

**CONSTITUTION  
OF THE  
AURORA EDUCATION ASSOCIATION**

**Article I. Name**

The name of the organization shall be the Aurora Education Association (AEA), which shall maintain affiliation with the Ohio Education Association (OEA) and the National Education Association (NEA).

**Article II. Purposes**

The aims of this Association shall be as follows:

Section 1 – To work for the improved schools of Aurora.

Section 2 – To tighten bonds of cooperation and friendship among classroom teachers, and between teacher and administrators.

Section 3 – To aid in securing and maintaining adequate salaries, professional security, and such other improvements and condition to enable all professional personnel to function properly as a vital factor in the educational program.

Section 4 – To influence legislation either individually or in cooperation with other local organizations, OEA, and NEA, in matters pertinent to the welfare of the schools and teachers.

Section 5 – To promote democratic teacher participation in the formulation of educational policies.

Section 6 – To promote and maintain the highest level of professional ethics in growth.

Section 7 – To create in the community a more complete understanding of the teaching profession and the importance of its objectives.

Section 8 – To enable members to speak with a common voice on matters pertaining to the teaching profession and to present their individual and common interests before the Board of Education and other legal authorities.

### **Article III. Membership and Dues**

Section 1 – Any certificated person employed by the Board of Education either full- or part-time for the purpose of instruction and/or guidance, including medical/psychological personnel, in the public schools of Aurora may become an active member of this Association. Active members shall also be members of the Northeastern Ohio District Education Association, the Ohio Education Association, and the National Education Association. Only members of the Association are empowered to vote on all Association matters.

Section 2 – All members shall abide by the Code of Ethics of the Education Profession as adopted by the OEA and NEA.

Section 3 – Annual dues for active membership in AEA shall be .0042 of the base salary as of September 1.

Section 4 – Annual dues for associate membership of AEA shall be .0021 of the base salary as of September 1.

Section 5 – The membership and fiscal year of the Association shall be September 1 to August 31.

### **Article IV. Officers**

Section 1 – The Officers of the Association shall be a President, a Vice President, a Secretary, a Treasurer, and a Past President.

Section 2 – The officers of the Association shall take office on September 1 and serve a term of one year.

### **Article V. Executive Board**

Section 1 – The Executive Board shall be composed of the President, Vice President, Secretary, Treasurer, and building representatives elected in each building in the system as specified in the Bylaws.

Section 2 – The Executive Board shall:

- A. Act as advisors to the officers, assign duties, be responsible for all committees of the Association, and have such policy-making authority as provided in this Constitution and Bylaws;
- B. Act as the voice of the Association on positions affecting the Association during the interim period between regular meetings;
- C. Prepare recommendation for the consideration and action of the Association;
- D. Carry out policies established by the membership;
- E. Report its transactions and those of the general membership to all members;
- F. Direct an independent audit of the Association's financial records at regular intervals not to exceed two years;
- G. Take the actions necessary to ensure that contract negotiations are initiated and conducted in a timely, effective manner.

## **Article VI. Parliamentary Authority**

Section 1 - The rules contained in the current edition of Robert's Rules of Order shall govern the Association in all cases in which they are not inconsistent with this Constitution, the Bylaws, any special rules of order the Association may adopt, or any statutes applicable to the Association.

## **Article VII. Amendments**

Section 1 – Proposed changes in this Constitution shall be presented in writing to the membership at least thirty (30) days prior to the meeting at which they will be considered.

Section 2 – Amendments to this Constitution may be enacted by a two-thirds vote of the members present and voting.

**BYLAWS  
OF THE  
AURORA EDUCATION ASSOCIATION**

**Article I. Meetings**

Section 1 – There shall be one (1) General Membership meeting the month of September for the purpose of determining the state of the Association. Such meeting shall provide ample opportunity for the membership to make known their particular concerns relating to activity of the Association and to education in general.

Section 2 – There will be at least three (3) additional General meetings during the rest of the school year. Other General meetings of the membership may be called any time by the President, or upon written request of ten percent (10%) of the active membership.

Section 3 – The Executive Board shall meet once each month, and at any other time at the call of the Building Representatives, or of the majority of the members of the faculty.

**Article II. Business Transacted**

Section 1 – Business will be transacted by a majority of the members who are present.

Section 2 –

- A. Association policy is defined as a formal position taken by the Association concerning any of the following areas: negotiations and contract ratification directives to members; budget and appropriations; affiliations; endorsements; and grievances and litigation.
- B. Association policy may be made only in one of the following three ways:
  - 1. by a majority of the entire membership at a vote taken at a general meeting attended by sufficient members;

2. by a majority of the votes cast in a ballot taken in the buildings at the direction of a general meeting; or

3. by a majority of the votes cast in a ballot taken in the buildings at the direction of the Executive Board as provided in Section 3, Paragraph A, below.

Section 3 –

- A. A majority vote by the members of the Executive Board may permit the submission of a written motion to the members in each building for consideration without a general meeting.
- B. Balloting which take place in the building must be scheduled at least five (5) working days (or seven (7) calendar days, whichever is less) after publication of the text of the motion.
- C. Absentee ballots will be permitted on balloting, which takes place in the buildings.

### **Article III. Powers of Officers**

Section 1 – President: The President shall preside over meetings of the Executive Board; appoint the Chairperson and members of Standing Committees, with the exception of the Negotiations Committee and the Negotiating Team; appoint Special Committees; be ex officio member of all Standing Committees; appoint Association representatives to the Local Professional Development Committee(s) (LPDC); and shall be the Executive Office of the Association. The President shall represent the Association before the public, either personally or through delegates, and shall perform all functions usually attributed to the office.

Section 2 – Vice President: The Vice President shall assist the President, and shall work closely with one or more Standing Committees and the President may suggest.

Section 3 – Secretary: The Secretary shall keep accurate minutes of all meetings of the Executive Boards and of all general meetings.

Section 4 – Treasurer: The Treasurer shall hold funds of the Association and disburse them upon authorization of the Executive Board. The treasurer shall: bill

members for annual dues, collect them through Membership Committee in each building, and transmit amounts due to the State Education Association; maintain a roll of the members; keep accurate accounts of receipts and disbursements; shall report to each meeting of the Executive Board, and shall prepare an annual Financial Statement for publication to members as directed by Executive Board; keep President and Executive Board informed of the financial condition of the Association, and assist the Committee on Financial Development in the initial drafting of the Annual Budget.

#### **Article IV. Executive Board**

##### Section 1 –

- A. The one-man/one-vote principle shall be applied to the Executive Board. One (1) representative will be elected for every twenty (20) members or fraction thereof. A number of representatives of ethnic minorities, which is at least proportional to the ethnic minority membership in the Association, shall be elected. Each member of the Executive Board will be entitled to one (1) vote.
- B. In addition to its building representative(s), a building may elect a designated alternate.
- C. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Building Representatives, and any ethnic minority representatives.

Section 2 – The Board shall be subject to the instructions of the Association, and non of its actions shall conflict with action taken by the Association. On policy matters, the Association can give the Board instructions which it must carry out, and can countermand any revocable action of the Board.

#### **Article V. Building Representative**

Section 1 – Building Representatives' term of office shall be concurrent with the officers' term of office.

Section 2 – The Representatives shall attend the regular meeting of the Executive Board, unless they receive prior excuses from the President and notify the designated alternate in sufficient time to attend.

Section 3 – Building Representatives shall call building meetings of Association members to discuss Association business, and shall organize/oversee the enrollment of members in local, state, and national associations. They shall transmit written proposals, recommendation, and opinion, from their buildings to the Executive Board for consideration. They shall report regularly on the actions of the Board to the building membership.

Section 4 – The Building Representatives shall familiarize themselves with materials provided by Association leadership pertaining to their role as building representatives.

## **Article VI. Titles and Duties of Committees**

Section 1 – Committee on Financial Development – The purpose of this Committee shall be to develop plans for salary increases/schedules, and fringe benefits, such as insurance; and to investigate credit and investment facilities. It shall prepare an annual budget in the Fall of each year for the Association.

Section 2 - Committee on Professional Rights and Responsibilities – Shall be composed primarily of Building Representatives. This Committee shall implement satisfactory Personnel Policies/Procedures for redress or grievances. It shall activate programs fro improved working conditions and Leave Policies. It shall advise the Executive Board on procedures for implementing the Code of Ethics.

Section 3 – Committee on Professional Relations – This Committee shall organize and oversee the following Committees:

- A. Membership and Professional Information
- B. Orientation of New Teachers
- C. Social Affairs
- D. Professional Education, including IN-Service training/relationship with neighboring institutions of higher learning.
- E. Publish a Newsletter to be circulated regularly to the membership.

Section 4 – Committee on Legislation – This Committee’s purpose shall be twofold.

First, it shall provide to the membership information about legislation affected

as that legislation is proposed on Local, State, and National levels. Second, it shall actively support desirable legislation concerning education on the Local level.

Section 5 – Liaison Committee – The purpose of this Committee is to work with the Administration and the School Board presenting and supporting the plans of the Association.

Section 6 – Committee of Public Relations – This Committee shall seek to develop public understanding of the purpose and programs of the Association; the values and importance of education; and, in cooperation with the Administration, the educational philosophy/programs of the schools. It shall develop procedures by which the AEA can work cooperatively with parents and the public in civic/fraternal/social organizations and through all available channels of communication.

## **Article VII. Special Committees**

Section 1 – Each year, the President shall appoint an Election Committee which shall consist of not less than three (3), nor more than seven (7), members, and such other Special Committees as many be necessary; and shall discharge them upon completion of their duties. These committees shall operate according to the rules of the Executive Board. No officer of the AEA shall serve on the Election Committee.

Section 2 – The President shall appoint Association representatives to the Local Professional Development Committee(s) LPDC. In making those appointments, the President will seek to include at least one (1) representative each from grades K-4, 5-8, and 9-12.



## **Article VIII. Elections**

### Section 1 – Officer Nominations

- A. The active members of the Association in each building, during the month of April, may nominate a candidate for President, Vice President, Secretary, and Treasurer. The senior Building Representative shall deliver all nominations, in writing to the Committee on Elections.
- B. The Committee on Elections shall prepare a slate with not less than two (2) nominees for each office.
- C. The Committee on Elections shall publish to the members brief information on each candidate.

### Section 2 – Office Balloting

- A. In May, members shall vote for officers by secret ballot in accordance with procedures developed by the Committee on Elections and approved by the Executive Board. The committee on Elections shall report results to the President, who shall cause them to be published.
- B. New officers shall take office on May 1.
- C. All ballots (marked, unmarked and voided) and all records pertaining to the election of officers of this Association shall be preserved for one (1) year from date of elections, and such ballots and other records shall be made available to AEA officers upon request for inspection and examination.

### Section 3 – Building Representative Elections

- A. Building Representative shall be nominated within each building either at a general meeting or by written nomination form. Elections shall take place no later than September 30.
- B. Voting will be by secret ballot.

## **Article IX. Delegates to the OEA Convention**

Section 1 – Procedure for selecting delegates to OEA Convention shall conform to the regulations as found in the OEA Constitution.

### Section 2 – Mode of Election

- A. Committee – In October, an Election Committee of three (3) members named by the AEA President shall supervise the nominations of candidates, and arrange for the election of delegates and alternates, subject to provisions embodied in the OEA Constitution. It shall be responsible for securing the Candidate List containing more names than there be delegates to elect.
- B. Nominations – All delegates and alternates shall be elected annually. The selection of alternates for elected delegates shall be made by ranking the remaining candidates according to the number of votes received so as the alternate with the largest number of votes will be the First-Alternate, the Second-Alternates, the second highest vote, etc.
- C. The election of all alternates and delegates to the Representative Assembly shall be by written ballot, and every member of the OEA within the unit of representation shall be given an opportunity to vote. A printed ballot, within the minimum size of 4X5 inches, shall be prepared by the Election Committee. Balloting shall be conducted under the procedures formulated by the Election Committee, and may be conducted at the several school buildings of the unit, at a general meeting of the OEA members of that unit, or by mail. Due notice must be given in advance so that all members of the OEA may know that an election is being held. Such election shall be held not later than forty (40) days preceding the annual meeting of the Representative Assembly.
- D. Certification to OEA Office – The Election Committee shall canvass the vote, and shall certify names of the duly elected delegates and alternates, together with an actual copy of the printed ballot to the OEA Executive Secretary not later than thirty (30) days in advance of the annual meeting. Said certification shall bear the signatures of all members of the Election Committee, with their attestation of full compliance with all provisions of this Article. Such compliance notice shall include the actual date of the delegate election.
- E. Procedure in Default – If the Association fails or neglects to provide for certain elections, as required by OEA Constitution, on or before the dates designated, any five (5) teachers of the unit who are members of the OEA may call a meeting for the purpose of electing delegates and alternates; and

the Chairperson of said meeting shall certify the names to the OEA Executive Secretary not later than twenty (20) days prior to the annual business meeting.

- F. All ballots (marked, unmarked, and voided) pertaining to the election of OEA and NEA delegates and alternates, shall be preserved for one (1) year from the date the election was held; and such ballots and other records shall be made available to OEA officers upon request for inspection and examination.

### **Article X. Membership Drive**

Section 1 – All membership applications are due by October of each year to the Building Representatives who will forward them to the Treasurer.

Section 2 – The annual fee for membership in the Association for any succeeding school year shall be determined by the Executive Committee at its April meeting. Every member shall also pay the dues required by District, State, and National Associations with which this Local is affiliated.

Section 3 – The AEA shall annually enter into a Dues Transmittal Contract with the Ohio Education Association.

### **Article XI. Dissolution of Association**

Section 1 – A Petition For Dissolution of the Association may be presented, in writing, to a meeting of the General Membership by any member in good standing, and must contain the signatures of three-fourths (3/4) of the total membership of the Association.

Section 2 – Upon receipt of the Petition for Dissolution by the total membership, the Association shall act upon the petition at the next General Membership meeting.

Section 3 – The Association shall be considered dissolved if three-fourths (3/4) of the total membership vote, by secret ballot, in favor of dissolution.

Section 4 – The effective date of dissolution shall be thirty (30) days from the date of the vote, thus allowing for the disposal of assets and liabilities.

Section 5 – In the event of dissolution of this Association, all assets of this organization remaining after payment of all obligations shall be distributed to the Willetta Thomas Scholarship Fund, provided that it is an entity recognized as exempt from Federal taxation.

## **Article XII. Negotiations**

Section 1 – The purpose of the Negotiations Committee shall be to prepare and pursue the membership's goals in collective bargaining.

Section 2 – The Negotiations Committee shall consist of four members elected by the Executive Board and one member elected from each building.

Section 3 – The chairperson of the Committee will be selected by the Executive Board.

Section 4 – The Negotiating Team will serve as long as necessary to complete negotiations, or until relieved by the Executive Board.

Section 5 – After reviewing the recommendations of the Negotiations Committee, the Executive Committee will appoint the negotiating team, Chief negotiator, and/or spokesperson.

Section 6 – All ratification votes will be by written ballot. A general meeting will be called to present the master contract for ratification. The vote to ratify shall be by written ballot by the members at a general meeting or in the buildings on a date specified by the Executive Board.

**Article XIII. Remuneration**

Section 1 – Members serving in the positions provided below will be compensated for their work on behalf of the Association.

Section 2 – The base rate at which members will be compensated will be the base salary in effect at the beginning of the term for which the member is being compensated.

Section 3 – The rates at which members will be compensated will be as follow:

President.....	8.0%
Vice President .....	6.0%
Secretary .....	2.5%
Treasurer .....	2.5%
Building Representative.....	1.0%
Member, Negotiating Team .....	2.0%
Chief Negotiator (additional).....	1.0%
Past President .....	1.0%
<b>Past Treasurer.....</b>	<b>1.0%</b>

Section 4 – The dues of the elected officers and Building Representatives shall have their dues (AEA, OEA, NEA) paid by the Association in accordance with the percentages listed below:

President.....	100%
Vice President .....	50%
Secretary .....	40%
Treasurer .....	40%
Building Representatives (7).....	16 2/3 %

Section 5 – Alternates will be compensated at a per-meeting rate to be determined by the Executive Board.

## **XIV. Amendments**

Section 1 – Proposed changes in these Bylaws must be presented in writing at a general meeting.

Section 2 – Voting on any amendment to these Bylaws will be by secret ballot conducted in each building within five working days after the meeting at which the amendment is discussed. A proposed amendment will be enacted if it receives two-thirds of the votes cast.