

JUNEAU EDUCATION ASSOCIATION



# **POLICY MANUAL**

*2016*

**JEA POLICY MANUAL**

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## **AMENDMENTS TO JEA BY LAWS**

### Proposal of Amendments

Amendments to the JEA ByLaws shall be proposed by a simple majority of those voting at any regular meeting of the Representative Assembly.

### Ratification of Amendments

Amendments to the JEA By Laws shall be ratified by a two-thirds majority of the General Membership provided that said amendments were proposed no later than the preceding regular meeting of the Representative Assembly and that copies of the proposed amendments were made available to the General Membership for at least fourteen days.

## **ASSOCIATION LEAVE**

**Under ordinary circumstances, Association Leave may only be granted for actual attendance time at Association activities and the necessary travel time.**

## **AT-LARGE REPRESENTATIVES**

- A. The members-at-large shall be apportioned as follows: two (2) representing the elementary schools (not in the same building), one (1) Alternative / District Wide program, (1) Special Education program, two (2) middle school (one from each building), two (2) High School (not in the same building)
- B. Duties
  - a. Attend all Representative Assembly and Executive Board Meetings
  - b. Chairs meetings and do other assigned duties at the request of the President.
  - c. Are responsible for Representative meeting preparations. (Setting up room, providing refreshments, getting prizes, attendance cards, reminder notices).
  - d. Are all members of the Social Committee.

## **AUTHORITY**

### A. State and National Affiliation

The Association shall comply with all affiliation requirements of NEA-Alaska and the National Education Association. Any part of this document found to be in conflict with the

Constitution or Bylaws of either NEA-Alaska or the National Education Association shall be declared null and void.

**B. Parliamentary Procedure**

Robert's Rules of Order, Newly Revised, shall be the authority governing all matters of procedure not otherwise provided in this document.

## **BENEVOLENCE**

**The JEA President or designated JEA member is authorized to send cards or flowers in the event of a death or serious illness of an active or retired JEA member.**

## **BOARD PRESIDENT'S JOB DESCRIPTION**

- A. Presides over the meetings of the Representative Assembly and Executive Board, and set up the agendas prior to the meetings.
- B. Appoints committee chairpersons, special committees, and a communications director.
- C. Represents the Association before the public.
- D. Shares the responsibility for attendance at all school Board meetings with the Vice President.
- E. Votes only in the case of a tie.
- F. Is an ex-officio member on all committees.
- G. Must be a tenured teacher who possesses a valid Alaska teacher certificate.
- H. Is subject to re-election to three consecutive one-year terms.

## **BOARD SECRETARY'S JOB DESCRIPTION**

- A. Records minutes of Representative and Executive Board meetings each month.
- B. Distributes said minutes back to members of each group within one week of each meeting.
- C. Maintains archive of JEA minutes and correspondence.
- D. Maintains a written compilation of policies established by the association.
- E. Uses a computer to accomplish duties.
- F. Has sign-in sheets ready.

## **BOARD TREASURER'S JOB DESCRIPTION**

- A. Keeps the financial books of the association.
- B. Advises the President of the status of the current budget.
- C. Recommends budget transfers to President.
- D. Prepares books for annual independent audit.
- E. Prepares checks and signs/co-signs with President.
- F. Reports to Board on budget status.
- G. Attends all Executive Board Meetings and Representative Meetings.
- H. Reviews membership counts and reconciliations as per NEA-Alaska Dues Transmittal Agreement.

## **BOARD VICE PRESIDENT/MEMBERSHIP'S JOB DESCRIPTION**

- A. Attends all meetings of the Association. (Executive Board & Representative Assembly)
- B. Helps President organize and prepare for Representative Assembly.
- C. Responsible for getting out all election materials to members (notices, absentee (if needed) ballots, etc.) and supervises elections.
- D. Responsible for attending School Board meetings or other events if the President cannot attend. Also chairs meetings and does other assigned duties at the request of the President.
- E. Advises the President on parliamentary procedure.
- F. Serves as an ex-officio member on all committees.
- G. Must be a tenured teacher who possesses a valid Alaska teacher certificate.
- H. Explains benefits of membership to new hires.
- I. Prepares New Member Packets annually.
- J. Maintains contacts with each building for membership updates and chair the Membership Committee.

## **CHAIRS**

- A. The Communications Chair:
  - a. Chairs Communications Committee meetings.
  - b. Appoints the JEA webmaster.
  - c. Facilitates the regular publication of a JEA newsletter.

- d. Facilitates the planning and implementation of a public relations program.
  - e. Attends all Representative Assembly and Executive Board Meetings.
  - f. Does other assigned duties at the request of the President.
- B. The Educational Excellence Chair:
- a. Chairs Educational Excellence Committee meetings
  - b. Chairs or appoints the chair of the JEA Scholarship Fund Subcommittee.
  - c. Chairs or appoints the chair of the Read Across America Planning Subcommittee.
  - d. Chairs or appoints the chair of the Instruction and Professional Development Subcommittee.
  - e. Appoints JEA representatives to District curriculum and instructional committees, including the Calendar Committee.
  - f. Attends all Representative and Executive Board Meetings
  - g. Does other assigned duties at the request of the President.
- C. The Health Chair:
- a. Chairs Health Committee meetings.
  - b. Serves on the Sick Leave Bank Committee, along with the President, Vice President, and Rights Chair.
  - c. Facilitates surveying member health insurance needs, and researching health insurance options.
  - d. Serves as JEA's primary contact with the Public Education Health Trust.
  - e. Attends all Representative and Executive Board Meetings.
  - f. Does other assigned duties at the request of the President.
- D. The PACE Chair:
- a. Chairs PACE Committee meetings
  - b. Coordinates the surveying and publishing of candidate's positions on educational issues and makes a recommendation whether or not to initiate an endorsement process for candidates in local elections.
  - c. Facilitates the campaigning for or against non-candidate ballot issues impacting education.
  - d. Informs members of the status of proposed key educational legislative issues.
  - e. Facilitates the drafting and proposal of political resolutions before the Representative Assembly.
  - f. Ensures that any necessary paperwork is filed with the Alaska Political Offices Commission to ensure good standing for political endorsements or campaign activity.
  - g. Annually applies for Political Action Committee for Education contribution from NEA-Alaska.
  - h. Attends all Representative Assembly and Executive Board Meetings
  - i. Does other assigned duties at the request of the President.

E. The Rights Chair:

- a. Chairs Rights Committee meetings.
- b. Coordinates with NEA-Alaska and other members of the Rights Committee the evaluation and further processing of grievances and complaints of contract and agreement violations.
- c. Coordinates training workshops that educate members about the grievance process.
- d. Facilitates Association representation in Plan of Improvement meetings.
- e. Serves on the Sick Leave Bank Committee, along with the President, Vice President, and Health Chair.
- f. Attends all Representative and Executive Board Meetings.
- g. Does other assigned duties at the request of the President

## COMMITTEES

Standing Committees -- There shall be the following standing committees assigned the specific functions outlined below: Rights, PACE, Educational Excellence, Social, Health, Negotiations, Communications, and Membership.

A. Rights Committee:

The Rights Committee shall provide for training workshops, receive, evaluate, and further process complaints of contract and agreement violations, and educate members about the grievance process.

B. PACE Committee:

The PACE Committee shall be responsible for surveying and publishing candidates' positions on educational issues. The PACE Committee shall be responsible for taking positions on and actively working for or against ballot issues impacting education. The PACE committee may choose to endorse and actively support candidates in local elections.

C. Social Committee:

The Social Committee shall make arrangements for any social event deemed necessary by the Executive Board. The Members At Large are members of this committee as well as any other interested members in good standing.

D. Educational Excellence Development Committee:

The Educational Excellence Committee shall be tasked with the following activities as deemed needed by the Representative Assembly: Read Across America, JEA Scholarship Fund fundraising and distribution, Instruction and Professional Development, mentoring



programs, and other programs that improve education in Juneau. The Instruction and Professional Development Subcommittee shall survey the membership to learn what teachers want in terms of curriculum development, inservice opportunities and presentations, and other professional endeavors. They shall work with the appropriate administrative personnel to implement these Association priorities. The Scholarship Committee shall plan and provide for the raising of funds for scholarships, provide applications for the fund, and choose recipients.

E. Health Committee:

The Health Committee shall survey member health insurance needs, research health insurance options, provide a conduit of information between JEA and the Public Education Health Trust, make recommendations for changes in service, and, in cooperation with the President, administer the Sick Leave Bank.

F. Communications Committee:

The Communications Committee shall be responsible for publication of the regular newsletter, shall plan and implement a public relations program, and perform other duties as delegated by the President.

G. Negotiations Committee

- a. The Committee shall consist of at least one representative from each building, plus the President and the Vice President
- b. The Negotiations Team will consist of from three (3) to seven (7) members selected from the committee.
- c. The Team shall be elected by the Representative Assembly based on a recommendation from the chairperson of the Negotiations Committee.
- d. The Negotiations Committee shall:
  - i. Conduct membership surveys;
  - ii. Prepare proposals based on survey results;
  - iii. Make all final decisions on items to be negotiated.
- e. The Negotiations Team shall:
  - i. Present all proposals to the School Board;
  - ii. Have the authority to reach a tentative agreement with the District;
  - iii. Report to the Association membership upon reaching a tentative agreement.

H. Membership Committee

The Membership Committee shall explain benefits of membership to new hires, plans annual New Hire Tea or similar event, prepare New Member Packets annually, maintain contacts with each building for membership updates, review membership counts and locations semiannually, and facilitate Hudson Packet administration.

## COMMUNICATIONS

- A. JEA will maintain an email system for internal and external Association Communication.
  - a. Officers, Board Members, Committee Chairs are encouraged to use the JEA system for JEA business.
  - b. The JSD email system should be used to make general announcements or make contact with members who may not be monitoring other email.
  - c. JEA members need to be aware that JSD email can be monitored, and that partisan political discussion is prohibited on any public agency email system.

## COMPUTER BUY-BACK

Juneau Education Association will allow Executive Board Members to purchase the computer originally purchased by JEA for his/her position's association business using a formula of 25% depreciation per year based on the purchase price.

## CONFERENCE PARTICIPANT/COMMITTEE APPOINTMENT SELECTION CRITERIA

- A. The JEA President or Communications Chair shall email information on conference opportunities to all members.
- B. The JEA President shall consider the following when making appointments and selecting conference participants.
  - a. If the conference offers basic training, or the activity focuses on general issues, priority should be to identify potential leaders.
  - b. If the conference or activity calls for special interests or skills, appointment should consider persons with:
    - i. Expertise in the relevant area;
    - ii. Interest;
    - iii. And specific potential.
  - c. In some cases, appointments will be determined by role in the Association.
  - d. In general, appointments should be used to cultivate new leadership and/or to develop or capitalize on specific expertise.

- e. Other factors to be considered include: ethnic minority (at least the same percentage of ethnic minority membership of JEA); gender; grade level/job location.
- C. The President shall notify the appointees of their selection and responsibilities.
- D. Conference participants shall:
  - a. Attend all conference sessions unless specifically excused by the President.
  - b. Submit all vouchers to the JEA Treasurer within thirty (30) days.
  - c. Prepare a written summary or evaluation of the conference either individually or collectively to the JEA Communications Chair.

## **CONFLICT OF INTEREST**

No elected officer of the Association nor staff member shall have any undisclosed financial relationship with any form of direct or indirect special service available to or rendered to members of the Association.

## **DELEGATE ASSEMBLY (NEA-ALASKA)**

1. The President and Vice President shall be delegates to State Delegate Assembly.
2. All other delegates to the State Delegate Assembly shall be elected at a general election on the first Monday in November.
3. All nominees for State Delegate shall have served in some other capacity to JEA.
4. The delegates will serve two year staggered terms. One half of the delegation will be elected in even numbered years and one half in odd numbered years.
5. Delegates should meet in December to be charged by JEA of their duties at Delegate Assembly and given instructions on procedures to follow. The delegates shall prepare a written report of Delegate Assembly to be presented at the next regularly scheduled Representative Assembly meeting.
6. Delegates shall attend all floor meetings, assigned committee meetings, and Southeast Caucus of Delegates Assembly. Nonperformance of duties at DA shall result in:
  - i. Repayment of all expenses, including leave day, to JEA and NEA-Alaska incurred by the delegate.
  - ii. Removal from office.
7. For the purposes of filling vacancies, alternates hold only one-year terms

## **DUES**

Association dues will be set by the Representative Assembly.

## **ELECTIONS**

### **A. Officers**

- a. The President shall annually appoint a Nominating Committee which shall be charged with the responsibility of securing candidates for pending vacancies in such a manner as will ensure compliance with sections of this article. Any active members shall have the right to make nominations or to be nominated. The Nominating Committee shall report all nominations to the Assembly at the February meeting. Members of the Assembly may nominate other candidates from the floor. The list of nominations shall be distributed to all members at least seven days before the election is to take place.
- b. On the first Monday in April, members of the Association shall vote for the officers and members-at-large by secret ballot. The ballots will be available on-line OR distributed and collected by the Faculty Representatives in each of their respective buildings. Any member not able to vote on election day shall be afforded an opportunity to vote by absentee ballot. All absentee ballots must be obtained from and delivered to the appropriate Faculty Representative prior to election day. The Representative Assembly shall count the ballots and report the results to the President at the April meeting.
- c. New Board members shall assume office at the beginning of the membership year unless the election is to fill a vacancy, in which case the elected Board member shall assume the office immediately.
- d. If a vacancy occurs in the office of President, the Vice President shall immediately assume the duties of President. A vacancy occurring in any other office shall be filled by appointment of the President until a new Board member is elected. The special election shall occur within 60 days of the vacancy. After a period of at least two weeks for open nominations, a secret ballot election by the general membership shall be conducted to fill the vacancy.
- e. Election for newly created Executive Board positions will occur in September.

### **B. Representatives**

- a. Any active member shall have the right to make nominations or to be nominated.
- b. Elections shall be by secret ballot and shall require a majority of all votes cast.

- c. The list of nominations shall be distributed to all members at least seven days before the election is to take place.
- d. Any members not able to vote on election day shall be afforded an opportunity to vote by absentee ballot. All absentee ballots must be obtained from and delivered to the appropriate Representative prior to Election Day. The election of representatives will take place in September and elected representatives will assume office immediately.
- e. A list of the newly elected representatives will be reported at the next Representative Assembly.
- f. Representatives may be removed from office by a majority vote of members of their building.
- g. After two consecutive unexcused absences of a representative, the President shall declare the seat vacant and call for a faculty election to fill the vacancy.

## **EXECUTIVE AUTHORITY**

- A. The executive body of the Association shall be the Executive Board.
- B. The Executive Board shall consist of the officers of the Association and members elected at large.
- C. The officers of the Association shall consist of the President, Vice President, (immediate) Past-President, the Secretary, the Treasurer, Rights Chair, Health Chair, Educational Excellence Chair, PACE Chair, and Communications Chair.
- D. The terms of office for Vice President, President, and Past-President, shall be one (1) year each, beginning on July 1st. The Secretary, Health Chair, Educational Excellence Chair, one of the High School Reps, Alternative/District Wide program, one of the Middle School Reps, and one of the Elementary Reps shall be elected on even numbered years for a two (2) year term. The Treasurer, Rights Chair, PACE Chair, Communications Chair, and the other Elementary Rep., Middle School and High School reps and Special Education program rep. shall be elected on odd numbered years for a two (2) year term.
- E. The members-at-large shall be apportioned as follows: two (2) representing the elementary schools (not in the same building), one (1) Alternative / District Wide program, (1) Special Education program, two (2) middle school (one from each building), two (2) High School (not in the same building).

## **IMPEACHMENT**

Executive Board members of the Association may be impeached for violation of the Code of Ethics of the Education Profession or for non performance of duties, including chronic unexcused absences as defined in policy.

- A. Impeachment proceedings against an Executive Board member shall be initiated in written petition submitted to the Representative Assembly by a majority of the executive board.
- B. If, after a due process hearing, a two-thirds vote of the Representative Assembly shall sustain the charge, the office shall become vacant.

## **LEGISLATIVE AUTHORITY**

- A. The legislative and policy forming body shall be the Representative Assembly.
- B. The Representative Assembly shall consist of the Faculty Representatives and members of the Executive Board.
- C. Members of the Executive Board shall be voting members of the Representative Assembly.
- D. Any member of the Association who is not a member of the Representative Assembly may attend its meetings, may receive permission to speak, but shall not vote.

## **MEETING SCHEDULE**

### **A. The Executive Board**

- 1. The Executive Board shall establish a regular meeting schedule at its first Fall meeting.
- 2. The Executive Board shall meet at least monthly during the school year.
- 3. Special meetings may be called by the President.

### **B. General Membership**

- 1. There shall be at least two meetings of the General Membership each year.
- 2. Such meetings shall be scheduled by the Association President.
- 3. The regular Spring meeting of the Membership shall be designated the annual meeting.
- 4. Special meetings may be called by the President, by the Executive Board, or by the petition of at least 25% of the Membership.

### **C. Representative Council**

- 1. The Representative Assembly shall establish a regular meeting schedule at its first fall meeting.

2. The President or his/her designee shall prepare a tentative agenda for each meeting and shall circulate it to all members of the Assembly at least one week prior to the meeting.
3. Special meetings of the Representative Assembly may be held at the call of the President or upon written request to the Executive Board from five faculty representatives. Business to come before the special meetings must be stated in the call, which shall be sent in writing to each representative. Business shall be confined to those items on the agenda.

## **MEMBERSHIP**

- A. Active membership in this Association shall be open to all certificated personnel employed as such by the City and Borough of Juneau School District.
- B. Active membership shall be continuous until the member leaves the school system, resigns from the Association, or fails to pay membership dues.
- C. Active members of the Association shall automatically also be members of NEA-Alaska and the National Education Association.
- D. The association shall not deny membership to individuals on the basis of race, creed, sex, or national origin.
- E. The membership year shall be September 1 to August 31.
- F. Active members shall adhere to the Code of Ethics of the Education Profession (found in the PTPC Handbook).
- G. Active members shall support the stated purposes and objectives of the Association.

## **PER DIEM**

Per diem shall be paid out at \$60 for each night of attendance at Fall/Spring NEA-Alaska Conferences and Delegate Assembly.

## **POLICY CHANGES BY THE BOARD OF DIRECTORS**

The Executive Board will create, and update as needed a policy manual. The Representative Assembly can bring topics for policy to the Executive Board by way of a majority vote during a Rep Assembly meeting.

## **POLICY MANUAL REVISION**

It shall be the responsibility of the President to revise and update this policy manual pursuant to Representative Council and Board of Directors' actions and to have the revised manual ready for adoption at the May meeting of the Board of Directors.

## **POLITICAL ACTIVITY**

JEA officers, PACE Committee members, and staff shall not use their official position to enhance the candidacy of an opponent of an JEA endorsed candidate. It is not the intent of this motion to disenfranchise any member's or staff member's right to be active within his/her political party.

## **QUORUM**

1. Majority Present: A majority of their members shall be a quorum for the Representative Assembly, the Executive Board, General Membership, all committees and delegations, and other voting groups of the Association.
2. Majority Voting: Unless otherwise stated, a simple majority of those voting shall be required for affirmation of any item.

## **REPRESENTATIVES' DUTIES**

1. To attend all Representative Assembly meetings and to accurately report all building concerns.
2. To keep an ongoing file documenting all major building concerns.
3. To conduct building meetings after each Representative Assembly meeting and at other times as needed.
4. To attend training workshops.
5. To be responsible for recruiting membership in the building.
6. To be members on the Rights Committee and to serve as the building advocate.
7. To distribute and post communications.
8. To call or email the secretary if unable to attend meetings.



## **REPRESENTATIVE COUNCIL MEETINGS**

- A. The Representative Assembly shall establish a regular meeting schedule at its first fall meeting.
- B. The President or his/her designee shall prepare a tentative agenda for each meeting and shall circulate it to all members of the Assembly at least one week prior to the meeting.
- C. Special meetings of the Representative Assembly may be held at the call of the President or upon written request to the Executive Board from five faculty representatives. Business to come before the special meetings must be stated in the call, which shall be sent in writing to each representative. Business shall be confined to those items on the agenda.

## **REPRESENTATIVE ASSEMBLY**

- A. Faculty members of the City and Borough of Juneau School District who are members in good standing of this Association shall elect for a term of two (2) years, one (1) faculty representative to the Representative Assembly for each fifteen (15) members or a major fraction thereof in a given building. Members of the Executive Board shall not be considered Representatives from their assigned building. For the purposes of this document, district-wide and Special Education personnel shall be considered a building. Each building shall be represented by at least one person.
- B. Duties
  - 1. To establish policy and give direction to the Executive Board. The Executive Board will develop policy language. The policies or policy changes will be read at two successive Representative Assembly meetings. Policies or policy changes will be presented for ratification after the second reading. A majority vote of the Representative Assembly Members present is required for ratification.
  - 2. Approve the annual budget and authorize expenditures. c) Discuss and act on membership concerns.
  - 3. Act on committee reports.
  - 4. Instruct delegates before Delegate Assembly.
  - 5. Set the dues for the Association.
  - 6. Powers not delegated to the Executive Board, the officers, or other groups in the Association shall be vested in the Representative Assembly.

## **RATIFICATION OF AGREEMENTS**

The General Membership who are members of the bargaining unit shall ratify all negotiated agreements at a general membership meeting. The proposed negotiated agreement shall be made available for study to all members at least 7 days before the ratification vote is to take place. Any member not able to vote on ratification day shall be afforded an opportunity to vote by absentee ballot. All absentee ballots must be obtained from and delivered to the JEA President prior to election day. A majority of those voting shall be required for ratification.

## **STIPENDS**

The following Executive Board positions will receive annual stipends. President, Vice President, Secretary, Treasurer, and Rights Chair will receive half at the last December meeting and half at the last May meeting. Annual stipends are contingent on at least 80% attendance and doing all assigned duties.

### Annual Stipends

President-\$3,000 (plus \$400 for phone expenses), Vice President-\$1,750, Secretary-\$1,000, Treasurer-\$2,400, Rights Chair-\$2400 (plus \$400 for phone expenses), Chairs-\$500, At-Large Representatives-\$250, Past President-\$250, NEA-AK Region I Rep-\$250 plus half of the hotel room.

### Meeting Stipends

Building Representatives shall receive a \$20 stipend for holding a building meeting for the purpose of gathering and dissemination JEA information. A sign-in sheet must be submitted in order to receive the stipend.