



CONSTITUTION AND BYLAWS
OF THE
NORTHWEST ARCTIC EDUCATION ASSOCIATION

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PREAMBLE

In order to promote the opportunities and the means for careful, continuous study of the problems of the education profession, and to promote quality education for all students, we, hereby, adopt this Constitution and Bylaws for the Northwest Arctic Education Association and do hereby affirm its procedures as final authority in all Association matters whatsoever.

CONSTITUTION

Article I: Name

The name of this Association shall be Northwest Arctic Education Association, an affiliate of the National Education Association of Alaska (NEA-Alaska) and the National Education Association (NEA), and hereinafter designated as the Association.

Article II: Purpose

The purposes of this Association shall be as follows:

Section 1: To work for the advancement of education and the overall improvement of instructional opportunities for all students.

Section 2: To promote and encourage cooperation among civic bodies and organizations with educational intent profession.

Section 3: To advocate and to promote the adoption of such personnel policies, ethical practices and the development that marks a profession.

Section 4: To ensure that members are able to speak with a common voice on matters pertaining to the education profession and to present their individual and common interest before the administrative authorities of the Northwest Arctic Borough School District, Northwest Arctic Borough School Board, Advisory School Boards, NEA-Alaska, the National Education Association, and state and federal agencies.

Section 5: To represent the certified **and classified (ESP)** employees of this District in all matters concerned with wages, hours, and other conditions of employment, through collective bargaining.

Article III: Membership

The membership of this Association shall be governed as follows:

Section 1: Qualifications: Any certificated **or classified (Educational Support Professionals- ESP)** employee of the District shall be eligible for membership in the Association. A person joining the Association shall agree to subscribe to its purposes and objectives, adhere to the State of Alaska Code of Ethics of the Education Profession (20 AAC 10.020), and abide by the provisions of the Constitution and Bylaws. There may be no discrimination with regard to the terms of conditions of membership because of age, color, religion, national origin, race, physical or mental disability, pregnancy, parenthood, marital status or change in marital status, sex, or sexual orientation.

Section 2: Classification: The membership shall consist of active members defined in the bylaws.

Article IV: Officers

The officers of the Association shall be a president, a vice president, a secretary, and a treasurer, as each is defined in the Bylaws. **If all four (4) officers are from one sub-unit (certified or classified) of the NAEA in any election cycle, the Association shall elect an At-Large officer from the unrepresented sub-unit who shall serve as a voting member of the executive board.**

Article V: Executive Board

Section 1: The executive board shall consist of the elected officers of the Association, the elected grade level representatives of the Association as each grade level is defined in the Bylaws, and the Immediate Past President of the Association as defined in the Bylaws. Additionally, the Chair of the Grievance and Rights Committee shall serve as a non-voting, ex-officio member of the executive board.

Section 2: The executive board shall have general charge of the Association and shall fulfill the purposes authorized by this constitution.

Section 3: Whenever a majority of the executive board shall so vote that an officer or area representative of the Association has been grossly negligent of the duties of their office, as defined in the Bylaws, or is incapacitated, they shall recommend to the members of the Association that the office be declared vacant, except for the offices of immediate past president and vice president. If the Association so votes, by a two-thirds majority of the membership, the executive board shall immediately elect a replacement to fill the unexpired term.

Section 4: If the office of immediate past president shall become vacant under this section due to gross negligence of duty, the office shall remain vacant until someone takes office again.

Section 5: If the office of vice president shall become vacant under this section due to gross negligence of duty, the president of the Association shall direct an election committee to hold an election immediately to fill the vacancy in accordance with election procedures as outlined in the Bylaws.

Section 6: If an area representative seat shall become vacant under this section, the executive board shall elect someone from the same area.

Article VI: Amendments

Section 1: The Association may adopt amendments to this Constitution by a two thirds majority vote of its executive board provided that proposed amendments be promulgated at all regular site membership meetings after which said proposed amendments stand inspection for a period of not less than 15 days thereafter, at which time it shall be voted upon by the executive board.

Section 2: Recommendation by petition: If a petition of 25% of the membership is submitted to the president, the president shall direct an election committee to hold a vote in accordance with election procedures as outlined in the Bylaws.

Section 3: Recommendation by a member: An individual member may submit an amendment to the executive board for their consideration. If the executive board so votes, the president shall direct an election committee to hold a vote in accordance with election procedures as outlined in the Bylaws.

Section 4: Recommendation by a Constitutional Committee: Every August the president shall appoint a committee to meet and review the constitution and make recommended changes to the general membership if necessary. The president should draw from a broad spectrum of the membership for this committee. If this committee so decides on amendments, the president shall direct an election committee to vote in accordance with election procedures as outlined in the Bylaws.

Article VII: Authority

Robert's Rules of Order: Newly Revised shall be the parliamentary authority for all matters not specifically covered by this Constitution and Bylaws.

Article VIII: Meetings

Section 1: The meetings of the executive board shall be held nine times a year and at any other time at the call of the president, or a majority of the executive board, or by a petition to the president signed by 25% of the general membership.

Section 2: The general membership may meet at the beginning and end of each year at the discretion of the executive board, or by a petition to the president signed by 25% of the general membership.

Section 3: The executive board shall be responsible for the agenda of the general membership meetings.

Section 4: The site membership shall meet monthly beginning in September of the school year.

Section 5: A special meeting of the site membership may be called as deemed necessary by the site chairperson.

Section 6: A general meeting of the site membership may be called at the request of 25% of said membership.

Section 7: All site meetings, if possible, shall be held in the site school.

BYLAWS

Article I: Membership

Section 1: ACTIVE

(a) A certified **or classified** employee of the district other than an administrator shall be eligible to become an active member of the Association.

(b) An active member shall be entitled to receive publications and services of the organization, to hold elective and appointive office, and to have the right to vote in all elections.

Section 2: If there is a question or doubt as to which type of membership a person shall be entitled to, the executive board of the Association will decide.

Section 3: All members shall also be members of NEA-Alaska and the National Education Association.

Section 4: Termination of Membership: The executive board of the Association may terminate the membership of a member, and expel the member from the Association, for violation of the State of Alaska Code of Ethics of the Education Profession (20 AAC 10.020). Prior to the filing of formal charges against a member under this section, the Grievance Committee, as described in these Bylaws under Article XII, Section 4(a), shall investigate the matter and make recommendations to the executive board. If charges are then brought by the executive board of the Association, the accused member shall be given written notice of the charges by certified mail (return receipt requested) and shall have ten days from the receipt date in which to request an open or closed hearing, as the member may elect. The hearing shall be held no sooner than 10 days and no later than 20 days of said request, and the executive board shall appoint a person, who may or may not be an attorney, to present the case against the accused member. Said member shall have the right to be represented by counsel, may call and cross examine witnesses, present evidence on his or her behalf, and make an argument.

Section 5: Membership Year: The membership year of the Association shall extend from 1 September to 31 August of the following calendar year.

Section 6: Membership Fees

(a) Regular membership dues shall be considered the total of local dues (**certified** \$178, **classified** **\$60**), NEA-Alaska dues, and NEA dues.

(b) Each active member of the Association shall be assessed a minimum local dues \$178 **for certified and \$60 for classified** on an annual basis. Any increase in this amount shall be recommended annually by the executive board and voted upon by the general membership.

Article II: Site Chairperson– Representative

The duties of the site chairperson **representative** shall be as follows: The site chairperson **representative** shall be the representative of the site members to the officers of the Association, **shall be a certified or classified member in good standing**, shall preside over all site committees, and shall be an ex-officio member of all site committees. The site chairperson shall be responsible to see that all communications from the officers of the Association are disseminated to the site members.

The site chairperson **representative** shall be responsible for the agenda of all site meetings, provide an opportunity for site agenda of regular meetings, and post the agenda. The site chairperson **representative** may call special meetings of the site. The site chairperson **representative** shall follow Robert's Rules of Order (Newly Revised) for all site meetings.

Article III: Officers

The duties of the officers of the Association shall be as follows:

Section 1: **President**: The president of the Association shall preside over all meetings of the Association and of the executive board, appoint chairpersons and members of standing committees, appoint special committees, be, an ex-officio member of all standing and special committees, and be the executive officer of the Association before the public, either personally or through delegates. The president of the Association, when the interests of the Association warrant it, may call special meetings of the executive board, and with the concurrence of the executive board, call general membership meetings.

The president shall ultimately be responsible for the contents of the Association's newsletter. Due to the expense of calling executive board meetings, the president of the Association may take poll votes of the executive board when the president deems it necessary. A majority of the executive board shall be required to ratify poll votes. All poll votes shall be formally ratified at the next regular meeting of the executive board. The president shall perform such other duties as usually pertain to the office of the president.

Section 2: **Immediate Past President**: Upon the expiration of the term of office, the president shall be designated the immediate past president for a term of one year. The immediate past president of the Association shall serve on the executive board and shall perform such other duties as may be assigned by the president.

Section 3: **Vice- President**: The vice president of the Association shall, in the absence of the president, preside at all general meetings of the Association and the executive board. The vice president shall work closely with standing committees as directed by the president. The vice president will prepare information to be released to the public with approval from the Association president.

The vice president shall become president of the Association should the president leave office prior to the completion of the term of office or become permanently unable to perform the duties of the office, as determined by the executive board.

Section 4: **Secretary**: The secretary shall keep accurate minutes of all meetings of the executive board and general membership, shall assist with Association correspondence, shall send copies of unapproved minutes to each board member and to each site to be posted and/or distributed, and shall work on other internal and external communications tasks as directed by the Association president.

Section 5: Treasurer: The treasurer shall hold the funds of the Association and disperse them upon authorization by the executive board, or president, with approval at the next regular executive board meeting, and shall keep the president and the executive board informed of the financial condition of the Association.

Article IV: Officers, Grade Level Representatives/Classification Representatives, and Site Representative Terms

Section 1: The officers, with the exception of the president and the treasurer, ~~and grade level representatives~~ shall serve for one year commencing on July 1 and ending on June 30. The president shall serve a two-year term to be elected in even numbered years. The treasurer shall serve a two-year term to be elected in odd numbered years.

Section 2: The site representative shall serve for one year commencing with this election in April and ending with the election of a site representatives the following April.

Section 3: Each outgoing officer and grade level representative and/or Classification Representatives of the Association shall turn over all records, materials, and supplies to the executive board within thirty (30) days of leaving office.

Section 4: Each site representative shall turn over all records, materials, and supplies to the executive board within thirty (30) days of leaving office.

Article V: Resignation of Officers, Grade Level Representatives/Classification Representatives, and Site Representative

Section 1: If the offices of president, vice president, secretary, treasurer, Classification Representatives, and/or grade level representative become vacant because of resignation, the executive board shall elect a replacement to fill the unexpired term. An appointment of an area representative shall come from the same area.

Section 2: If the office of immediate past president shall become vacant because of resignation, the office shall remain vacant until someone takes office again.

Article VI: NEA and NEA-Alaska Assemblies

Section 1: The president shall be sent to represent the Association at any assemblies that require representation from the Association.

Section 2: If there are provisions for more than one representative from the Association, the president shall direct an election committee to hold an election to fill any remaining seats.

Section 3: NEA-Alaska Delegate Assembly: Delegates to NEA-Alaska Delegate Assembly (DA) shall be elected to a term of two years. If an elected delegate seat becomes vacant mid-term, a new delegate shall be elected to a two-year term. If the Association president is unable to attend DA, that seat shall be offered as a one-year term. In the event that an election of delegates is for terms of differing lengths, the recipient(s) of the most votes will be awarded the longer term(s).

In the event that NAEA has more elected delegates than allotted seats, the most recently elected delegate will become an alternate. In the event that this equally applies to two or more delegates, an election will be held to determine the alternate.

Delegates to DA are expected to attend all DA sessions and participate in DA activities.

Section 4: National Education Association Representative Assembly (RA): Delegates to the NEA RA shall be elected for a one-year term.

Article VII: Nominations and Election of Officers, Grade Level Representatives/Classification Representatives, and Site Representative

Section 1: The executive board shall appoint an election committee before March 1 of each year to canvass the general membership for candidates as officers. Canvassing of the general membership shall be officially opened the first of March and closed the 31st of March. A member may not hold more than one office, nor may a person be an officer.

Section 2: Any site, at their regular March meeting, may nominate candidates for president (in even numbered years), vice president, secretary, treasurer (in odd-numbered years).

Section 3: The secretary of the Association shall, before April 10, send out a list of the candidates, to be posted and/or distributed at each site. The Association will send out biographical sketches for any interested candidates. These sketches shall be posted and/or distributed at each site.

Section 4: The president of the Association shall have the election committee conduct elections as soon after April 10 as possible. No ballots will be counted if postmarked after April 30 when returned.

Section 5: A candidate receiving a majority of the votes cast for the position shall be declared duly elected by the election committee to the president of the Association.

Section 6: No candidate for office or member of the executive board shall be on the election committee. Any member of the election committee who accepts a nomination for an Association position shall immediately recuse themselves from participation on the election committee.

Section 7: The site representative nomination and election shall take place April. This shall be by secret ballot in accordance with election procedures established by these Bylaws.

Article VIIIElections**

Section 1: In all general Association elections, members will vote by secure electronic ballot on a platform approved by the Association or NEA-Alaska.

Section 2: All results from a general Association election are to be kept by the secretary for six months after an election.

Section 3: Election results from a general Association election shall be posted and/or distributed at each site. The results of a site election should be posted and/or distributed.

Section 4: The executive board of the Association shall have power to make further rules and decisions regarding all elections in the Association.

Section 5: Any member may challenge an election in writing to the executive board. The executive board will publish the challenge and its decision to all sites. These shall be posted and/or distributed at each site.

Section 6: No candidate for office or member of the executive board shall be on the election committee.

Section 7: All Association elections shall be by secret ballot.

Article IX: Executive Board

Section 1: The executive board of the Association shall be responsible for the management of the Association, approve all expenditures, report its transactions to the general membership, suggest policies for consideration by the general membership, appoint the negotiating team, and establish the order of business for the general membership meetings.

Section 2: In addition to the officers of the Association, the executive board shall consist of three (3) **certified** grade level representatives **and/or three (3) classified members who are not officers of the organization and are elected from the site representatives**

Section 3: The **potential** grade level representatives shall consist of one site representative from each of the following grade levels: K-5, 6-8, 9-post secondary.

Section 4: The three potential classified representatives shall come from a different classification of the possible separate job classifications (maintenance, secretary, aide, D.O.)

Section-4:**5** If there is any question or doubt as to which grade level or site a person falls, the executive board of the Association will decide.

Section 5: **6** The executive board of the Association shall annually, before general Association elections, apportion areas to maintain, as equally as possible, membership representation.

Section-6: **7** Area Grade level representatives will be elected by the site representatives at their first regularly scheduled meeting.

Section 7: **8** The duty of the grade level representatives shall be to communicate and represent opinions of area membership in regards to issues pertinent to Association decisions.

Section 8: **9** The Chair of the Grievance and Rights Committee shall serve as a non-voting, ex-officio member of the executive board.

Article X: Amendments

The Association may adopt amendments to these Bylaws by a majority vote of its general membership, provided that proposed amendments be promulgated at a regular site membership meeting, after which said proposed amendments stand inspection for a period of not less than fifteen days thereafter.

Article XI: Separate Account Funds

Section 1: Negotiation Fund: This fund shall be kept separate from the general fund. This fund will be used to support the cost of contract negotiations. The executive board shall determine how this fund will be spent.

Section 2: Defense Fund: This fund shall be kept separate from the general fund. The executive board shall determine how this fund shall be spent.

Article XII: Standing Committees

Section 1: Structure: There shall be standing committees of this Association carrying the specific functions as outlined in Section 4 of this article. Each standing committee shall have three or more members.

Section 2: Meetings: Each standing committee shall meet at the call of the chairperson of the committee, or the president of the Association.

Section 3: Reports: Each standing committee shall choose a secretary who shall keep a continuing record of activities, for use by the general membership, and the reports shall become a part of the continuing committee record in the Association files. Each standing committee and special committee shall provide a written and/or oral report at all meetings of the executive board.

Section 4: Membership: All standing committees shall be appointed by the President in consult with the Executive Committee

Section 4 Section 5: Titles and Duties

(a) The Grievance and Rights Committee: This standing committee shall investigate, assist, and process grievances arising from violations of any collective bargaining agreement or School Board personnel policies. This committee shall develop a program of orientation of rights and responsibilities for all members of the Association. This committee shall explore and prepare action programs for securing satisfactory personnel policies. This committee shall advise the executive board of censure, suspension, or expulsion of members. **This committee shall have at least one classified/ESP member.**

(b) The Legislative Committee: This committee shall:

- (1) Have broad concern for regional, state, and national legislation affecting the interest of the Association, and for the exercise of civic responsibility by the membership.
- (2) Be diligent to inform members of the Association about newly enacted legislation.
- (3) Study pending legislation and promote activities leading to the passing, or support, of desirable state and national legislation for schools and education.
- (4) Inform members about the stand of political leaders and candidates on Issues affecting education in our district.

(5) Before the Association openly supports any political candidate, the membership will vote and approve such support.

(6) The committee will educate members and the public on the civic responsibilities of teachers and to develop programs that will encourage wide exercise of them.

(7) This committee shall have at least one classified/ESP member.

(c) Negotiating Committee(s)

(1) There shall be a certified bargaining committee and a classified bargaining committee established in bargaining years to bargain successor agreements the Collective Bargaining Agreements that are due to expire.

~~(2)~~ **These** committee(s) shall gather information from the membership concerning contract priorities.

~~(2)~~ **(3)** Gather information from other Associations in the state on contracts.

~~(3)~~ **(4)** Gather any other pertinent information to be used by this negotiating team.

(d) Election Committee: This standing committee shall conduct all elections for the Association. **This committee shall have at least one classified/ESP member.**

Article XIII: Special Committees

Each year the president of the Association shall appoint an election committee and such other special committees as may be necessary. Each special Committee shall be discharged upon completion of its duties.

Article XIV: Definitions

Section 1: **Classified Employee: All classified (ESP) employees of the School District**

Section 2: Certified Employee: All employees of the District who hold a certificate from the State of Alaska.

Section ~~3~~ **2:** Site: There are 15 sites in the District as listed: Alaska Technical Center (ATC), Ambler, Buckland, Deering, District Office (DO), June Nelson Elementary School (JNES), Kiana, Kivalina, Kobuk, Kotzebue Middle High School (KMHS), Noatak, Noorvik, Selawik, Shungnak, and Star of the Northwest Magnet School (Star).

Section ~~4~~ ~~3:~~ Site Membership: Any member of the Association living at one of the villages listed under site definition.

Section ~~5~~ **4:** Site Elections: All elections taking place on a site and concerning only site matters.

Section 6.5: General Association Elections: All elections where all members of the Association vote.

Section 7.6: Association Elections: Includes general Association elections and site elections.

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