continuous while under contract with the Juneau School District. Until such time that the member leaves the Juneau School District school system, resigns from the Association, or fails to pay membership dues.
- B. Members of the Association shall automatically also be members of NEA-Alaska and the NEA.

Section 3. Rights of Membership

The association shall not deny membership to individuals on the basis of race, religion, color, national origin, gender, gender identity or expression, family, pregnancy, age, marital status, disability, and/or sexual orientation.

Section 4. Membership Year

The membership year shall be September 1 to August 31.

Section 5. Obligations of Membership

- A. Members shall adhere to the Code of Ethics of the Education Profession (found in the Professional Teaching Practices Commission [PTPC] Handbook).
- B. Members should support the stated purposes and objectives of the Association.

ARTICLE III: Legislative Authority

Section 1. Legislative Authority

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

Section 2. Composition

The Representative Council shall consist of the Representatives and members of the Executive Board.

Section 3. Voting Privileges

Members of the Executive Board shall be voting members of the Representative Council. The President may only vote in the event of a tie.

Section 4. Open Attendance

Any member of the Association who is not a member of the Representative Council may attend the Representative Council meetings, may receive permission to speak, but shall not vote.

Section 5. Representatives

Members of the Association who are in good standing shall elect for a term of two (2) years: one (1) school/location representative to the Representative Council for every fifteen (15) members [or a majority fraction thereof] in a given school/location. For the purposes of this document, district-wide and Special Education personnel shall be considered a school/location. Each school/location shall be represented by at least one person. Members of the Executive Board shall not be considered Representatives from their assigned school/location.

Section 6. Election of Representatives

Any member shall have the right to make nominations or to be nominated. Elections shall be by secret ballot and shall require a majority of all votes cast. The list of nominations shall be distributed to all members at least seven days before the election is to take place. Any members not able to vote on election day shall be afforded an opportunity to vote by absentee ballot. All absentee ballots must be obtained from and delivered to the appropriate Representative prior to Election Day. The election of representatives will take place by September 30th and elected representatives will assume office immediately. A list of the newly elected representatives will be reported at the next Representative Council.

Section 7. Vacancies and Impeachment

Representatives may be removed from office by a majority vote of members from their school/location. After two consecutive unexcused absences from Representative Council meetings, the President may declare the seat vacant and call for a representative election at the school/location of the vacancy.

Section 8. Duties of the Representatives

- A. To attend all Representative Council meetings and to accurately report all information from the meetings to the members at their location.
- B. To keep an ongoing file documenting all member concerns, questions, needs etc.
- C. To conduct building meetings after Representative Council meetings and at other times as needed.
- D. To attend training workshops.
- E. To be responsible for recruiting memberships at school/location and collecting membership enrollment.
- F. To serve as the school/location advocate and report issues to the Executive Board.
- G. To distribute and post communications.
- H. To call or email the secretary if unable to attend meetings.
- I. To maintain a list of certificated Members and potential Members in the school/location they represent. This information will be provided at the monthly Representative Council meeting to the Membership Chair.

Section 9. Duties of the Representative Council

- A. To recommend policy language needs to the Executive Board. The Executive Board will develop policy language. The policies or policy changes will be read at two successive Representative Council meetings. Policies or policy changes will be presented for ratification during the second reading to the Representative Council. A majority vote of the Representative Council present is required for ratification.
- B. Approve the annual budget and authorize expenditures beyond the approved budget.
- C. Discuss and act on membership concerns.
- D. Take action on committee recommendations.
- E. Instruct delegates prior to Delegate Assembly.
- F. Review and set the dues for the Association prior to the April representative meeting.
- G. Powers not delegated to the Executive Board, the officers, or other groups in the Association shall be vested in the Representative Council.

Section 10. Meetings

- A. The Representative Council shall establish a regular meeting schedule at its first fall meeting.
- B. The Meeting will commence when quorum is met.
- C. The President or his/her designee shall prepare a tentative agenda for each meeting and shall circulate it to all members of the Council at least 24 hours prior to the meeting.
- D. Special meetings of the Representative Council may be held at the call of the President or upon written request to the Executive Board from five Representatives Council-Members. Business to come before the special meetings must be stated in the call, which shall be sent in writing to each Representative. Business shall be confined to those items on the agenda.

ARTICLE IV: Executive Authority

Section 1. Executive Body

The executive body of the Association shall be the Executive Board.

Section 2. Executive Board Membership

The Executive Board shall consist of the officers of the Association and members elected-at-large.

Section 3. Officers

The officers of the Association shall consist of the President, Vice President, (immediate) Past-President, the Secretary, the Treasurer, Rights Chair, Health Chair, Educational Excellence Chair, PACE Chair, Membership Chair, and Communications Chair.

Section 4. Members-At-Large

The Members-At-Large shall be apportioned as follows: two (2) representing the elementary schools (not from the same school/location), one (1) Alternative / District Wide program, (1) Special Education program, two (2) middle school (not from each school/location), two (2) High School (not from the same school/location).

Section 5. Terms of Office

All executive board members are elected for two year terms. They will be elected in the following rotation:

Odd Years:

President, Treasurer, Health Chair, PACE Chair, Communications Chair, Membership Chair, one of the High School Reps At-Large, one of the Middle School Reps At-Large, one of the Elementary School Reps At-Large, and the Special Education Program Rep.

Even Years:

Vice President, Secretary, Rights Chair, Educational Excellence Chair, Alternative/District Wide Program Rep, one of the High School Reps At-Large, one of the Middle School Reps At-Large, and one of the Elementary School Reps At-Large.

The Past President shall hold their position for one year to support as needed. They will not be obligated to fill this position beyond one year.

Section 6. Nomination and Election of Officers

- A. The Vice-President shall annually appoint a Nominating Committee which shall be charged with the responsibility of securing candidates for pending vacancies in such a manner as will ensure compliance with sections of this article. Any members shall have the right to make nominations or to be nominated. The Nominating Committee shall notify all members of the vacancies and request nominations to be sent to the Committee Chair. The Nominating Committee shall report all nominations to the Assembly at the February meeting. Members of the Assembly may nominate other candidates from the floor. The list of nominations shall be distributed to all members at least seven days before the election is to take place.
- B. On the first Monday in April, members of the Association shall vote for the officers and members-at-large by secret ballot. The ballots should include a brief biography of the candidate which may include their desire for the vacancy. The ballots will be available on-line OR distributed and collected by the Representatives in each of their respective school/locations. If a member is unable to vote during the election period, the member should notify the Vice-President to ensure that his/her vote is cast.
- C. New Board members shall assume office at the beginning on July 1 unless the election is to fill a vacancy, in which case the elected Board member shall assume the office immediately.
- D. If a vacancy occurs in the office of President, the Vice President shall immediately assume the duties of President. A vacancy occurring in any other office shall be filled by appointment of the President until a new Board member is elected. The appointed Board member shall occupy the position until the next regular election.
- E. Election for newly created Executive Board positions will occur in September or during the next regular election cycle.

Section 7. Impeachment

Executive Board members of the Association may be impeached for violation of the Code of Ethics of the Education Profession or for non performance of duties, including chronic unexcused absences, as defined in policy.

- A. Impeachment proceedings against an Executive Board member shall be initiated in written petition submitted to the Representative Council by a majority of the executive board.
- B. If, after a due process hearing, a two-thirds vote of the Representative Council shall sustain the charge, the office shall become vacant.

Section 8. Executive Board Meeting Schedule

The Executive Board shall establish a regular meeting schedule at its first Fall meeting. The Executive Board shall meet at least monthly during the school year. Special meetings may be called by the President.

Section 9. Duties of the Executive Board Members

A. The President:

- a. Presides over the meetings of the Representative Council and Executive Board, and shall set the agendas prior to the meetings.
- b. Shall distribute the agenda or designate to the Secretary for distribution.
- c. Appoints committee chairpersons, for Association and District committees._____
- d. Represents the Association before the public.
- e. Serves as the primary contact with the NEA-Alaska President and the NEA-Alaska Regional Representatives.
- f. Shall attend Labor-Management meetings with the Vice President and Rights Chair.
- g. Shares the responsibility for attendance at all School Board meetings with the Vice President.
- h. Votes only in the case of a tie.
- i. Is an ex-officio member on all committees.
- j. Must be a tenured teacher who possesses a valid Alaska teacher certificate.
- k. Is subject to re-election to three consecutive terms.
- l. Serves on the Sick Leave Bank Committee with the Vice President, Rights Chair, Membership Chair, and the Health Chair.
- m. Performs other duties as necessary.

B. The Vice President:

- a. Attends all meetings of the Association (Executive Board and Representative Council).
- b. Helps the President organize and prepare for Executive Board, Representative Council meetings, and Labor-Management Meetings.
- c. Is responsible for appointing nominations committee, creating ballot with biographies, distributing the ballot to members, supervises elections, certifies election results, and reports election results to members.

- d. Responsible for attending School Board meetings or other events if the President cannot attend. Also chairs meetings and does other assigned duties at the request of the President.
- e. Advises the President on parliamentary procedure.
- f. Serves as an ex-officio member on all committees.
- g. Must be a tenured teacher who possesses a valid Alaska teacher certificate.
- h. Reviews Sick Leave Bank reconciliation prepared by Health Chair prior to submitting to the District.
- i. Does other assigned duties at the request of the President.

C. The Secretary:

- a. Will distribute the agenda to the Representative Council and Executive Board meetings each month if requested by the President.
- b. Records minutes of Representative Council and Executive Board meetings each month.
- c. Distributes said minutes back to members of each group within one week of each meeting.
- d. Maintains archive of JEA minutes and correspondence.
- e. Maintains a written compilation of policies established by the association.
- f. Uses a computer to accomplish duties.
- g. Has sign-in sheets ready at each Representative Council and Executive Board meetings of the officers.
- h. Attends all meetings and events.
- i. Does other assigned duties at the request of the President.

D. The Treasurer:

- a. Keeps the financial books of the association.
- b. Advises the President of the status of the current budget.
- c. Recommends budget transfers to President.
- d. Prepares books for independent audit/review.
- e. Prepares checks and signs/co-signs with President.
- f. Reports to Board on budget status.
- g. Attends all Executive Board Meetings and Representative Meetings.
- h. Reviews membership counts and reconciliations as per NEA-Alaska procedure with the Membership Chair.
- i. In conjunction with the PACE chair, file annual Alaska Public Offices Commission (APOC) reports to maintain political action committee requirements required by state law. The chair is encouraged to utilize NEA-Alaska resources to accomplish this task.
- j. Does other assigned duties at the request of the President.

E. The Membership Chair:

- a. Explains benefits of membership to new hires and attends the new employee orientation at the beginning of the school year.
- b. Requests/prepares New Member Packets annually from NEA-Alaska.

- c. Maintains contacts with each school/location for membership updates during the school year which includes long-term subs, late and mid-year hires, and student teachers.
- d. Chairs the Membership Committee.
- e. Creates roll sheets of membership for every General Membership meeting, Executive Board, and Representative Council meeting.
- f. Reports Membership data at Executive Board and Representative Council meetings.
- g. Reconciles membership counts monthly as per NEA-Alaska procedure and reviews with the Treasurer.
- h. Does other assigned duties at the request of the President.

F. The Executive Board Members-At-Large:

- a. Attend all Representative Council and Executive Board Meetings.
- b. Chairs meetings and does other assigned duties at the request of the President.
- c. Are responsible for Representative meeting preparations. (Setting up room, providing refreshments, getting prizes).
- d. Are all members of the Social Committee and they plan and coordinate the _____ fall/spring socials.

G. The Rights Chair:

- a. Chairs Rights Committee.
- b. Coordinates with NEA-Alaska and other members of the Rights Committee to receive, evaluate and process grievances and complaints of contract violations.
- c. Coordinates training workshops with NEA-Alaska to educate members about the grievance process.
- d. Facilitates Association representation in Plan of Improvement meetings.
- e. Serves on the Sick Leave Bank Committee, along with the President, Vice President, Health Chair, and Membership Chair.
- f. Attends all Representative Council, Executive Board Meetings, and Labor-Management Meetings.
- g. Does other assigned duties at the request of the President.

H. The Health Chair:

- a. Chairs Health Committee meetings.
- b. Serves on the Sick Leave Bank Committee, along with the President, Vice President, Membership Chair, and Rights Chair.
- c. Facilitates surveying member's on health insurance needs, and researching health insurance options.
- d. Serves as JEA's primary contact with the health insurance provider.
- e. Reconciles sick leave bank usage/balance and send a report to JSD Human Resources and/or Payroll designees quarterly and/or request. The report shall include total hours hours deposited and/or withdrawn listed by Sick Leave Bank member name.
- f. Attends all Representative and Executive Board Meetings.

- g. Does other assigned duties at the request of the President.
- I. The Educational Excellence Chair:
 - a. Chairs Educational Excellence Committee meetings.
 - b. Chairs or appoints the chair of the JEA Scholarship Fund Subcommittee.
 - c. Chairs or appoints the chair of the Read Across America Planning Subcommittee.
 - d. Chairs or appoints the chair of the Instruction and Professional Development Subcommittee.
 - e. Makes recommendations to the JEA President regarding JEA representation for District curriculum, instructional, and Calendar committees.
 - f. Attends all Representative and Executive Board Meetings.
 - g. Makes recommendations to the President for professional development opportunities.
 - h. Does other assigned duties at the request of the President.
- J. The PACE Chair shall:
 - a. Chairs PACE Committee meetings.
 - b. Coordinates the surveying and publishing of candidate's positions on educational issues.
 - c. Makes a recommendation whether or not to initiate an endorsement process for candidates in local elections.
 - d. Facilitates the campaigning for or against non-candidate ballot issues impacting education.
 - e. Informs members of the status of proposed key educational legislative issues.
 - f. Facilitates the drafting and proposal of political resolutions before the Representative Council.
 - g. Attends all Representative Council and Executive Board Meetings.
 - h. Utilizes available grant/funding opportunities for candidate forums.
 - i. In conjunction with the Treasurer, file annual Alaska Public Offices Commission (APOC) reports to maintain political action committee requirements required by state law. The chair is encouraged to utilize NEA-Alaska resources to accomplish this task.
 - j. Does other assigned duties at the request of the President.
- K. The Communications Chair:
 - a. Chairs Communications Committee meetings.
 - b. Chairs/appoints the JEA webmaster.
 - c. Facilitates the regular publication of a JEA newsletter.
 - d. Facilitates the planning and implementation of a public relations program.
 - e. Attends all Representative Council and Executive Board Meetings.
 - f. Does other assigned duties at the request of the President.

Section 10. Policies

The Executive Board will create, and update as needed, a policy manual. The Representative

Council can bring topics for policy to the Executive Board by way of a majority vote during a Representative Council meeting. A policy manual will be maintained and reviewed annually at the final Executive Board Meeting of the school year.

Section 11: Actions

- A. The Executive Board may take actions necessary to facilitate all functions of the full Representative Council, including appropriation of funds. Any action taken by the Executive Board must be communicated to the Representative council within 14 calendar days of action via electronic communication or at the subsequent Representative Council meeting (whichever is sooner).
- B. If a member of the Representative Council is in disagreement with the said action, they will find at least two other members of the Council who also disapprove of the action. They must notify the President of their concerns and names within 14 calendar days of notification of the action via electronic communication or at the subsequent Representative Council meeting (whichever is sooner).
- C. The President shall call and conduct a special Representative Council meeting within seven (7) calendar days of the notification of disagreement to address this issue or put the issue on the agenda of the next regularly scheduled Representative Council meeting (whichever is sooner).

ARTICLE V: General Membership

Section 1. Meetings

- A. There shall be at least two meetings of the General Membership each year. Such meetings shall be scheduled by the Association President or their designee. The regular Spring meeting of the membership shall be designated the annual meeting.
- B. Special meetings may be called by the President, by the Executive Board, or by the petition of at least 25% of the Membership.

Section 2. Ratification of Agreements

The General Membership who are members of the bargaining unit shall ratify all negotiated agreements at a general membership meeting. The proposed negotiated agreement shall be made available for study to all members at least seven (7) days before the ratification vote is to take place. Any member not able to vote on ratification day shall be afforded an opportunity to vote by absentee ballot. All absentee ballots must be obtained from and delivered to the JEA President prior to ratification vote. A majority of those voting shall be required for ratification. A majority is defined as $50\% + 1$ of the total number of members.

ARTICLE VI: Committees Section

Section 1. Standing Committees

There shall be the following standing committees assigned the specific functions outlined below: Rights, PACE, Educational Excellence, Social, Health, Negotiations, Communications, and Membership.

Section 2. Rights Committee

The Rights Committee shall provide and coordinate for training workshops with NEA-Alaska; receive, evaluate, and process grievances and complaints of contract violations; and educate members about the grievance process.

Section 3. PACE Committee

The PACE Committee shall be responsible for surveying and publishing candidates' positions on educational issues. The PACE Committee shall be responsible for taking positions on and actively working for or against ballot issues impacting education. The PACE committee may choose to endorse and actively support candidates in local elections, which includes assembly and school board. The PACE Committee may provide recommendations on statewide candidates to the NEA-Alaska PACE Committee.

Section 4. Social Committee

The Social Committee shall make arrangements for any social event deemed necessary by the Executive Board. The Members-At-Large are members of this committee as well as any other interested members in good standing.

Section 5. Educational Excellence Committee

The Educational Excellence Committee shall be tasked with the following activities as deemed needed by the Representative Council or the Executive Board: Read Across America, JEA Scholarship Fund fundraising and distribution, Instruction and Professional Development, mentoring programs, and other programs that improve education in Juneau.

- A. The Instruction and Professional Development Subcommittee shall survey the membership to learn what teachers want in terms of curriculum development, inservice opportunities and presentations, and other professional endeavors. They shall work with the appropriate administrative personnel to implement these Association priorities.
- B. The Scholarship Committee shall plan and provide for the raising of funds for scholarships, provide applications for the fund, and choose recipients. The Scholarship Committee shall establish, recommend, and maintain protocol for the scholarship application as approved by the Representative Council.

Section 6. Health Committee

The Health Committee shall survey member health insurance needs, research health insurance options, provide a conduit of information between JEA and the health insurance provider and make recommendations for changes in service, to the Representative Council.

Section 7. Communications Committee

The Communications Committee shall be responsible for publication of the regular newsletter, shall plan and implement a public relations program, and perform other duties as delegated by the President.

Section 8. Negotiations Committee

- A. The Committee shall consist of at least one (1) representative from each school/location, plus the President and the Vice President.
 - a. The Negotiations Committee shall:

- i. Elect a Committee Chair by the second meeting. The President or Vice President will serve as the Chair of the Negotiations Committee until a chair is elected/appointed;
- ii. Conduct membership surveys;
- iii. Provide support to the Negotiations Team. Support may include, but is not limited to:
 - 1. Distributing negotiation information to active members;
 - 2. Organizing meals for the negotiating team;
 - 3. Facilitating solidarity events and actions necessary to support the bargaining process;
 - 4. Negotiations communications;
 - 5. Other activities deemed necessary.

B. The Negotiations Team will consist of three (3) to seven (7) members selected by the Negotiations Committee. The President of JEA shall be a non-voting defacto member of the Negotiations Team. The Team shall be elected by the Representative Council based on a recommendation from the chairperson of the Negotiations Committee.

- a. The Negotiations Team should represent as many different grade levels, school/locations, and programs as possible. The first priority is to have diverse representation to address the needs of all members. A preference will be given to team selection to members who are familiar with current concerns, needs and the long term goals of JEA for the benefit of all members.
- b. The Negotiations Team/designee shall:
 - i. Prior to reaching a tentative agreement with the District, make contact with the President to make them aware of the proposed tentative agreement;
 - ii. Present all tentative agreements to the General Membership at the ratification vote meeting;
 - iii. Have the authority to reach a tentative agreement with the District;
 - iv. Report to the members upon reaching a tentative agreement;
 - v. Make all final decisions on items to be negotiated.

Section 9. Membership Committee

The Membership Committee shall explain benefits of membership to new hires, plans annual New Hire Gathering or similar event, prepare New Member Packets annually, maintain contacts with each building for membership updates, review membership counts and locations monthly at the Representative Council meetings.

ARTICLE VII: State Delegates

Section 1. President & Vice President

The President and Vice President shall be delegates to State Delegate Assembly.

Section 2. State Delegate Elections

All other delegates to the State Delegate Assembly shall be elected at a general election on the first Monday in November. The Vice President shall facilitate the election of the State Delegates

and appoint a nominations committee, create a ballot with biographies, distribute the ballot to members, supervise the election, certify the results, and report the results to the President. The President shall be responsible for notifying NEA-Alaska of the Delegates and alternates.

The seats are filled in ranking order. Election tally specifics are only to be shared with President and Vice-President. Any member of the Executive Board can request a full accounting of the election results. Any member can privately ask for their own election tally.

Section 3. Qualifications

All nominees for State Delegate shall be members in good standing in the Association.

Section 4. Length of Term

The delegates will serve two-year terms. One half of the delegation will be elected in even numbered years and one half in odd numbered years.

Section 5. Charged by JEA

Delegates shall attend the Representative Council meeting in December to be charged by JEA of their duties at Delegate Assembly and given instructions on procedures to follow. The delegates shall prepare a written report of Delegate Assembly to be presented at the next regularly scheduled Representative Council meeting.

Section 6. Attendance at DA

Delegates shall attend all floor meetings, assigned committee meetings, and Southeast Caucus of Delegate Assembly. Nonperformance of duties at DA shall result in:

- A. Repayment of all expenses, including leave day, to JEA and NEA- Alaska incurred by the delegate.
- B. Removal from office.

Section 7. Filling Vacancies

In the event an elected delegate is unable to attend DA, they may be replaced by an alternate for that DA only. The delegate is still entitled to their full Length of Term as elected as a Delegate to DA. (For example, if a delegate is in year-one of a two-year term and they are unable to attend, they shall still be entitled and expected to attend the second year of their term.) If a delegate is not eligible to fill the second year of their term, then the seat will be filled in the regular DA election and be for one-year only.

Section 8. Alternates

The order of alternates to DA is ranked by number of votes cast, in the event of a tie, by seniority in JEA.

ARTICLE VIII: Quorum

Section 1. Majority Present

A majority of the members shall be a quorum for the Representative Council, the Executive Board, General Membership, all committees and delegations, and other voting groups of the Association. For the purpose of reaching quorum, up to two members can participate electronically only if they've received prior approval from President/designee. They will be counted as present for attendance at the meeting.

Section 2. Majority Voting

Unless otherwise stated, a simple majority of those eligible to vote shall be required for affirmation of any item.

ARTICLE IX: Amendments

Section 1. Proposal of Amendments

Amendments to this document shall be proposed by a simple majority of those voting at any regular meeting of the Representative Council.

Section 2. Ratification of Amendments.

Amendments to this document shall be ratified by a two-thirds majority of the General Membership provided that said amendments were proposed no later than the preceding regular meeting of the Representative Council and that copies of the proposed amendments were made available to the General Membership for at least 14 calendar days.

ARTICLE X: Authority

Section 1. State and National Affiliation

The Association shall comply with all affiliation requirements of NEA-Alaska and the National Education Association. Any part of this document found to be in conflict with the Constitution or Bylaws of either NEA-Alaska or the National Education Association shall be declared null and void.

Section 2. Parliamentary Procedure

Robert's Rules of Order, Newly Revised, shall be the authority governing all matters of procedure not otherwise provided in this document.