



# ACE CONSTITUTION

Anchorage Council of Education, Local 4425, APEA/AFT

*As Ratified March 2015*

**Constitution Of The  
Anchorage Council of Education Local 4425 APEA/AFT  
(ACE)**

Article I  
NAME

The name of this organization shall be the Anchorage Council of Education, American, Federation of Teachers, Local no. 4425, APEA/AFT, AFL-CIO further referred to as ACE. Any conflict with this document of the Anchorage Council of Education shall be resolved in favor of the Constitution of the Alaska Public Employees Association/AFT.

ARTICLE II  
OBJECTIVES

The objectives of the Anchorage Council of Education shall be to:

- FIRST Represent ACE members and bargain collectively for job security, salary, benefits, and working conditions.
- SECOND Improve standards for teachers, educational workers, and other workers, by promoting better preparation, encouraging relevant in-service training, and securing the working conditions essential to the best performance of professional service.
- THIRD Promote such a democratization of the schools as will enable them better to equip their pupils to take their places in the industrial, social, and political life of the community.
- FOURTH Aid members of ACE in securing favorable local, state, and national legislation and whenever practicable support such legislation which will improve the quality of education and operations of the Anchorage School District.
- FIFTH Further the aims and promote cooperation with the American Federation of Teachers, APEA/AFT, and AFL-CIO.
- SIXTH Fight all forms of bias due to race, creed, sex, social, political or economic status, or national origin.

ARTICLE III  
MEMBERSHIP

SECTION 1. Membership Eligibility - Membership to ACE shall be open to all Anchorage School District non-certificated employees and certificated employees below the level of Director.

SECTION 2. Membership Requirement - Membership in the Local shall be voluntary unless otherwise specified by negotiated contractual agreement(s).

SECTION 3. Classes of Membership- There shall be two classes of members: Member in Good Standing and Agency Fee Payer.

(A) A Member in Good Standing is a member who signed affiliation cards with ACE/AFT and is current on all monthly dues and other local assessments.

(B) An Agency Fee Payer is an employee who chooses not to be a member of ACE/AFT, who does not object to the use of his or her service fees for purposes related to the collective bargaining, contract administration and grievance administration. An Agency Fee Payer is not entitled to the rights and responsibilities as member in good standing, including the right to vote on contracts and on ACE issues.

SECTION 4. Non Discrimination - No discrimination shall ever be shown toward individual members or applicants for membership.

SECTION 5. Rights of Members in Good Standing -

(A) Members in good standing shall be entitled to vote on all matters coming before the ACE/AFT.

(B) Members in good standing shall be entitled to hold office and serve on committees.

(C) Official publications of the ACE/AFT shall be sent without charge to members in good standing.

#### ARTICLE IV OFFICERS

SECTION 1. The elected officers of ACE shall be a President, a First Vice President, a Second Vice President, a Secretary and a Treasurer and two (2) Members at Large.

SECTION 2. Eligibility - To be eligible for nomination to any office, a candidate must be a member in good standing of ACE.

SECTION 3: 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.

SECTION 4. President - The President shall be responsible for all administrative duties of ACE and see that all directives and recommendations of the Executive Board are carried into effect. The President shall serve as chairperson of the Executive Board and as an *ex-officio* member of all committees except the Nominating Committee.

President shall preside over all meetings, maintain day-to-day affairs, and perform 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.

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

SECTION 5. First Vice President - The First Vice President shall be responsible for 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 First Vice President shall assume the office of President, in the event of a vacancy, for the remainder of the term. The 1<sup>st</sup> Vice-President shall be the second delegate /alternate delegate to the AFT National Convention and the APEA/AFT biennial caucus.

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

SECTION 6. Second Vice President - Second Vice President shall be responsible for Political, Legislative, Elections and Nominations Committees. The 2<sup>nd</sup> Vice President shall be the third delegate/alternate delegate to the AFT National Convention and the APEA/AFT biennial caucus.

Length of term: Two (2) Years. (This position shall be elected in odd years.)

SECTION 7. Secretary - The Secretary shall be the custodian of the official seal and charter of the local, and shall give notice of meetings and record all minutes of Executive Board and general membership meetings. 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. The Secretary shall be responsible for Communications and Membership Committees. The Secretary shall be the fourth delegate/alternate delegate to the AFT National Convention and the APEA/AFT biennial caucus.

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

SECTION 8. Treasurer - The Treasurer shall be responsible for the financial affairs of ACE and shall forward all per capita dues, fees and current memberships to the Alaska Public Employees Association/AFT to keep ACE in good standing at all times. 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. The Treasurer shall be the fifth delegate/alternate delegate to the AFT National Convention and the APEA/AFT biennial caucus.

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

SECTION 9. Member at Large (Seat 1) - The Member at Large shall serve on the Communication, Negotiations and Elections Committees.

Length of Term: Two (2) years. (One seat shall be in odd years.)

SECTION 10. Member at Large (Seat 2) - The Member at Large shall serve on the COPE and Legislative Committee.

Length of Term: Two (2) years. (One seat shall be in even years.)

## ARTICLE V 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 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 - There shall be the following standing committees. Committee membership may be expanded as the need arises with approval of the Executive Board. Standing committees serve at the pleasure of the President and the Executive Board. Such committees are:

(A) Nominating -The Nominating Committee shall consist of the Second Vice President and at least two other members in good standing approved by the Executive Board. The Chairperson shall be the

Second Vice President. The Committee shall encourage qualified members for elective office.

- (B) Communications - The Communications Committee shall prepare and/or assist in the preparation of ACE communications.

### SECTION 3. Special Committees

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

### SECTION 4: Non-standing Committees

- (A) Elections Committee: The Election Committee shall facilitate all ACE elections and ensure all elections are held in accordance with the ACE Constitution and all applicable Federal and State Laws.

- (B) 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.

- (C) 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.

- (D) 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.

## ARTICLE VI ELECTIONS

- SECTION 1. Notice shall be provided to each member, at least 15 days prior to the annual April general membership meeting, that nominations for officers are open and will be taken until the close of the April meeting.
- SECTION 2. Voting shall be by secret ballot. Each member in good standing shall be mailed voting instructions to the most recent address provided to ACE, within 15 days following the nomination meeting. The ballots shall be cast no later than 15 days from the date originally sent to the members.
- SECTION 3. All election procedures that are not referenced herein shall be in compliance with the current U.S. Department of Labor Standards.
- SECTION 4. The candidate receiving a plurality of the votes cast shall be declared elected.
- SECTION 5. Officers shall be installed at a general membership meeting in May.
- SECTION 6. Vacancies, with the exception of President, shall be filled by the Executive Board until an election is held as described above.

## ARTICLE VII EXECUTIVE BOARD

- SECTION 1. How Constituted - The Executive Board shall be the administrative body of the Anchorage Council of Education, and shall consist of the President, First Vice-President, Second Vice-President, Secretary, Treasurer and two Members at Large. The outgoing president may serve as an ex-officio non-voting member of the Executive Board.
- SECTION 2. The President shall serve as chairperson of the Executive Board and has the right to vote on all issues
- SECTION 3. The Executive Board shall have the authority to assign additional duties and areas of responsibility for officers and members that are not inconsistent with this Constitution.
- SECTION 4. The Executive Board shall have the power to interpret and enforce this Constitution.

SECTION 5. The Executive Board shall appoint such committees as it deems necessary, not inconsistent with this Constitution.

SECTION 6. The Executive Board shall meet at least quarterly, to address ACE affairs and issues.

SECTION 7. The Executive Board shall have the power to carry on all the business/financial affairs of ACE, to the extent allowed by this Constitution, applicable affiliation agreements, laws and statutes.

SECTION 8: 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.

#### ARTICLE VIII MEETINGS

SECTION 1. General Membership meetings of ACE shall be held not less than three times a year. One such meeting shall be held in April of each year. General membership meetings may be cancelled and rescheduled by the Executive Board.

SECTION 2. Special Meetings of the ACE membership may be called at any time by the Executive Board. At least twenty-four hours' notice shall be given the membership for any special meeting.

SECTION 3 Upon petition of 10 percent of the members in good standing, the Executive Board shall call a special meeting.

#### ARTICLE IX FINANCE

SECTION 1. Local Dues - Local dues shall be established by a majority vote of the members present at any general membership meeting, provided that notice of contemplated dues increase has been sent 15 days prior to the meeting.

SECTION 2. Pass-through provision - ACE shall increase the dues to equal any increase in per capita payments that are required to be made to our affiliates.

SECTION 3. The Fiscal Year shall be from July 1 each year through June 30 of the succeeding year.

#### ARTICLE X 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.

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

#### ARTICLE XI RULES OF ORDER

The rules contained in *Roberts Rules of Order – Revised* shall govern ACE in all cases to which they are applicable in which they are not inconsistent with rules regularly adopted by ACE.

#### ARTICLE XII EMPLOYEE REPRESENTATIVES

SECTION 1. Employee Representatives shall be a member in good standing and appointed by the Executive Board.

SECTION 2. Duties:

- (A) Shall represent all employees in the collective bargaining unit at Investigatory meetings, evaluations and other meetings as may be necessary to resolve member issues.
- (B) Shall assist the 1<sup>st</sup> Vice President and APEA/AFT staff in preparing for grievances.
- (C) Shall attend Employee Representative meetings and trainings.
- (D) Shall assist in surveys, communication and serve as a liaison between the Executive Board and all employees in the collective bargaining unit at the worksites. .

ARTICLE XIII  
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 3. 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 XIV AFFILIATION

- SECTION 1. ACE shall maintain affiliation with the American Federation of Teachers, and delegate representation shall be no less than the formula prescribed by the national organization.
- SECTION 2. ACE shall maintain affiliation with the Alaska Public Employees Association/AFT and delegate representation shall be no less than the formula prescribed by the state organization.
- SECTION 3. ACE shall maintain affiliation with Alaska Federation of Labor and with the Anchorage Central Labor Council.

#### ARTICLE XV AMENDMENTS

- SECTION 1. Amendment Proposal - Amendments to this Constitution may be proposed in any one of the following ways:
  - (A) upon petition of 20 percent of membership;
  - (B) by majority vote of the Executive Board; or
  - (C) by a majority vote at any regular meeting.
- SECTION 2. Procedure - This Constitution may be amended by a two-thirds vote, of those present at a meeting established for that purpose, provided copies of the amendment have been mailed to all members of ACE at least 30 days prior to the meeting.
- SECTION 3. The effective date of new Constitution shall be thirty (30) days after acceptance by the membership.