

SAINT VRAIN VALLEY EDUCATION ASSOCIATION

BYLAWS

SECTION 1. MEMBERSHIP

- A. Classes of membership: There shall be two (2) classes of membership in the Corporation: Active and educational Support. The Corporation shall not deny membership to individuals on the basis of race, creed, national origin or sex.
1. Active Membership: Active membership shall be open to any person who is employed by or who is on a limited leave of absence from the Saint Vrain Valley School District and who holds a valid Colorado Teaching Certificate and/or license and who joins as a member of the Colorado Education Association and the National Education Association.
 2. Educational Support Membership: Educational support membership shall be open to any employee of the Saint Vrain Valley School District as a non-certified employee and who joins as a member of the Colorado Education Association and the National Education Association.
- B. Dues: The annual dues of the Corporation shall be .006 of the beginning base salary for the current membership year. (Amended 8/11/04)
1. Any person joining in membership for the first time after the first full month of the membership year shall be eligible to pay dues based on a pro-rata formula for the duration of the membership year. Such memberships shall be made on a continuing basis.
 2. Ten dollars per year per member will be deducted from the members dues to go towards the Every Member Option (EMO). The money will go into the Fund for Children and Public Education. Members have the option of not making the donation by sending a signed letter to the Association requesting their ten dollars. They have until December 15 of that membership year to make the request. If a member joins in December or later they have 30 days in which to make a request for their donation. If the money isn't used by the end of the membership year it remains in the account.
- C. Rights and Responsibilities of members and affiliates:
1. The right to vote and hold elective office or appointive position shall be limited to members in good standing.
 2. All members and affiliates shall be eligible to obtain assistance in the protection of professional and civil rights.
 3. All members and affiliates shall be eligible to receive special services.

4. All members and affiliates shall be eligible to receive publications of the Colorado Education Association and the National Education Association.
5. Members and affiliates who fail to adhere to any of the conditions of membership and affiliation shall be subject to censure, suspension or expulsion by the Review Board after a due process hearing. The member and affiliate shall have the right to appeal the decision.

D. Meetings of the Corporation.

1. Annual Meeting: The Annual Meeting of the Corporation shall be held during the month of April in accordance with the rules established by the Colorado Education Association Board of Directors.
 - a. The Annual Meeting shall be open to all members of the corporation.
 - b. The agenda shall include proposed amendments to the Articles of Incorporation and such other matters of business which are pertinent to the corporate structure of the Saint Vrain Valley Education Association.
2. Special Meetings.
 - a. Special meetings of the Association shall be called by the Board of Directors.
 - b. The President shall call a special meeting for a specific purpose upon the written petition of 25% of the membership. No business other than that stated in the petition shall be conducted at such meeting.
 - c. Special meetings of the membership may be called by the President as needed.

E. Parliamentary Procedure.

Robert's Rules of Order [latest revised edition] shall be followed at all meetings.

SECTION II. ASSOCIATION REPRESENTATIVE COUNCIL

A. Elections:

1. Qualifications: Any member may be elected as an Association Representative.
2. Allocation of Representatives: Each school shall elect representatives in accordance to the ratio of one (1) representative for each twenty five (25) members or major fraction thereof (1:25).
3. Term of Office: Association Representatives shall be elected for a two year term of office.

4. Election: Association Representatives shall be nominated in open session in April of each year at each individual school and selected by secret ballot with the individual receiving a plurality of the vote being elected to hold office beginning with the start of the next school year.

B. Duties:

1. Association Representatives shall be the final authority on matters of policy as related to the Association except when a vote of the general membership directs otherwise.
2. The Association Representative shall promote the welfare of the Association and its members. Including membership recruitment.
3. The Association Representative shall be responsible for communication from members of the Saint Vrain Valley Education Association to the President, Board of Directors and the Council.
4. The Association Representative shall be responsible for communication of news and information from the President, Board of Directors and the Council to the members of the Saint Vrain Valley Education Association.
5. The Association Representative shall be in attendance at Council meetings or arrange for an alternate to attend said meetings. The Council shall meet at least once a month during the school year and shall have such other meetings as may be deemed necessary or as shall be called by the Board of Directors or the President.
6. Association Representatives seats may be shared by two members. Any such seats shall be approved for nomination based upon criteria established by the Board and approved by the Council. Candidates for such seats must declare at time of nominations of their intent to run as dual members for the seat. Such candidates names shall be designated on the election ballot in such a manner as to clearly indicate that the vote cast for these candidates is for two candidates to share one Association Representative seat. Any such dual position seat shall be governed by the following provisions:
 - a. The position shall be entitled to only one vote.
 - b. Both members may participate in all discussions of the Council but only one member shall be recognized for the making of motions or voting on matters before the Council.
 - c. In the event one or both of the members should resign their position, the Board of Directors shall have the responsibility of filing such vacancies in accordance with the provisions in Section VI. Vacancies and Recall, of these bylaws.

7. The Association Representatives shall review and be the final authority on matters of budget revision and approval.

SECTION III. BOARD OF DIRECTORS

A. Elections:

1. **Qualifications:** To be eligible for a position on the Board of Directors, the nominee must be an SVVEA member in good standing and must have served as building AR for at least one (1) year.
2. **Term:** The eight (8) general members serving on the Board of Directors shall be elected from the general membership for a two (2) year term with one half (1/2) of the positions being elected each year.
3. **Election:** Members of the Board of Directors shall be nominated in an open session of the Council according to election procedures established by the Board of Directors. All members of the Board must receive a plurality of the votes cast.

B. Duties:

1. The Board of Directors' first meeting of the year shall be followed by at least three (3) meetings during the school year. Other meetings may be called at the discretion of the President or at the request of five (5) Board members.
2. The Board of Directors shall help the President and Council to plan and to initiate the yearly programs.
3. The Board of Directors shall promote the welfare of the Association and its members.
4. The Board of Directors shall be responsible for the interpretation and enforcement of the Saint Vrain Valley Education Association Articles of Incorporation and the Master Agreement.
5. The Board of Directors shall approve all committee chairpersons' appointments.
6. The Board of Directors shall attend the following meetings:
 - a. All BOD meetings
 - b. ALL AR Council meetings, as a non-voting member, unless you are the AR or the designee
 - c. A minimum of one (1) school board meeting per year
7. The Board of Directors shall be represented at the UniServ Council meetings.
8. The Board of Directors shall function as the Budget Committee.

- a. The Budget Committee shall prepare a proposed budget for approval by the Council in September.
 - b. The spending of funds of the approved budget shall be authorized only by the Board of Directors.
9. The Board of Directors shall be responsible for replacing inactive Executive Officers and members of the Board of Directors.
- a. Inactive is defined as two (2) unexcused absences during one school year.

SECTION IV. EXECUTIVE OFFICERS

- A. Executive Officers shall be nominated in an open session of the Council according to election procedures established by the Board of Directors. Executive Officers must receive a plurality of the votes cast. They shall assume office July 1.
- B. President.
 - 1. Qualifications: To be eligible for the office of President, the nominee must have been a member of the Association for five (5) consecutive school years and have served as an Associate Representative for at least one (1) year.
 - 2. Term: The President shall be elected for a three (3) year term. There shall be no term limits.
 - 3. Duties:
 - a. The President shall preside at all meetings of the Association, the Board of Directors, and the Council.
 - b. The President shall be an ex-officio member of all Saint Vrain Valley Education Association committees.
 - c. The President shall inform the Board of Directors and Council of all matters concerning the Association.
 - d. The President shall assume additional duties, subject to circumstances of time, money and situation.
 - e. The President shall be empowered to sign SVVEA checks in special circumstances as determined by the Board of Directors.
 - f. The President shall schedule regular building visitations to all schools in the District.
- C. Vice-President.

1. Qualifications: To be eligible for the office of Vice-President, the nominee must have been a member of the Association for five (5) consecutive school years and have served as an Association Representative for at least one (1) year.
2. Term: The Vice-President shall be elected for a three (3) year term. There shall be no term limits.
3. Duties:
 - a. The Vice-President shall assume the duties of the President in his/her absence.
 - b. The Vice-President shall act as advisor to the President.
 - c. The Vice-President (or Board-appointed parliamentarian) shall act as parliamentarian at all general meetings, meeting of the Board of Directors and meeting of the Council.
 - d. The Vice-President shall perform such other duties as stipulated by the President.
 - e. The Vice-President, at all the discretion of the President, shall represent the Association on official matters.

D. Secretary.

1. Qualifications: To be eligible for the office of Secretary, the nominee must have been a member of the Association for at least two (2) consecutive school years and have served as an Association Representative for at least one (1) year.
2. Term: The Secretary shall be elected for a three (3) year term. There shall be no term limits. The secretary shall be elected in an alternate year from the election of the President and Vice-President.
3. Duties:
 - a. The Secretary shall keep a record of all meetings of the Saint Vrain Valley Education Association, the Board of Directors and the Council.
 - b. The Secretary will issue a copy of the minutes of all general meetings and Council meetings to each Council member prior to the next meeting.
 - c. The Secretary shall perform such other duties as stipulated by the President.

E. Treasurer.

1. Qualifications: To be eligible for the office of Treasurer, the nominees must have been a member of the Association for at least two (2) consecutive school years and

have served as an Association Representative for at least one (1) year.

2. Term: The Treasurer shall be elected for a three (3) year term. There shall be no term limits. The Treasurer shall be elected in an alternate year from the election of the President and Vice President.
3. Duties:
 - a. The Treasurer shall have charge of all funds of the Saint Vrain Valley Education Association.
 - b. The Treasurer shall be responsible for the collection of local, state and national professional dues, and shall forward the CEA and NEA dues to the CEA office and make whatever reports may be required as a result of these collections.
 - c. The Treasurer shall be authorized to sign SVVEA checks during that budget year.
 - d. The Treasurer shall be responsible for establishing and maintaining a good credit rating for the Association by prompt payment of bills.
 - e. The Treasurer shall perform such other duties as stipulated by the President.
 - f. The Treasurer shall chair the Budget Committee.

SECTION V. ELECTIONS

- A. Executive Officers and Board of Directors.
 1. Nominations: Any member(s) of the Association may nominate candidates for the Executive Officers and Board of Directors. Such nominations shall be delivered in writing to the Elections Committee.
 2. The Elections Committee shall obtain a letter of intent to serve from each nominee and shall submit a brief description of all candidates' qualifications to the Board of Directors and Council. Additional nominations may be made from the floor of the Representative Council.
 3. The Elections Committee shall publish for distribution to the membership brief information on all candidates prior to election.
 4. The Election Committee shall be appointed by the President no later than the September Council meeting.
- B. CEA/NEA Delegates.
 1. The President and Vice-President shall automatically be delegated to the CEA Delegate Assembly. The remaining delegates and alternates shall be elected at large by open nomination and secret ballot for three (3) year terms. One third (1/3) of the

delegate positions shall be elected annually.

2. Delegates to the NEA Representatives Assembly shall be elected at large by open nomination and secret ballot for one year terms. Such election shall take place annually.

SECTION VI. VACANCIES AND RECALL

- A. President: If the office of the President becomes vacant prior to the expiration of the term of the office, the Vice-President shall occupy the office for the remainder of the term and fulfill the duties of the President.
- B. Other Offices: In the case of a vacancy in any other Executive Officer or Board of Directors members' position the Board of Directors will appoint a member to fill the vacancy. The interim Executive Officer or Board member will perform the duties of the office until June 30 and a special election shall be held in accordance with Section V. A if the term extends past that date.
- C. Should multiple vacancies occur simultaneously, the Board shall assume the responsibility of filling those vacancies.
- D. Vacancies and replacements of inactive Association Representatives shall be filled by holding a special election in the affected building.
- E. Recall: A petition signed by twenty (20%) per cent of the membership can instruct the Board of Directors to hold a recall election within thirty (30) days after presentation of the petition to the President of the Association for any elected Executive Officer.

SECTION VII. REVIEW BOARD

- A. The judicial power of the Corporation shall be vested in the Review Board.
- B. Powers: The jurisdiction of the Review Board shall extend to cases involving the following:
 1. Recall of an Executive Officer or Board Member.
 2. Censure, suspension or expulsion of any member.
 3. Removal of censure.
 4. Reinstatement of suspended or expelled members.
 5. Reviewing actions of either the Board of Directors or Representative Council for consistency with the Articles of Incorporation and bylaws and recommend remedial action to the proper governance body, if necessary.
 6. Review the results of any election with the Corporation.

- C. Appointment: The Review Board shall be appointed by the President with the approval of the Council.
- D. Composition: The Review Board shall be comprised of five (5) members.
 - 1. Members of the Review Board shall have been members of the Corporation for three (3) consecutive schools years prior to their appointment.
 - a. Review Board appointees shall serve a three (3) year term, serving no more than two (2) consecutive terms.
 - 2. Members of the Review Board shall hold no other elective or appointed position in the Corporation.
- E. Prerogatives
 - 1. The Review Board shall establish guidelines and procedures with the approval of the Executive Board. Due process must be guaranteed in all proceedings.
 - 2. The Review Board shall use the legal counsel of the Colorado Education Association, if such counsel becomes necessary, and may utilize the advice of the Uniserv Director as needed.
- F. Appeals: Appeals of a decision of this Review Board shall be made to the Review Board of the Colorado Education Association.

SECTION VIII. COMMITTEES

Committees may be formed and chairpersons approved as deemed necessary by the Board of Directors.

SECTION IX. MEMBERSHIP YEAR

The membership year of the Corporation shall be from September 1 to August 31.

SECTION X. FISCAL YEAR

The fiscal year of the Corporation shall be from September 1 to August 31.
(Amended 8/11/04)

SECTION XI. AMENDMENTS

- A. Proposed amendments to these Bylaws may be submitted by any member, committee, the Council or Board. Such proposals shall be in writing and presented to the AR Council at least thirty (30) days before being voted upon.
- B. The text of the proposed amendments shall be sent to all members of the AR Council

