



KODIAK BOROUGH EDUCATION ASSOCIATION CONSTITUTION

ARTICLE I - NAME

The name of this Association shall be the Kodiak Borough Education Association (KBEA).

ARTICLE II - PURPOSES

SECTION 1 – To promote within the teaching profession the highest type of professional practices; to encourage active participation of all teachers in the solution of school problems; to encourage every member of the profession to be a progressive student of education; and to foster a spirit of professional ethics.

SECTION 2 – To encourage higher qualifications for entrance into the teaching profession; to aid in securing and maintaining adequate salaries, tenure, and sound retirement systems, and such other improvements in conditions as well as enable teacher to function properly as a vital factor in education.

SECTION 3 – To encourage teachers to exercise their rights and privileges as citizens and to accept willingly, leadership in civic affairs.

SECTION 4 – To hold property and funds and to maintain a staff for the attainment of these purposes.

ARTICLE III - MEMBERSHIP

SECTION 1 – Active membership in the Association shall be open to all professional personnel, active or retired or certificated substitutes, in the Kodiak Borough area who hold an earned bachelor's or higher degree (or hold a regular vocational, technical, or emergency certificate) and

where required hold or are eligible to hold a regular legal certificate; and who agree to abide by the Code of Ethics of the Education Profession.

SECTION 2 – Active membership shall be continuous until the member leaves the school system, resigns from the Association or fails to pay membership dues.

SECTION 3 – Active members of the Association shall also become members of the National Education Association -Alaska (NEA-AK) and the National Education Association (NEA).

SECTION 4 – All persons not eligible for membership under Section 1 of this article, but interested in the promotion of education shall be eligible for associate membership. Associate members shall not be eligible to hold office or vote.

SECTION 5 – Revocation of Membership. As prescribed by the By-Laws, the Representative Council shall adopt procedures by which the Executive Board may suspend from membership or expel any member who shall have violated the ethics of the education profession; may cancel the membership of any member convicted in a court of law for a crime involving moral turpitude; and may reinstate a member who has previously been suspended or expelled from the Association.

ARTICLE IV - OFFICERS

The officers of the Association shall be tenured teachers consisting of 1) President, 2) Vice-President, who shall be President-Elect, 3) Immediate Past President, 4) Recording Secretary, 5) Corresponding Secretary, and 6) Treasurer.

ARTICLE V – EXECUTIVE BOARD

SECTION 1: The Executive Board shall consist of the officers of the Association and one (1) member at large. It shall be the executive authority of the Association.

SECTION 2: Whenever a majority of the Executive Board shall agree that an officer has been grossly negligent of the duties defined by the By-Laws or is incapacitated, or resigns, the Executive Board shall recommend to the Representative Council that the office be declared vacant. If the Council so votes by two-thirds (2/3) majority, they may call a special election for the purpose of filling the un-expired term.

ARTICLE VI – 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 Executive Board, the building representatives, 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. Each building representative shall inform faculty members that these meetings are open to general membership.

SECTION 4: The Representative Council shall meet each month and the President shall set the time, date, and place.

ARTICLE VII – AFFILIATION

The Association shall affiliate with the National Education Association under its rules and the NEA-AK under its rules.

ARTICLE VI – STANDING COMMITTEES

SECTION 1: Structure. There shall be standing committees carrying the specific functions outlined below. They shall have a minimum of three (3) members selected to represent the various functions of the Association and will be appointed for a term of one (1) year. Each

committee may, with the approval of the Executive Board, organize special sub-committees and task forces for specific activities for the membership of the Association.

SECTION 2: Meetings. Each standing committee shall meet regularly according to a calendar approved by the Executive Board and may hold special meetings at the call of the chair.

SECTION 3: Reports. Each committee shall choose a secretary who shall keep a continuing record of activities. Committee Chairs shall report as necessary to the Representative Council and shall prepare an annual report summarizing objectives, action programs, gains and unmet goals, which the Executive Board may distribute to the members and which shall become part of the continuing committee record in the Association Files.

SECTION 4: Titles and Duties

- A. Committee on Teacher Welfare shall be responsible for negotiating the contract between the Kodiak Borough Education Association and the Kodiak Island Borough School District. The village teachers and each school membership shall elect a representative to the committee. The chair may accept any additional members. The negotiations team members must be members of the Welfare Committee.

- B. Committee on Professional Rights and Responsibilities (PR and R) shall explore and prepare programs for securing satisfactory personnel policies and procedures for the redress of grievances. It shall advise the Representative Council on procedures for the implementation of the Code of Ethics. This committee shall advise the Executive Board in situations of censure, suspension, expulsion of or reinstatement of members. It shall develop a program of orientation to the Code of Ethics for all members of the Association. It is also the responsibility of the PR and R Committee to advise the aggrieved as to the validity of a grievance according to Item 220 of the Negotiated Agreement. They shall also determine the involvement of the Association in grievance procedures.

- C. Committee on Public Relations shall seek to develop public understanding of the purposes and programs of the Association, the values and importance of education, and in cooperation with the administration, the educational philosophy and programs of the schools. It shall develop procedures by which the Association can work cooperatively with parents and the public.
- D. Committee on Membership
1. Membership – to organize and conduct unified local, state, and national membership enrollment among non-members and to inform members of the policies, programs, and accomplishments of the Associations.
 2. Orientations – to develop and conduct programs for orientation of new teachers or members and promote fellowship within the Association
 3. Social Affairs – to organize such social activities as may serve the needs of members and promote fellowship within the Association.
- E. Committee on Political Affairs shall have broad concern for local, state, and national legislation affecting the interests of the Association and for exercise of civic responsibilities by members. The committee shall be diligent to inform members about newly enacted legislation. It shall organize and oversee the work of the following subcommittees.
- F. Committee on Instructional and Professional Development (I.P.D.) shall be responsible for implementing programs in target areas as outlined by NEA-AK I.P.D.
- G. Committee on Social Activities shall organize such social activities as may serve the needs of members and promote fellowship within the Association.
- H. Committee on Health Insurance shall attend District insurance committee meetings, gather information and report to the Executive Board.

SECTION 5 – Relation to Executive Board

- A. The Executive Board may assist the President:
 - 1. To appoint chairs of standing committees at their regular meeting in September.
 - 2. To fill all un-expired terms as vacancies, occur.
- B. They shall require committees to define their immediate and long-range objective.
- C. They shall review committee plans as necessary.
- D. They shall decide any jurisdictional argument between committees.

SECTION 6 – Relation to State and National Association. The standing committees shall seek to understand and relate to the objectives and programs of corresponding units of state and national associations and shall council with them.

ARTICLE IX – ELECTIONS

SECTION 1 – Nominations

- A. The active members of the Association in each building during the first week of April shall meet to nominate a candidate for Vice-President, President-Elect, Recording Secretary, Corresponding Secretary, and Treasurer. The building representative shall deliver all nominations in writing to the nominative committee.
- B. The Executive Committee shall appoint a nominating committee – Five (5) members, one (1) from each school, to draw up a slate of candidates to be presented at the April general meeting. This slate will include building nomination as provided in Section 1A.
- C. Members of the Association may nominate other candidates from the floor at the April general meeting.

SECTION 2 – Balloting. At the last general meeting in May members shall vote for officers by ballot. A special committee appointed by the President shall count the votes. The new officers shall then be announced and installed.

BY-LAWS

ARTICLE I - MEETINGS

SECTION 1 - The Executive Board shall meet at the call of the President, or otherwise at the request of three (3) members of the Board.

SECTION 2 - The Representative Council shall meet at least once each school month. The Executive Board shall prepare the agenda for each meeting and shall circulate it to all members of the Representative Council so that the Faculty Representatives have time to discuss it with their faculty members in advance of the council meeting.

SECTION 3 - Special Meetings (Representative Council). Special meetings of the Representative Council shall be held at the call of the President or upon written request to the Executive Board from three (3) faculty representatives within two (2) weeks of the request. Business to come before special meetings must be stated in the call, which shall be sent in writing to each Representative.

SECTION 4 - General Membership Meetings. The Representative Council may arrange for at least one (1) meeting of the General Membership each month of the school year.

SECTION 5 - A Special Meeting (General Membership). A special meeting of the General Membership may be called at any time upon request of the President or at least ten (10) percent of the membership of the Association. Such requests shall be presented to the Representative Council or the Executive Board in written form, three (3) days prior to the date of the requested meeting.

ARTICLE II - QUORUM

A simple majority of their members shall be a quorum for the Representative Council, Executive Board, committees and general meetings. For purposes of computing quorum, village membership need not be included in total membership count.

ARTICLE III - DUES

SECTION 1: The annual dues for the professional educators shall be on a unified dues basis including dues to Kodiak Borough Education Association, the NEA/Alaska and the National Education Association.

SECTION 2: Members who are full time teachers shall pay full dues when joining. Teachers with one-half ($\frac{1}{2}$) contracts for one-half ($\frac{1}{2}$) school year shall pay half ($\frac{1}{2}$) the unified dues.

SECTION 3: The annual dues for associate members shall be the same as the local portion of the unified dues.

ARTICLE IV - OFFICERS

SECTION 1: President. The President shall preside over meetings of the Executive Board, Representative Council and General Meetings; appoint the chairman of standing committees with the approval of the Representative Council; appoint special committees; be ex-officio member of outstanding committees, and shall be the Executive officer of the Association except when it employs an Executive Secretary. The President shall represent the Association before the public either personally or through delegates and shall perform all other functions usually attributed to this office.

SECTION 2: Vice President. President-elect. The Vice President shall work closely with one (1) or more standing committees as the President may suggest and shall perform other functions usually attributed to the office of the Vice President. In the absence of the President, the Vice President shall assume the powers of the President. He shall become President at the expiration of one (1) year or when the presidency becomes vacant except as provided in Article V Section 2 of the Constitution.

SECTION 3: Immediate Past President. At the President's request, the immediate Past President shall advise the Executive Board and assist the President.

SECTION 4: Recording Secretary. The Recording Secretary shall keep accurate minutes of all meetings of the Executive Board, Representative Council and General Memberships.

SECTION 5: Corresponding Secretary. The Corresponding Secretary shall assist the President with Association Correspondence, including contact with village membership.

SECTION 6: Treasurer. The Treasurer shall hold the funds of the Association and disburse them upon authorization of the Executive Board. He shall collect annual dues through the Membership Committee and transmit amounts due to NEA/Alaska. He shall maintain a record of dues paying members. He shall keep accurate accounts of receipts and disbursements, shall report to each regular meeting of the Representative Council and shall prepare an annual financial statement for publication to members as directed by the Executive Board. He shall keep the President and Executive Board informed of the financial conditions of the Association. He shall assist the Executive Board in the initial drafting of the annual budget.

SECTION 7: Terms and Succession.

A. The officers shall serve for one (1) year and may be re-elected without an intervening term.

- B. Whenever the officers of both President and Vice President shall become vacant, except as provided in Article V, Section 2 of the Constitution, the remaining members of the Executive Board shall choose one (1) of their members to serve as President pro tempore until the Representative Council can fill the vacancies.

ARTICLE V - POWER OF THE EXECUTIVE BOARD

SECTION 1: The Executive Board shall be responsible for the management of the Association, approve 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.

SECTION 2: Any changes to health insurance recommended by the insurance committee will be considered by the Executive Board. Any changes made to health insurance must be approved by a vote of the general membership.

SECTION 3: The Executive Board shall represent the Association in negotiating personnel policies with the governing and appropriating bodies of the school system. Within policies established by the Representative Council, it may make decisions binding the Association in these matters. The Board may delegate its power to negotiate to another committee or representative.

ARTICLE VI - POWERS OF THE REPRESENTATIVE COUNCIL

The Representative Council shall approve the budget, set the local portion of 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 as prescribed in Article III, Section 5 of the Constitution, or for reinstating members. It may adopt such rules

governing the employment of staff, the conduct of the Association and the conduct of meetings as are consistent with this Constitution and By-Laws. It shall be the final judge in any controversy of the qualifications and election of officers and Faculty Representatives. Powers not delegated to the Executive Board, the individual officers, or committees in the Association shall be vested in the Representative Council.

ARTICLE VII - FACULTY REPRESENTATIVE

SECTION 1: In each school in the Kodiak Borough School District, faculty members who are members in good standing of this Association shall elect for a term of one (1) year, one (1) Faculty Representative to the Representative Council for each twenty (20) members or major fraction thereof. There shall be at least one (1) Representative from each building. When more than one (1) Representative is elected, one (1) shall be designated the Senior Faculty Representative. Each building shall hold its own election in May.

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

SECTION 3: The Faculty Representative with the Senior Faculty Representative as chairman, shall call building meetings (not later than five (5) days following a Representative Council meeting) of the Association members to discuss Association business. He may also call a meeting at his own discretion. He shall appoint such faculty committees as the Association may require, and shall organize and oversee the subsequent elections of Faculty Representatives, the enrollment of members and foster two-way Association communication within the building.

SECTION 4: Faculty Representatives shall be members of NEA/Alaska in good standing of the unified teaching profession. They shall maintain their membership in good standing during their term of service.

ARTICLE VIII - AMENDMENTS

The Association may adopt amendments to this Constitution and By-Laws by a two-thirds (2/3) majority of those voting at any regular meeting provided that amendments have been introduced at the preceding general membership meeting of the Association and that copies of the proposed amendments have been immediately distributed to members of the Council for faculty discussion. Other changes and amendments to the By-Laws will be made by the Representative Council as they see fit.

ARTICLE IX - AUTHORITY

Robert's Rules of Order shall be the parliamentary authority for the Association on all questions not covered by the Constitution and By-Laws and such standing rules as the Representative Council may adopt.

ARTICLE X - REPRESENTATIVES TO NEA-ALASKA DELEGATE ASSEMBLY

SECTION 1. Election; Term of Office

- A. The President, or designee, and President Elect, or designee, of KBEA shall automatically be delegates to the NEA-Alaska, Inc. Delegate Assembly. Other candidates for the position of delegate to the Assembly must have been a member in good standing in the local Association for at least one (1) year prior to the beginning of the term for which they are running. Voting on the candidates individually shall be by secret ballot.

- B. All candidates shall be notified as to the results of an election within three (3) working days following said election.
- C. The term of office for an elected delegate shall be determined by the number allowed from NEA-AK, and the number of votes the individual receives. The term shall be for one (1) year.
- D. Those alternates seated as delegates shall serve for only the session for which they were elected.

SECTION 2. Duties of Delegates

- A. Each delegate shall attend all sessions of the NEA- Alaska Delegate Assembly which occur during the term for which s/he was elected, including PARSA and Region Meetings, if applicable.
- B. Unexcused absence from any one session shall be reason for the Delegate to be responsible to reimburse KBEA for any conference expenses.
- C. Delegates who attend Delegate Assembly shall be responsible to share information with their Building Representative or attend the Representative Council meeting immediately following Delegate Assembly.