

# *Standing Rules*

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## **Article I. Membership**

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- Section 1. **Qualifications for Active Members:** All qualified bargaining units represented by the Ann Arbor Education Association shall be eligible for active membership in the Ann Arbor Education Association provided such personnel have proper certification or license. All members shall belong to the United Profession.
- Section 2. **Affiliate Members:** Foreign exchange teachers, and honorary members as approved by the Representative Council, shall be eligible for affiliate membership and shall have all the privileges of membership except voting, holding office or serving as delegates. Foreign exchange teachers and honorary members shall pay no fee.
- Section 3. **Categories of Membership:** Categories of membership may be created and defined by the Representative Council within the active, associate and affiliate classifications.
- Section 4. **Continuing Membership:** Membership in the Ann Arbor Education Association will be on a continuing basis.
- Section 5. **Membership Dues:** The membership dues and assessments shall be determined by the Representative Council.
- Section 6. **Financial Responsibility Fee:** A financial responsibility fee shall be required of all members who are eligible for active membership. The amount of this fee will be determined by the process approved for the Michigan Education Association by the federal courts.
- Section 7. **Ratification of Master Agreements:**
- A. The ratification of the Master Agreement shall be by a majority of those members voting.
  - B. Members of the Association shall use the following procedure for ratification of a tentative agreement:  
  
A tentative agreement shall be considered "concluded" or "arrived at" once the entire agreement has been written up and signed by both parties. The tentative agreement shall first be

presented to members of Representative Council and then to the General Membership.

1. A meeting of the AAEA Representative Council shall be convened as soon as possible but no later than 5 work days after conclusion of the tentative agreement. At this presentation, representatives will have opportunities to ask questions and gather information on behalf of their constituent members.
2. After presentation to the Representative Council, but no later than 8 work days after conclusion of the tentative agreement, members of the Executive Committee and Negotiating Team will convene a meeting of the General Membership to present the tentative agreement. At this presentation, members will have opportunities to ask questions and share commentary.
3. Voting on the tentative agreement will occur only after steps 1-2 explained above, but no later than 15 work days after conclusion of the tentative agreement. Voting on the Tentative Agreement will begin no earlier than 48 hours after the General Membership meeting. Voting will occur during a 48 hour window.

Section 8. **Rights of Members:** Active members shall be entitled to the protection of the Association, eligible to hold office, admitted with full voting privileges and powers to all general meetings and eligible for all benefits and services accruing to members. Any member of the Ann Arbor Education Association shall remain a member until his/her resignation from his/her position or from the Association, or for expulsion, suspension or failure to fulfill the conditions of membership as established in the Standing Rules. The professional services of an active member shall not be controlled nor exploited by any lay agency, personal or corporate, which intervenes between the student and the member.

Section 9. **Obligations of Members:** All members shall support the purposes of the Association, exemplify the professional ethics as set forth in the Code of Ethics adopted by the Association, conform to the Constitution and Standing Rules and statements of policy adopted by the Representative Council, comply with all provisions of the Master Agreement, and comply with any policies or sanctions invoked by a majority vote of the total membership or the Representative Council.

Section 10. **The Initiative:** The right of popular initiative shall be vested in the membership. Initiatory petitions shall be signed by at least ten (10) percent of the active members of the Association. The Representative Council shall, within thirty (30) school days after receiving the petition, conduct a referendum of the measure of the active membership. A majority of the total active membership shall be required for adoption. If adopted, the proposition shall take effect ten (10) calendar days after the election unless otherwise specified in the proposition.

Section 11. **Appellate Referendum:** The membership shall have the right to require a vote by the active membership upon any resolution or Standing Rule passed by the Representative Council. Such requests on financial matters must occur within fifteen (15) days of adoption. Upon presentation of a petition signed by at least twenty (20) percent of the active membership, the Representative Council shall conduct a referendum on the measure within thirty (30) days. A majority of the total active membership shall be required for rescinding the appealed action.

Section 12. **The Recall:** Elected officers or elected Negotiating Team members may be removed from office by two-thirds (2/3) vote of the total active membership upon presentation of a petition signed by at least twenty (20) percent of the active members of the Association. The Representative Council shall conduct an election within thirty (30) school days. If the vote indicates the recall of said official or officials, his/her office shall be deemed vacant immediately. The Elections Committee shall then, within five (5) school days, institute proceedings to conduct a new election for the resulting vacancy or vacancies.

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## **Article II. Officers and Elected Delegates**

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Section 1. **Terms of Office:** The terms of office of all elected or appointed officers shall be from the first day following the close of the school year in which they are elected. The term of office shall be for three (3) years.

Section 2. **Succession to Presidency:** In case of the removal of the president from office, or her/his inability to discharge the powers and duties of said office, the vice president shall become president for the remainder of the unexpired term.

Section 3. **Election of Officers:** The officers shall be elected from the active membership at large according to rules herein established and procedures established by the Elections Committee. The officers shall be elected in an election where the MAJORITY of the total active membership participates. The nominees receiving a majority of the votes cast shall be elected. If there are three (3) or more candidates for any position, and if no candidates receive a majority vote, the membership will vote on the two candidates receiving the highest number of votes on the first ballot and a plurality will decide the outcome.

Section 4. **Oath of Office:** Before they assume office, the officers shall take the following oath or affirmation: *"I do solemnly swear (or affirm) that I will faithfully execute the office of (president, vice president, secretary, treasurer) of the Ann Arbor Education Association, and will, to the best of my ability, preserve, protect and adhere to the Constitution, Standing Rules, and National Education Association Code of Ethics."*

Section 5. **Presidential Appointments:** The president shall appoint, by and with the advice and consent of the Representative Council, members of the Professional Rights and Responsibilities Board, and with the approval of the Executive Committee, all other committee members of the Association whose appointments are not herein otherwise provided and which shall be established. The Representative Council may vest the appointment of such other officers as they think proper in the president alone or in the chairpersons of the committees.

Section 6. **President:**

The president shall:

- A. Present an annual report to the Representative Council.
- B. Keep the Executive Committee, through the Executive Director, fully advised on the financial condition of the Association.
- C. Make recommendations to the Executive Committee and Representative Council regarding the activities of the Association.
- D. Be an ex-officio member of all Association committees except the Nominating Committee and the Elections Committee.
- E. Be a member of the Negotiating Team.
- F. Approve the rules and regulations for administrative committees.
- G. Represent the Association as official spokesperson at public or professional activities or meetings.
- H. Assist in the preparation of the budget.
- I. Be a delegate to the region council and the state and national representative assemblies.
- J. Assist in the preparation of the agenda for the Executive Committee and the Representative Council meetings.
- K. Be a member of the MEA 3C Coordinating Council.
- L. Be an authorized signer of vouchers and checks for the Association.
- M. Work cooperatively with office management staff.

Section 7. **Vice President:**

The vice president shall:

- A. Serve as president pro tempore in the absence of the president and assume all powers and duties associated with the office.

- B. Serve as chairperson of the Executive Committee and Representative Council.
- C. Serve on the citizens school committees as requested by the resident.
- D. Be an ex-officio member on all committees except the Nominating Committee and the Elections Committee.
- E. Be a member of the Negotiating Team.
- F. Assist in the preparation of the budget.
- G. Be a delegate to the region council and state and national representative assemblies.
- H. Prepare the Executive Committee and Representative Council agendas.
- I. Assume other duties and responsibilities as delegated to him/her by the president for the efficient administration of the Association.
- J. Be an authorized signer of vouchers and checks for the Association.
- K. Work cooperatively with office management staff.

Section 8. **Secretary:**

The duties of the secretary shall be to:

- A. Keep the minutes of the business of the Representative Council, the Executive Committee and the annual meeting.
- B. Serve as a voting member of the Executive Committee, the Coordinating Council, and the Representative Council.
- C. Work with the office management and leadership team in the processing of membership records.
- D. Serve as an alternate for the president or vice president to the region council and the state and national representative assemblies.
- E. Assume other duties and responsibilities as delegated to him/her by the president for efficient administration of the Association.
- F. Work cooperatively with office management staff.

Section 9. **Treasurer:**

The duties of the treasurer shall be to:

- A. Serve as a voting member of the Executive Committee and the Representative Council.
- B. Serve as chairperson of the Budget Committee.
- C. Supervise bi-annual audits of the Association with the Budget Committee and report this information to the Executive Committee.
- D. Inspect the quarterly accountant's reports with the Budget Committee and report this information to the Executive Committee.
- E. Review and verify expenses and credit vouchers.
- F. Be a required signer of all checks for the Association, with an alternate from the Budget Committee being authorized in the Treasurer's absence.
- G. Assist in the preparation of the Association's budget.
- H. Serve as an alternate for the president or vice president to the region council and the state and national representative assemblies.
- I. Assume other duties and responsibilities as delegated to him/her by the president for the efficient administration of the Association.
- J. Work cooperatively with office management staff.

Section 10. **Incoming President:**

The incoming president shall, from the date her/his election is certified:

- A. Be a member of the Negotiating Team.
- B. Be a non-voting member of the Representative Council, the Executive Committee and the Coordinating Council.
- C. Be an alternate delegate for the current president to the Michigan Education Association Representative Assembly.
- D. Assist in the preparation of the budget.
- E. Assist the president in representing the Association to the public.
- F. Work cooperatively with office management staff.

Section 11. **Incoming Vice President:**

The incoming vice president shall, from the date his/her election is certified:

- A. Be a member of the Negotiating Team.
- B. Be a non-voting member of the Representative Council, the Executive Committee and the Coordinating Council.
- C. Be an alternate delegate for the current vice president to the Michigan Education Association Representative Assembly.
- D. Assist in the preparation of the budget.

Section 12. **Incoming Secretary:** The incoming secretary shall, from the date his/her election is certified:

- A. Be a non-voting member of the Executive Committee, Representative Council, Coordinating Council, and the Elections Committee.

Section 13. **Incoming Treasurer:** The incoming treasurer shall, from the date his/her election is certified:

- A. Be a non-voting member of the Executive Committee, the Representative Council and the Budget Committee.
- B. Assist in the preparation of the budget.

Section 14. **Administrative Committee:** The president may establish administrative committees or other agencies to carry on the administration of the government of the Association.

Section 15. **Delegates to the MEA and NEA:** Delegates to the Michigan Education Association and the National Education Association shall serve in both positions and be elected by the general membership in March of each year according to the rules established by the MEA and NEA. Their terms of office shall begin on the day after the last day of the school year in which they are elected and shall be for three (3) years. Elected alternates shall also serve in both positions. All delegates shall be members of the Executive Committee and Representative Council.

Section 16. **Coordinating Council Delegates:** Delegates to the MEA 3C Coordinating Council, found under the guidelines of the MEA-NEA Uniserv Program, shall be the president, vice president, secretary, treasurer, the chair of the Minority Affairs Committee, the chairpersons of the Elementary Caucus and Secondary Caucus, and the AAEA+R.

Section 17. **Political Action Committee Delegates:** Delegates to the Coordinating Council Political Action Committee shall be elected by the Representative Council. At least two-thirds (2/3) of the delegates shall be area representatives or alternates.

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**Article III. Staff**

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- Section 1. The Association declares its commitment as an equal opportunity employer.
- Section 2. **Professional Staff:** The Executive Committee may, in conjunction with Coordinating Council within the constraints of the approved budget, offer input to locally employ and enter into agreements establishing conditions of work for such professional staff as are necessary to carry out the programs of the Association. This may include a chief negotiator when authorized by the Representative Council.
- Section 3. **Uniserv Staff:** The Association may use the services of the Uniserv director(s) and secretary(s) provided through the Coordinating Council by the MEA-NEA Uniserv Program.
- Section 4. **Secretarial Staff:** The Executive Committee may, in conjunction with Coordinating Council and within the constraints of the approved budget, offer input to locally employ and enter into agreements establishing conditions of work for such secretarial and clerical assistance as is needed to carry out the programs of the Association.

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**Article IV. Administrative Committees:**

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The following administrative committees are hereby established:

- Section 1. **Public Relations (PR) Committee:**
- A. **Composition:** The PR Committee shall consist of a chairperson and four or more members and those additional members the president deems necessary.
- B. **Duties:**
1. The PR Committee shall seek to develop public understanding of the purposes and programs of the Association. It shall develop procedures by which the Association can work cooperatively with parents, the administration and the public in civic, fraternal and social organizations, and through all available channels of communication.
  2. Plan a program for both internal and external publications of the AAEA and insure distribution of such publications.
- Section 2. **Minority Affairs Committee:**



- A. **Definitions:** The Minority Affairs division is defined as all Asian Pacific Islander, Native American, African American, and Hispanic American AAEA members. The Minority Affairs Committee is that group which helps represent the concerns of the division's members.
- B. **Composition:** The Minority Affairs Committee shall consist of a chairperson and four or more members and additional members as the president and the chairperson deem necessary. Selection for this committee shall be made by the Minority Affairs Division of the AAEA.
- C. **Duties:** The duties of the committee are to improve and extend the educational opportunities of all students through vigorous study and analysis of curriculum, particularly in regard to a multi-ethnic curriculum; to recruit, retain and sustain minority professional staff; and to raise the standards and improve the welfare of the individual minority members of the AAEA.

Section 3. **Negotiations Support Committee:**

- A. **Compositions:** The Negotiations Support Committee shall consist of a chairperson and five or more members as the president deems necessary.
- B. **Duties:** To develop and implement a program of support for the negotiation process as directed by the president.

Section 4. **Term of Office:** All administrative committees shall serve from the time of their selection until June 30<sup>th</sup> of the following year, except as provided elsewhere. However, they shall continue to serve until the selection of a succeeding committee, except as provided elsewhere.

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**Article V. Representative Council:**

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Section 1. **Function:** The Representative Council shall be the legislative and policy-forming body of the Association.

Section 2. **Membership:** The Representative Council shall be constituted as follows:

- A. Regularly elected Association representatives from units as defined by the Council. The ratio of area representatives to teachers within a unit shall be 1:20 or major fraction thereof, except all units will have at least one area representative. Alternates shall be considered members at times when the regularly elected representative is absent.

- B. All elected officers of the Association, including all MEA-NEA delegates and the executive director, shall be ex-officio members. The vice president may only vote in case of a tie. The executive director and president are non-voting members. All others mentioned in this section are voting members.
- C. Special units not specifically defined may petition Council for representation. Action to accept will be determined by a vote of the Representative Council.
- D. All members elected to the Curriculum Council by the Representative Council shall also be non-voting members of the Representative Council and eligible to attend all meetings and caucuses at their grade level.
- E. Not less than sixteen percent (16%) of the total number of members of Representative Council shall be minority teachers. In the event that this percentage is not achieved by regular election, an additional number of positions sufficient to meet the percentage shall be added. Each such representative shall also have an elected alternate which shall be elected in the same manner as the representative. Minority teachers shall be nominated and elected by the minority affairs division to fill these positions. If such an election is necessary, it shall occur not later than the first meeting in October. The percentage of the total number of members on Representative Council shall not be less than the number of minority teachers. Every reasonable effort will be made by the Association to obtain accurate information. A minority teacher is one from one of these groups: Asian Pacific Islander, Native American, African American, and Hispanic American AAEA members.

Section 3. **Qualification of Representatives:** Any dues-paying member of the Association shall be eligible for election to the Representative Council. All elected members shall have equal rights and each shall have one vote, if present and voting.

Section 4. **Terms:** The term of office for area representatives shall be for two years, ending on the date of the Representative Council meeting in October in the second year unless their successor has not yet been elected. Approximately one half (1/2) of the total number of representatives will be elected each year as determined by the Elections Committee.

Section 5. **Duties:** Representatives shall attend all meetings of the Representative Council, participate actively in all council activities, provide the necessary liaison between the members and the Representative Council, advocate for members as necessary, call meetings of building membership to discuss Association business as provided in the Master Agreement, provide an elected alternate if unable to attend meetings, and provide names of prospective committee members to the officers of the Association.

Section 6. **Removal from Office:**

- A. **Impeachment:** The Representative Council shall have the sole power to impeach any of its members. The president shall appoint a special investigating committee composed of five (5) Representative Council members which shall present its findings to the Council. A two-thirds (2/3) vote of the entire Representative Council shall be required to effect removal. Excessive absence may be grounds for impeachment.
- B. **Recall:** Representatives may be removed from office by a two-thirds (2/3) vote of the unit's active membership. Upon presentation of a petition signed by twenty (20) percent of the active members of the representative's unit, the Representative Council shall conduct an election within ten (10) school days after receiving the petition. If the vote indicates the recall of the representative, his/her office shall be deemed vacant immediately. The Elections Committee shall then, within five (5) school days, institute proceedings to conduct a new election.

Section 7. **Vacancies:** Vacancies in the Representative Council shall be filled according to rules and regulations established by the Elections Committee.

Section 8. **Meetings:**

- A. Regular meetings of the Representative Council shall normally take place September through June at a time and place designated to the members at the first meeting of each year. The presiding officer shall submit an agenda in advance to each member.
- B. Special meetings may be called by the Representative Council, the president of the Association, or by a petition signed by no less than five (5) percent of the active membership to consider only those matters referred to in the call.
- C. All meetings of the Representative Council shall be open to the membership unless the Representative Council votes to meet in executive session.

Section 9. **Rules:**

- A. A simple majority of the Representative Council in attendance or a committee shall constitute a quorum.
- B. A simple majority of those elected representatives or their alternates present and voting shall be required to enact a proposal.

- C. A minimum of fifteen (15) area representatives shall be required to call for a roll call vote.
- D. *Robert's Rules of Order, Latest Edition*, shall be the authority in the transaction of business unless such provisions conflict with this Constitution or Standing Rules.
- E. The minutes of each meeting of the Representative Council shall be sent to all area representatives with the agenda for the following meeting.
- F. The vice president shall appoint, and the Representative Council shall confirm, the appointment of a parliamentarian to the Representative Council.
- G. Alternates may vote only in the absence of the regularly elected representative.
- H. The Council shall have the sole authority to endorse candidates and ballot issues on behalf of the Ann Arbor Education Association.

Section 10. **Enactment of Resolutions:**

- A. All actions of the Representative Council shall be by resolutions, submitted in writing and proposed in the form of a motion, limited to those matters which may be done by resolution under this Constitution and Standing Rules and limited to matters which relate to the peace, health, safety, welfare, and other affairs and concerns of the Ann Arbor Education Association.
- B. No substantive resolution, as determined by the parliamentarian, shall be determined upon by the Representative Council at the same meeting at which it is introduced unless the Representative Council declares an immediate action situation and provided two-thirds (2/3) vote of those representatives present and voting will give immediate effect to the resolution. The foregoing shall not apply to procedural motions. The motion shall be placed on the agenda for the next regularly scheduled meeting of the Representative Council.
- C. All resolutions adopted by the Representative Council shall be duly recorded in the official record of the Association and shall be published to the membership before the next meeting.
- D. The president has the power to veto any resolution or section therein within ten (10) days of passage. He/she must present his/her reasons for the veto to the next Representative Council meeting. The Representative Council may override such veto by a vote of two thirds (2/3) of the entire Representative Council at the next regularly scheduled meeting.

Section 11. **Powers:** The Representative Council shall:

- A. Establish such other Representative Council committees as are necessary to provide for the health, peace, safety and general welfare to the Association.
- B. Adopt, amend or repeal, in whole or in part, any existing Association policy or resolution.
- C. Approve the budget.
- D. Determine membership dues and special assessments.
- E. Receive and hold any money or property in trust for the purposes of the Association and shall apply the same to the execution of such trusts and for no other purposes whatsoever.
- F. Have all powers and duties delegated to it by this Constitution and Standing Rules and any other powers necessary to the achievement of the purposes and programs of the Association not specifically delegated to other agents or agencies by this Constitution or Standing Rules.
- G. Have the right, by simple majority, to submit any resolution, proposal or amendment to the general membership for a binding vote. A majority of the general membership shall be required to enact a resolution or proposal or amendment.
- H. Have the right, by a two-thirds (2/3) vote of those present and voting, to veto any action of the Executive Committee.
- I. Have the authority to submit any action or portion of an action of the annual meeting to the general membership for a binding vote. Provided that less than one half (1/2) of the general membership was in attendance at the annual meeting, a majority vote of the general membership shall be required to sustain passage or defeat of the referred action.

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**Article VI. Representative Council Committees and Teams:**

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Section 1. **Establishment:** The Representative Council shall establish committees and teams set forth in this article.

Section 2. **Chairperson:** Each of the committees shall elect a chairperson from within its membership, except as provided elsewhere in these Standing Rules, and such other members as the committee or team deems necessary. The elected chairperson must also be a member of the Representative Council.

Section 3. **Responsibility:** Each of the committees or teams shall be directly responsible to the Executive Committee but may report to and work with

the Association officers when the Executive Committee considers it appropriate. Unless otherwise stated in this article, each committee or team shall report to the Executive Committee.

Section 4. **Membership:** Committee or team members shall be nominated solely by the Executive Committee and shall be appointed from those nominations by the president with the approval of the Executive Committee, except as otherwise provided for in this article. Alternate area representatives may serve on committees where the position is designated for the area representatives. If a vacancy occurs or is anticipated on a committee or team the same procedure used originally to select the members shall be used to fill the vacancy. The process may be completed at one meeting.

Section 5. **Term of Office:** All committees named in this article shall serve from the time of their election for one year unless otherwise provided for in this article, except that they shall continue to serve until the selection of a succeeding committee.

Section 6. **Representative Council Caucuses:**

A. **Membership:** There shall be two caucuses of the Representative Council. They shall be called the Elementary Caucus and the Secondary Caucus and shall be composed of the area representatives or their alternates from that level of instruction and those other area representatives who practice at that level. In addition, other area representatives who do not practice exclusively at one level and who have an interest in one or the other caucuses may also be a full participant in the one that they select. The caucuses shall elect their own chairpersons and vice chairperson and select their own recorder.

B. **Duties:** The caucuses shall be responsible for:

1. Exchanging information on building or departmental practices and programs.
2. Receiving and considering suggestions from members for Association programs and policies and developing motions and position statements to be transmitted to the Representative Council.
3. Assisting the Representative Council and the leadership in gathering data and opinions from the membership.
4. Seeking information for members.
5. Receiving and transmitting concerns at their level of instruction on both employment and educational matters.

Section 7. **Elections Committee:**

- A. **Membership:** This committee shall be composed of six (6) members, selected as provided for in this article, not later than October each year. The committee shall elect a chairperson.
- B. **Duties:**
1. Conduct elections for the Association according to the rules set forth in the Constitution and Standing Rules of the Association.
  2. Report to the Executive Committee prior to and following each Association election to recommend and discuss procedures and to announce election results.
- C. **Rules:**
1. The officers shall be elected in March in coordination with the MEA/NEA elections.
  2. The general membership shall be notified of the officers' election dates at least sixty-five (65) days prior to the election.
  3. Nominations for the officers shall be by petitions signed by no fewer than fifty (50) active members at least twenty (20) days before the elections date set by the Elections Committee.
  4. In the event of the vacating of any elective officer except the presidency during a term, the Elections Committee shall hold another election within thirty (30) school days.
  5. Representatives and alternates to the Representative Council shall be nominated and elected from their units at an open meeting of the membership in that unit chaired by the AAEA representative not later than the third Wednesday in September. Those nominations and the election results shall be reported to the AAEA office not later than the following Monday.
  6. All elections shall be by secret ballot in accordance with established rules and procedures.
  7. Members may nominate themselves or any other member, with the nominee's consent, for any office, subject to the limitations specified in these Standing Rules.
  8. For all elections except those of the officers, nominees may be declared elected by action of the Representative

Council if the number of nominees is equal to the number of vacancies.

9. All elections shall be certified by the chairperson of the Elections Committee before becoming official.
10. The results of all general elections shall be published within ten school days in an Association publication.
11. The chairperson or committee members shall absent themselves from any deliberations or actions regarding elections where he/she is a candidate.

Section 8. **Executive Committee:**

A. **Membership:**

1. The Executive Committee shall be composed of:
  - a) The vice president of the Association who shall be chairperson.
  - b) The president, secretary and treasurer of the Association.
  - c) A delegate elected by the Minority Affairs Committee.
  - d) Four (4) elementary area representatives.
  - e) Three (3) middle school area representatives.
  - f) Three (3) high school area representatives.
  - g) One (1) Student Intervention and Support Services (SISS) area representative.
  - h) All MEA/NEA delegates.
  - i) The PAC Chairperson.
2. Each area representative to the Executive Committee shall be elected in September for a two-year term by the area representatives at his/her level or within their department. Approximately one half (1/2) of the committee shall be elected each year. The executive director shall be a non-voting member.
3. The percentage of the total number of minority representatives on the Executive Committee shall not be less than the number of minority teachers based on the best information available from Association sources. In the event that this percentage is not achieved by regular



election, an additional number of positions sufficient to meet the percentage shall be added. Minority area representatives shall be nominated and elected by the minority affairs area representatives on Representative Council to fill these positions. Such election, should it be necessary, shall occur not later than the Representative Council meeting in October. A minority teacher is one from one of these groups: Asian Pacific Islander, Native American, African American, and Hispanic American.

**B. Meetings:**

1. Regular meetings of the Executive Committee shall take place at least once each month, normally in the week prior to the meeting of the Representative Council, September through June.
2. Special meetings may be called by the vice president or president as needed.

**C. Duties:** The Executive Committee shall:

1. Make proposals for inclusion of items and review proposed actions of the Representative Council to assist it in its business.
2. Annually review the program of the Association, develop recommendations for changes therein and additions thereto, and present these recommendations to the Representative Council and then to the general membership meeting in the spring. The general membership may make amendments as they deem appropriate at this meeting.
3. In addition, report to the Representative Council and the general membership in the spring on the progress made toward achieving the program goals for that year. A preliminary progress report shall be given to the Representative Council in February.
4. Recommend the budget and dues and any amendments thereto to the Representative Council.
5. Approve election rules and may elect delegates by acclamation as provided for elsewhere in these rules.
6. Approve appointments and elect members to committees.
7. Receive and approve, where necessary, reports from committees.

8. Present written reports to the Representative Council as needed.
9. Perform such other tasks as delegated to it by the Representative Council.

Section 9. **Negotiating Team:**

- A. **Membership:** This shall be composed of seven (7) members selected at the November Representative Council meeting each year in the following manner:
1. The president and vice president shall be voting members.
  2. During the years there is an incoming president and/or vice president, they shall be non-voting, ex-officio members from the time of their election to their assumption of office.
  3. The chief negotiator shall be chairperson and spokesperson for the team.
  4. A minority member shall be nominated and elected by the Representative Council. A minority group member is one from one of the four groups: Asian Pacific Islander, Native American, African American, and Hispanic American.
  5. The remaining three (3) members shall be nominated by members of the Association and elected by the Representative Council at large, giving high consideration to having representation on the team as a whole from all levels of instruction.
  6. During years when no full contract negotiations are scheduled, and with the person's consent, previous team member's terms may be extended by a vote of the Representative Council without the nominations procedure described above. Where vacancies still occur, the normal election procedure will be followed to fill the position.
- B. **Duties:** The Negotiating Team shall:
1. Be responsible for conducting negotiations with the Board of Education as provided for under Public Act 379 of 1965 of the State of Michigan.
  2. Be the legally designated representatives of the Association.

3. Report to the Representative Council at each Council meeting during negotiations.

C. **Rules:**

1. This team shall be empowered to solicit recommendations from the membership and consider possible changes which will be negotiated as part of the Master Agreement whenever possible.
2. This team may make changes in those recommendations when they deem it appropriate to do so, but in the event the Representative Council issues a directive to them they must abide by that directive although they may bring it back to the Representative Council or its chosen representative, when it is not in session, for reconsideration.
3. This team may sign a tentative agreement for the Association when they feel it is in acceptable form, but these signatures shall not be binding until a ratification vote is taken by the total bargaining unit.

- D. **Term of Office:** The team shall serve from the time of its selection until a new team is elected.

Section 10. **Budget Committee:**

- A. **Membership:** This committee shall be chaired by the treasurer of the Association and composed of no fewer than three (3) additional members selected as provided for in this article not later than the Executive Committee meeting in October.

B. **Duties:**

1. Assist the officers and staff of the Association in making recommendations concerning the preparation of the budget and the administration of the budget.
2. Assist in the bi-annual auditing procedure.
3. Review and verify expenses, credit vouchers and accountant's reports on a quarterly basis.

Section 11. **Curriculum Council:**

- A. **Membership:** The Association portion of the Curriculum Council shall be composed of ten (10) representatives of the Association, nominated and elected by Representative Council. Representation shall be as follows:

1. Two (2) members elected by elementary area representatives.
2. Two (2) members elected by middle school area representatives.
3. Two (2) members elected by senior high school area representatives.
4. One (1) member elected by Student Intervention and Support Services area representatives.
5. One (1) member nominated and elected by the minority area representatives.
6. An officer of the Association as designated by the president.
7. One (1) member at-large, elected by the Representative Council.
8. One position from each level shall be elected at the Representative Council meeting in April of each year for a two-year term beginning of the following September 1<sup>st</sup>. Newly elected members shall attend May and June meetings of the Curriculum Council.
9. Alternates shall be elected from each position, or one from each level where there are two positions, after the regular delegate election is completed. The term of office for alternates shall be for one year. In the event a regularly elected delegate cannot complete their term, the alternate shall be seated in their place. Alternates shall also represent the Association at meetings of the Council when the regular delegate from their level or position cannot attend.

**B. Duties:**

1. To develop a long-range plan for defining, implementing and evaluating the district's curriculum.
2. To establish short-range objectives for curriculum improvement which are consistent with the long-range plan.
3. To monitor the district's implementation of the plan and recommend changes to the superintendent as needed.
4. To review and make recommendations to the superintendent regarding proposals for curriculum change which impact on two or more schools.

5. To keep the Executive Committee informed concerning its activities by quarterly reports thereto.
6. To assure that Curriculum Council decisions do not violate the Master Agreement or policies of the Ann Arbor Education Association.
7. To meet as a separate association group at least once each year to orient new members.

Section 12. **Nominating Committee:**

- A. **Membership:** This committee shall be composed of six (6) members, nominated and elected by Representative Council not later than the first Representative Council meeting in November. The Representative Council may, by a vote of two thirds (2/3) of those present and voting, decide not to activate this committee in any given year. Members shall serve until the officers' election. Four (4) of these members shall be members of the Representative Council, one (1) area representative from the elementary level, one (1) from the middle school level, one (1) from the senior high school level, and one (1) from an otherwise defined unit. Two (2) additional members shall be from the membership at-large. At least one of six committee members shall be a minority member. The committee shall elect its own chairperson each year.
- B. **Duties:** The committee shall:
  1. Inform the membership of the duties and responsibilities of the office and the procedure for running for office.
  2. Actively search for at least two (2) candidates for each vacant office.
  3. Send a letter of support and encouragement to candidates of offices.
  4. Submit a report to the Representative Council on their activities and the candidates at the February meeting.

Article VII. **Professional Rights and Responsibilities Board:**

Section 1. **Membership:** The Professional Rights and Responsibilities Board (PR & R Board), the judicial body of the Association, shall be composed of eight (8) members appointed by the president with the approval of the Representative Council. These members shall be selected as follows:

- A. Two (2) classroom teachers from the elementary level.
- B. Two (2) classroom teachers from the middle school level.

- C. Two (2) classroom teachers from the high school level.
- D. Two (2) members selected at-large.

The chairperson shall be elected from the board membership by the board members for a one-year term of office. Persons serving on the board may not also serve on any local committee, as a local officer, or as a member of the Representative Council.

Section 2. **Terms:** Members shall hold office for three-year terms unless a change in classification dictates a resignation prior to completion of the term.

Section 3. **Vacating of Office:** In case of death, inability, resignation or absence from office, the powers and duties shall devolve upon the person appointed by the president, with the approval of the Representative Council, with such appointees serving the remainder of the unexpired term or until the disability or absence ceases. The president shall have the power to impeach a board member upon recommendation of an investigating committee appointed by the president from the Representative Council membership. A two-thirds (2/3) vote of the Representative Council shall be required for removal.

Section 4. **Meetings:** The board shall meet at a time and place designated by the chairperson of the board or the president of the Association. The board shall determine which of its meetings requires secrecy to protect the welfare of the Association and the membership.

Section 5. **Procedures:** Five (5) members of the board shall constitute a quorum. Decisions shall be by a majority vote of those present, provided there is a quorum. *Robert's Rules of Order, Newly Revised*, shall be the authority for transaction of business unless such provisions conflict with this Constitution or Standing Rules. The board shall establish an orderly and ethical procedure for the consideration and treatment of the professional problems referred to it with such procedures to be approved and adopted by the Representative Council. The board shall maintain liaison with state and national commissions having similar concerns.

Any member of the board personally involved in the program presented by an individual shall disqualify him/herself from consideration of the problem. All proceedings of the board shall be conducted in a fair and proper manner in regard to individual rights according to due process of law. All decisions and recommendations of the board shall be reported to the Representative Council in October, January, April and June, deleting such information as is necessary to protect the welfare of individuals. The board shall maintain an official journal of all proceedings of the board.

Section 6. **Jurisdiction:** The board shall have jurisdiction over all cases arising from the Association Constitution, Standing Rules, Code of Ethics, Master Agreement, and member-to-member disputes.

Section 7. **Powers:** The judicial power of the Association shall be vested in the board. The board shall have the power to judge and to recommend defense, censure, suspension, or expulsion of any member from the United Profession, subject to the rules of the Michigan Education Association. The board shall have the power to remove, censure or to reinstate a suspended or expelled member. It shall have the power to direct the officers of the Association to process the various steps of the grievance procedure of the Master Agreement until a problem has been resolved to their satisfaction. Nothing in this section shall be construed to deny access to the courts or the appropriate appeal mechanisms of the Michigan Education Association or the National Education Association by an aggrieved member. The board shall mediate disputes of all types between members of the bargaining unit when requested to do so.

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**Article VIII. Amendment of the Standing Rules:**

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Section 1. **Proposals:** Amendment to the Standing Rules may be proposed by the Representative Council or by no fewer than five (5) percent of the membership. Proposed amendments shall be presented to the executive director, in writing, at least one week prior to the Representative Council meeting where they are to be introduced.

Section 2. **Actions:** Within five (5) days after the Representative Council meeting at which amendments are introduced, the president shall notify the members of the Representative Council, in writing, of the proposed amendments. They shall be voted upon at the next regularly scheduled meeting of the Representative Council and shall be adopted by a two-thirds (2/3) vote of the total elected members of the Representative Council. Upon adoption, the amendment(s) shall be given immediate effect unless otherwise stated in the proposition.

(Amended 6/5/23 – Section I.7)