

# Education Austin Bylaws

## ARTICLE 1

### NAME, AFFILIATION, HEADQUARTERS

#### Section 1: (Name):

The name of this organization shall be Education Austin, Local #2048, Texas State Teachers Association (TSTA), the Texas American Federation of Teachers (Texas AFT), the National Education Association (NEA), the American Federation of Teachers (AFT), the Texas AFL-CIO, and the Austin AFL-CIO Labor Council, hereafter known as Education Austin.

#### Section 2: (Affiliation):

- a) This organization shall be affiliated with the National Education Association, the American Federation of Teachers, the Texas Federation of Teachers, the Texas State Teachers Association, the Texas AFL-CIO, and the Austin AFL-CIO Labor Council.
- b) Education Austin shall comply with all applicable provisions in the constitutions of those national and state organizations. Delegates from the membership will be selected to attend various state and national assemblies or conventions according to the policies of the applicable organizations.

#### Section 3: (Headquarters):

The headquarters of Education Austin shall be located in Austin, Texas within the Austin Independent School District (AISD).

## ARTICLE II

### PURPOSE

Every educational employee plays a vital role in creating the learning environment, which allows students to achieve at their highest potential. We believe that though the roles and areas of expertise differ, each educational employee's role and contribution deserves recognition and respect. We share the goal that all educational employees are compensated fairly and equitably for their work in AISD. The following membership provisions are designed to further these beliefs and goals.

#### Section 1: (Purpose):

The purpose of Education Austin shall be to promote, protect, and preserve public education in Austin, as defined as a free, quality education serving early childhood through 12th grade which is accessible to all children and families and governed by a publicly elected body. Such purposes may include but are not limited to:

- a) ensuring the educational welfare of students.
- b) protecting the professional rights, responsibilities, and due process afforded to all members.
- c) developing and implementing educational policies and practices at the local, state, and national level,
- d) promoting a healthy educational climate and a positive image of public education throughout the community.
- e) providing a voice for the individual through professional unity and solidarity.
- f) promoting the effectiveness and quality of the institutions in which our members work.
- g) promoting democracy, equality, and trade unionism in the society at-large.
- h) supporting initiatives that further the pursuit of economic, political, and social justice for members, students, and families.

Section 2: (Collective Bargaining):

Work for the achievement of collective bargaining for AISD employees, by legal and democratic means, to be culminated in a formal written contract for employment.

Section 3: (Discrimination):

Fight all forms of discrimination based on race, creed, gender, social or economic status, national origin, sexual orientation, disability, or political beliefs.

**ARTICLE III  
MEMBERSHIP**

Section 1 (Membership Eligibility):

The following are eligible to become members of Education Austin:

- a) Any employee of AISD who is not an administrator or supervisor, defined as one who has continuing authority to hire, transfer, discipline, dismiss, or otherwise direct employees or to effectively recommend any of the aforementioned actions, unless he or she participates in a peer review program that involves the person in the occasional evaluation of employees.
- b) Any elected officer of Education Austin on release time from AISD.
- c) Any elected officer of Education Austin who resigns from AISD to hold elected office in Education Austin.

Section 2 (Membership Rights):

All members of Education will have full membership rights.

Section 3 (Non-discrimination):

No discrimination shall ever be shown toward individual members of applicants for membership based on race, creed, color, national origin, disability, sex, sexual orientation, gender identity and expression, and social, political or economic status.

Section 4 (Failure to Pay Dues):

A member shall be removed from membership in this organization, with notice, following three months of dues nonpayment, unless a plan to pay back dues is made approved by both the Executive Board and the member.

**ARTICLE IV  
GOVERNANCE**

Section 1. (Governance)

Education Austin shall have two governing components: elected officers and an elected executive board. Any dues-paying member in good standing, who is a member of Education Austin for at least one-year prior to the membership list certification, may serve in these elected positions.

**ARTICLE V  
ELECTION OF OFFICERS**

Section 1. (Elections):

Education Austin shall conduct elections with open nominations and secret ballot for President, Vice-President, Recording Secretary, Treasurer, and Executive Board positions beginning March 2019 and every three years thereafter.

- a) The President will be elected in March of the election year at an all-members' election meeting (or any NLRB election method adopted and approved by the Executive Board) and by a majority of the members voting.
- b) The President elect's category of membership (classified or certified) will dictate the category of membership the Vice-President must represent. If the president elect is a certified member, then the Vice-President shall be a classified member and vice-versa.
- c) The Vice-President, Recording Secretary, and Treasurer will be elected in May of the election year at an all-members election meeting (or any National Labor Relations Board election method adopted and approved by the Executive Board) by a majority of the members voting.
- d) Executive board members may be elected in May of the election year at an all-members' meeting (or any National Labor Relations Board election method adopted and approved by the Executive Board) by a majority of the members voting.
- e) Any candidate that files for President or Vice-President and is unopposed shall be declared duly elected.
- f) Elections may be held during an all members meeting at which candidates will be invited to communicate with members about their candidacy.
- g) Notification of an all members meeting for the purpose of elections shall be communicated to all members no less than one month (30 days) in advance of the meeting.
- h) Members may have the option to send mail-in ballots if unable to attend. If mail-in ballots are available, they must be requested by the member and received by mail one day before the election.
- i) Fifty (50) members shall constitute a quorum for a general all members meeting.
- j) The election committee shall oversee the election process.

#### Section 2. (Term of Office):

- a) Terms of office for President, Vice-President, Recording Secretary, Treasurer and Executive Board members shall be three years in length beginning June 1, 2019.
- b) Officers (President, Vice-President, Recording Secretary, and Treasurer) shall serve a term of office for three years beginning June 1 of the election year and ending May 31 of the third year. All may serve without limitation as to the number of terms to which they may be elected.
- c) Members of the Executive Board shall be elected to terms of three years beginning June 1 and ending May 31 of the third year, and serve without limitation as to the number of terms to which they may be elected.

#### Section 3. (Vacancies):

If the office of President is vacated, the Vice-President will serve the remainder of that term. If the office of Vice-President is vacant or vacated, the executive board may call a special election not less than 30 days and no more than 60 days following the vacancy. Likewise, when seats on the executive board are vacated or vacant, the executive board may choose to hold a special election or elect a member to fill the seat.

#### Section 4. (Elected Officers):

- a) There shall be four elected officers in Education Austin who shall each serve for a three-year term:
  - 1) President
  - 2) Vice-President
  - 3) Recording Secretary
  - 4) Treasurer
- b) President and Vice-President shall be paid full-time positions in Education Austin including release time from the district. The officers will be responsible for the day-to-day operation of Education Austin. They will work closely with the local, state, and national staff to implement the long-range, strategic plan for the organization, as established by the executive board.

Section 5. (Executive Board):

- a) The Executive Board shall be composed of 19 members, including President, Vice-President, Recording Secretary, and Treasurer.
- b) Of the 15 Executive Board members not occupying the roles of President, Vice-President, Recording Secretary, and Treasurer, the composition of the board shall be:
  - 1) five seats represented by classified members.
  - 2) five seats represented by certified members.
  - 3) five at-large seats represented by classified and/or certified members.

Section 6. (Transition Proviso):

All current office and board terms shall be extended one (1) year to implement the new election/governance procedure.

## **ARTICLE VI DUTIES OF OFFICERS**

Section 1. **The President's** role includes, but is not limited to:

- a) being the presiding officer at all meetings of the membership and the executive board.
- b) being the public face, official spokesperson, and representative of Education Austin.
- c) shall oversee the consultation process.
- d) shall be the principal executive officer of the organization.
- e) shall receive, report and respond to correspondence of the organization.
- f) shall supervise all employees of the organization.
- g) shall be one of the responsible financial officers of the organization and shall be authorized to co-sign financial instruments and make regular and usual disbursements of funds.
- h) shall build and maintain relationships with the AISD school board and central administration.
- i) shall represent the organization before bodies of the employer, executive, and legislative officials.
- j) shall represent the organization before the public, community organizations, and the news media.
- k) shall represent either certified body of membership or the classified body of membership.
- l) shall be, by office, a delegate to the Central Labor Council, and the state AFL-CIO body.
- m) shall be, by office, a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated bodies.
- n) shall be, by office, a delegate to the National Education Association Representative Assembly and meetings or conventions of its affiliated bodies.
- o) shall make recommendations to the executive board.
- p) shall make an annual report to the organization's membership.
- q) shall be able to delegate the responsibilities of the office except where otherwise specified by the bylaws.

Section 2. **The Vice-President's** role includes, but is not limited to:

- a) assisting the President in the leading and managing Education Austin.
- b) carrying out the policy decisions of the executive board.
- c) assisting the President in leading consultation discussions with AISD.
- d) managing the budget and administrative aspects of the organization.
- e) representing either the certified body of membership or the classified body of membership.
- f) the vice-president should carry out all the activities of president, as assigned by the president, in the absence of that officer.
- g) shall be, by office, a delegate to the Central Labor Council, and the state AFL-CIO body.

- h) shall be, by office, a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated bodies.
- i) shall be, by office, a delegate to the National Education Association Representative Assembly and meetings or conventions of its affiliated bodies.
- j) counter-signing all expenditures of monies drawn against Education Austin.
- k) providing written reports monthly of the Vice-President's activities to the executive board.
- l) assist in organizing to promote growth of leadership and membership.

Section 3. The **Recording Secretary's** responsibilities shall include:

- a) keeping accurate, complete, and permanent records of meetings of the Executive Board and filing the reports within five days of the meeting.
- b) keeping records of committee reports.
- c) maintaining at the Education Austin office a current list of the members of Education Austin, the executive board, and committees.

Section 4. The **Treasurer's** responsibilities shall include:

- a) keeping accurate, complete and permanent records for Education Austin receipts and disbursements.
- b) presenting reports to the Executive Board.
- c) serving as financial advisor in the awarding of scholarships.
- d) serving on the budget and audit committee.
- e) serving as one of the responsible financial officers of the organization and authorized to co-sign financial instruments.

## ARTICLE VII EXECUTIVE BOARD

Section 1. (Meetings):

The Executive Board shall meet monthly or at the call of the President. A quorum of the Executive Board shall be one-half of its members.

Section 2. (Responsibilities):

The **Executive Board** members' responsibilities shall include, but not limited to:

- a) serving as the policy-making entity for Education Austin.
- b) providing a long-range, strategic plan for the organization.
- c) approve the annual budget and changes thereto.
- d) serving as chairs of committees as assigned by the president.
- e) assisting in the recruitment and retention of membership.
- f) serving as a visible leader at each member's worksite.
- g) participating in leadership trainings at a local, state, and/or national level.
- h) participating in union activities at a district level.
- i) promoting and building a union culture at each board member's worksite.
- j) receiving all reports of the president, vice-president, and committees.
- k) recommending and implementing policy of Education Austin.
- l) employing all professional, technical, clerical, and support staff of the organization.
- m) establish the salary, benefits and expense guidelines of any general officer who is employed by the organization.
- n) responsible for adherence to and enforcement of the By-Laws of the organization.

### Section 3. (Diversity):

In order to ensure that the Executive Board represents the diversity of the membership, following each election, the Executive Board shall assess how closely its make-up reflects the racial and ethnic diversity of the membership. The Executive Board may then direct the President to call for an election of additional members to the Executive Board so as to bring the racial and ethnic diversity of the board in alignment with the composition of the membership. Members appointed for the purpose of achieving racial and ethnic diversity shall serve for a three-year term or the remainder of the three-year term dependent on the time of the appointment, unless reappointed by the President as directed by the board. The election will be held at the next general members meeting.

### Section 4. (Attendance):

Executive Board members are expected to attend regular Executive Board meetings. Dismissal from the Executive Board will occur automatically when an Executive Board member has missed four (4) meetings during the course of one school year (August to August). A dismissed board member may appeal the dismissal to the Executive Board as part of due process which may be overturned by a majority vote of quorum of the Executive Board.

## **ARTICLE VIII WORKSITE STEWARDS**

### Section 1. (Requirements)

Worksite Stewards are campus leaders that have completed Education Austin's Worksite Steward Training Program. While not a governing body, they are vital to the promotion, growth, and strength of the union.

Worksite Stewards' responsibilities include, but are not limited to:

- a) completing Worksite Steward Training.
- b) being a union resource at the worksite.
- c) Participating in union events.
- d) educating members and potential members about Education Austin.
- e) amplifying the voice of members so resources are directed to those needing it most.
- f) advocating for members at your worksite.
- g) building the union at your worksite.
- h) identifying and developing leaders.
- i) attending union mobilizations, trainings, conventions, and workshops.

### Section 2. (Approval)

The President will recommend a list of trained stewards to the school board for approval.

## **ARTICLE IX COMMITTEES**

### Section 1. (Standing committees)

The Executive Board shall designate committees that implement the policy decisions of the organization. Members of the Executive Board may serve as chairs of various institutional committees.

The standing committees of Education Austin shall be:

- a) Budget
- b) Scholarship
- c) Consultation
- d) Insurance

- e) Elections
- f) Hearing

Section 2. (Budget):

This committee shall recommend sound fiscal practices and policies for Education Austin. The responsibilities of the budget committee shall include:

- a) receiving budgetary proposals from officers, executive board, and Education Austin staff.
- b) recommending a budget for approval to the Executive Board.
- c) recommending a membership dues structure to Executive Board.
- d) advising the executive board on all fiscal matters.
- e) treasurer shall serve as a member or chair of the budget committee.

Section 3.(Scholarship):

This committee shall manage the scholarship funds. The responsibilities of the Scholarship Committee include:

- a) planning and publicizing Education Austin scholarship programs, awards procedures, and award recipients.
- b) selecting the recipients of scholarship funds.
- c) making recommendations relative to establishing and abolishing scholarships.
- d) recommending investment and management of scholarship funds.
- e) working with other scholarship committees when appropriate.

Section 4. (Consultation):

This committee shall be composed of the President, Vice President, one classified, and one certified representative from the Executive Board. This committee shall represent Education Austin in consultation with the administration of AISD. The responsibilities of the Consultation Committee include:

- a) preparing and presenting the consultation items to the Executive Board.
- b) holding monthly meetings with AISD administration.
- c) maintain the integrity of Elected Consultation.
- d) educate members and potential members about Elected Consultation.
- e) receiving recommendations from membership, officers, and the Executive Board.
- f) report to Executive Board the results of consultation meetings.

Section 5. (Insurance):

This committee shall consider the insurance program available to AISD employees. Members of this committee shall serve as Education Austin's representatives on AISD's Joint Insurance Committee.

The responsibilities of this committee include:

- a) recommending changes in the Joint Insurance Committee's standing rules;
- b) making regular reports of the Joint Insurance Committee's actions to the executive board.

Section 5. (Elections)

This committee shall conduct the elections of Education Austin in accordance with Article V in the bylaws and any election rules approved by the executive board. The responsibilities of the Elections Committee include:

- a) recommending standing rules to executive board which shall include filing procedures, election dates, notification of election dates, arrangements of ballot, and announcement of election results.
- b) creation of election materials.
- c) tallying and certifying election results.

d) hearing and ruling on any challenges to elections.

Section 6. (Hearing)

This committee shall conduct hearings on any appeals that may occur during the year.

**ARTICLE X  
GUARANTEES**

Section 3 (Due Process):

No member of Education Austin shall be censured, suspended, expelled or removed from the organization or elected office within the organization without due process, which shall include an appeals procedure. Executive board shall establish a committee to hear the appeal. The committee will then make a recommendation to be decided by a majority vote of executive board.

Section 4 (Availability of Bylaws)

A copy of the bylaws shall be made available within a reasonable period of time to any member upon request. A copy of the bylaws shall be available of the Education Austin website. A copy of these bylaws will be sent to parent affiliates. When changes occur, amended copies shall be sent to the parent affiliates within ninety days.

Section 5 (Availability of Budget)

Copy of the budget shall be given to members within 30 days upon request.

**ARTICLE XI  
AMENDMENTS**

Section 1 (Proposals):

An amendment to these bylaws may be proposed by a majority of the executive board or a one percent (1%) petition of the membership, or by a duly appointed bylaws committee appointed by the President.

Section 2 (Approval):

The amendment proposal will move to a members' meeting where all members will be invited. The amendment will pass upon a vote of a two-thirds majority of members present.

**ARTICLE XII  
DUES**

Education Austin will operate under the guidelines of the Dual Local National Affiliate Agreement between AFT and NEA. Local dues shall be established by the executive board each spring for the following membership year. Increases to parent dues shall be passed onto the membership in addition to any local dues increase.

**ARTICLE XIII  
MEETINGS**

Section 1 (Member Meetings):

General membership meetings shall be held at least 3 times a year.

Section 2 (Parliamentary Authority):

The most recent edition of Robert's Rules of Order shall be the parliamentary authority for Education Austin on matters not addressed in the bylaws.

Section 3 (Quorum):

A quorum of the executive board is fifty percent of members of the body.

QUICK SUMMARY OF CHANGES FROM PREVIOUS CONSTITUTION/BYLAWS

- Dissolution of a two VP system
- President from either certified or classified body
- President election determines VP from either classified or certified to create balance
- Elections during all members meetings
- Executive Board reduced to 19 as we have one less officer
- Hearing Committee is added
- The Representative Assembly (RA) has been eliminated
- Worksite Stewards have been added
- Term of office is three years instead of two