

**ByLaws Of The  
Anchorage Council of Education/AFT  
(ACE)**

ARTICLE I  
EXECUTIVE BOARD

SECTION 1: MEETINGS: The Executive Board shall meet at such times and places as it may determine, or upon the call of the President. Notice of meetings shall be given by the Secretary to all members of the Executive Board at least seven (7) days preceding the day of the meeting unless such notice has been waived. The Executive Board shall meet at least quarterly, to address ACE affairs and issues.

ARTICLE II  
OFFICERS DUTIES

SECTION 1: PRESIDENT:

Length of term: Two (2) years (This position shall be elected in even years)

Election: In accordance with Article VI, ACE Constitution

ADDITIONAL DUTIES: President shall preside over all meetings and special meetings, maintain day-to-day affairs, and performs such other duties that pertain to this office.

The President shall be the delegate to the AFT National Convention and the APEA/AFT biennial caucus.

SECTION 2: 1<sup>ST</sup> VICE PRESIDENT:

Length of term: Two (2) years (This position shall be elected in even years)

Election: In accordance with Article VI, ACE Constitution

ADDITIONAL DUTIES: 1<sup>st</sup> Vice President shall be responsible for the Grievance and Negotiations Committees.

The 1<sup>st</sup> Vice President shall, in the absence or disability of the President and except as specially limited by vote of the Executive Council, perform the duties and exercise the powers of the President

and shall perform such other duties and shall have such powers as prescribed by the Executive Council. The 1<sup>st</sup> Vice-President shall be the alternate delegate to the AFT National Convention and the APEA/AFT biennial caucus..

SECTION 3: 2<sup>ND</sup> VICE PRESIDENT:

Length of term: Two (2) Year (This position shall be elected in odd years)  
Election: In accordance with Article VI, ACE Constitution

ADDITIONAL DUTIES: The 2<sup>nd</sup> Vice President shall be responsible for the Political, Nominations and Legislative Committees.

The 2<sup>nd</sup> Vice President shall be the second alternate delegate to the AFT National Convention and the APEA/AFT biennial caucus.. .

SECTION 5: SECRETARY:

Length of Term: Two (2) years (This position shall be elected in odd years)  
Election: In accordance with Article VI, ACE Constitution

ADDITIONAL DUTIES: The Secretary shall be responsible for the Communications and Membership Committees.

The Secretary shall attend all meetings of the Executive Board and General Membership Meetings and shall keep or cause to be kept a book of minutes of all meetings of the Executive Board and General Membership Meetings, showing the time and place of the meeting, whether it was regular or special, and if special, how authorized, the notice given, the names of those present at the Executive Board, the number of ACE delegates present at conventions, and the proceedings thereof; shall keep or cause to be kept a membership list showing the names of members and their addresses; and shall have such other power and perform such other duties as may be prescribed by the Executive Board or the Constitution.

SECTION 6: TREASURER:

Length of Term: Two (2) years (This position shall be elected in odd years)

Election: In accordance with Article VI, ACE Constitution

ADDITIONAL DUTIES: The Treasurer shall have custody of the funds of ACE/AFT; shall keep full and accurate accounts of receipts and disbursements in books belonging to the Organization; shall deposit all moneys and other valuable effects in the name and to the credit of the ACE/AFT in such depositories as may be designated by the Executive Board; shall disburse ACE/AFT funds as may be ordered by the Executive Board and ACE/AFT approved financial agreements, taking proper vouchers for such disbursements, and shall render to the President and general membership at its regular meetings, or when the Executive Board so requires, an accurate accounting of all transactions as Treasurer and of the financial conditions of the ACE/AFT; and shall perform such other duties as prescribed by the Constitution.

All draws on accounts shall require the signatures of the Treasurer and President or his/her designee(s).

## SECTION 7: DISCIPLINARY PROCEDURES

Elected officers that have three un-excused absences from required/union meetings or are derelict in their duties may be subject to recall or possible disciplinary action.

## ARTICLE III COMMITTEES

SECTION 1: The President shall, subject to approval of the Executive Board, appoint such standing and special committees as the President shall deem necessary.

The President shall be an ex-officio member of all committees, except the Nominating Committee.

Each committee shall transact such business as is delegated to it in the ByLaws and Constitution and such additional business as may be referred to it by the President or the Executive Board. Except where special authority is given by the Executive Board, such committees shall not take action until a report has been made and approved by the Executive Board.

SECTION 2: STANDING COMMITTEES

The standing committees shall function as defined in the ACE Constitution, Article V,

SPECIAL COMMITTEES

The special committees may or may not be active and can be expanded under the direction of the Executive Board.

SECTION 3: NONSTANDING COMMITTEES

MEMBERSHIP COMMITTEE: The Membership Committee shall consist of members in good standing. They shall maintain incoming and outgoing membership. The Chairperson shall be the Secretary.

NEGOTIATING COMMITTEE: The Negotiating Committee shall facilitate communication with the negotiation team and the membership. The Committee shall consist of members in good standing who shall represent the various areas of ACE/AFT Membership. The Chairperson shall be one of these members and shall be appointed by the President. The Negotiating Committee shall be responsible for researching issues prior to and during the course of negotiations.

COMMITTEE ON POLITICAL EDUCATION (COPE): The committee on Political Education shall consist of members in good standing and the 2<sup>nd</sup> Vice President shall be Chairperson or may appoint a Chairperson.

The committee shall function subject to regulations established by Alaska Public Offices Commission (APOC), other regulating bodies having jurisdiction, and/or applicable State and Federal laws.

Functions shall include but not be limited to the following:

1. Educate the membership in political matters relating to ACE.
2. To recommend the endorsement of candidates to external elected office.
3. To instigate and coordinate Lobby efforts with the School Board, Assembly, Legislature, and Executive Branch of Government.

LEGISLATIVE COMMITTEE: The Legislative Committee shall consist of members in good standing. The 2<sup>nd</sup> Vice President shall be Chairperson.

The committee shall monitor Legislative affairs that impact ACE/AFT and will prepare, in conjunction with COPE and APEA/AFT, bills to be introduced to the Legislature.

EDUCATION COMMITTEE: The Education Committee shall consist of members in good standing.

The Committee shall educate members in leadership, grievance processing, membership rights, and other matters related to development and advancement of membership.

The Committee shall develop plans for fund raising activities which provide for scholarships, educational grants, and training for ACE members in good standing.

AWARDS AND RECOGNITION: The Awards and Recognition shall consist of members in good standing.

The Committee shall be responsible for effective administration and promotion of awards and recognition of ACE/AFT members and other persons assisting ACE/AFT.

#### ARTICLE IV CONTRACT NEGOTIATIONS

SECTION 1. NEGOTIATING TEAM: The Negotiating Team shall consist of no more than five (5) members in good standing and shall be elected by members in good standing of ACE.

At least nine (9) months prior to the expiration of a bargaining unit agreement, the President will send notification to the Nominations/Election committee to solicit candidates for the positions of negotiators. Each candidate shall be allowed a one (1) page type written resume to be mailed to the members in good standing.

#### SECTION 2 AUTHORITY OF THE NEGOTIATING TEAM

- A. Prepare and distribute to all bargaining unit members in good standings with input from the Negotiations Committee; a survey requesting input and guidance for any upcoming negotiations.
- B. Modify the contract proposal during negotiations.
- C. Reach tentative agreement on a contract proposal.
- D. After ratification by the membership of a tentative agreement, along with the President, sign such agreement.
- E. Declare impasse and call for a strike vote authorization.

- F. During negotiations, in conjunction with the President, make news releases pertaining to negotiations.
- G. Communicate with the membership concerning contract negotiations.
- H. With the concurrence of the Executive Board, select one or more assistants, who need not be members of ACE to act in a capacity designated by the negotiating team.

SECTION 2. CONTRACT RATIFICATION:

- A. Notification of membership meetings called for the purpose of ratification of negotiation contracts shall be sent to members in good standing at least ten (10) days in advance of such meetings.
- B. Ratification of such contracts shall be by secret ballot and a majority vote at the conclusion of such meetings.
- C. All letters of agreement shall be approved by the current contract's negotiating team. If approved, affected members in good standing shall ratify the letter of agreement.

ARTICLE V  
DUES AND AUDIT

SECTION 1: ACE/AFT shall submit to the State Federation the current dues per member per month as determined by the current membership lists.

SECTION 2: The fiscal year of ACE/AFT shall extend from July 1 to the last day in June in the following year.

SECTION 3: An annual audit of the Treasurer's books shall be made each year by an auditor approved by two-thirds (2/3) of the Executive Board.

SECTION 4: MEMBERSHIP RESIGNATION: Any dues paying member may withdraw from the local during any given month of the fiscal year. Written notification to the local treasurer and District Payroll Office (where applicable) must be received by the first (1<sup>st</sup>) of any given month to effectuate cancellation of membership for the following month. Terms of negotiated contractual agreements shall supersede the terms of this section.

SECTION 5: SPECIAL ASSESSMENTS: Special assessments may be levied only upon recommendation of the Executive Board and approval by the membership at a meeting by majority vote.

## ARTICLE VI AMENDMENTS

SECTION 1: PROPOSALS: Amendments to these ByLaws may be proposed in any one of the following ways:

- A. Upon petition of ten (10) percent of the members in good standing..
- B. By majority vote of the Executive Board.
- C. By a majority vote at any regular meeting.

SECTION 2: PROCEDURE: These ByLaws may be amended in one of the following ways, provided copies of the amendment have been mailed to all members in good standing of the ACE/AFT at least 15 days prior to the deadline for casting the vote.

- A. At any meeting of the general membership by a two-thirds (2/3) vote of the members present.
- B. By a two-thirds (2/3) affirmative vote returned by mail in ballots.

## ARTICLE VII RIGHTS OF MEMBERS IN GOOD STANDING

SECTION 1: Members in good standing shall be entitled to vote on all matters coming before the ACE/AFT.

SECTION 2: Members in good standing shall be entitled to hold office and serve on committees.

SECTION 4: Official publications of the ACE/AFT shall be sent without charge to members in good standing.

The effective date of new ByLaws shall be thirty (30) days after acceptance by the membership.

- A. At any meeting of the general membership by a two thirds (2/3) vote of the members present.

B. By a two-thirds (2/3) affirmative vote returned by mail in ballots.