



Arizona Education Association-Retired
Constitution, Bylaws,
Policies/Procedures

August, 2021
With special thanks to Ken Freed,
Documents chair from 2013 to present.

ARIZONA EDUCATION ASSOCIATION–RETIRED CONSTITUTION

2017

ARTICLE I. NAME AND INCORPORATION

The name of this organization shall be known as the **Arizona Education Association – Retired**; hereafter referred to as the AEA-Retired.

ARTICLE II. AFFILIATION

The AEA-Retired shall be an affiliate of the Arizona Education Association and the National Education Association.

ARTICLE III. PURPOSES

The purposes of the AEA-Retired are:

Section 1.

To work for the benefit of retired members in order to:

- A. Improve their economic benefits including working for and maintaining a permanent cost of living allowance;
- B. Improve health care programs for retirees;
- C. Monitor legislation regarding retirement issues;
- D. Develop social activities and seminars consistent with retirees' interests.

Section 2.

To work for the welfare of students, the advancement of education, and the improvement of instructional opportunities for all.

Section 3.

To support NEA/AEA educational issues, both professional and economic, for the benefit of active and retired members.

Section 4.

To function as a representative body to speak with authority for members.

Section 5.

To establish cooperation with the education community, the Arizona Education Association, and its affiliates.

ARTICLE IV. MEMBERSHIP

Section 1.

Membership shall be open to any person who was formerly employed by a school district, college, university, educational institution, or related agency.

Section 2.

The membership year shall be consistent with the membership year of the Arizona and National Education Associations.

Section 3.

Members of the AEA-Retired shall be members of the National Education Association-Retired and the AEA, thus meeting unification requirements.

Section 4.

- A. Every member shall have equal rights and privileges within the organization to nominate candidates for office; to vote for delegates, to attend the Annual General Meeting; to participate in the deliberations concerning the business of that meeting.
- B. Every member shall have the right to meet and assemble fully with other members; to express any views at meetings upon candidates in an election of the AEA-Retired or upon any business properly brought before the meeting.
- C. No member shall be fined, suspended, expelled or otherwise disciplined except for non-payment of dues without being served with specific written charges and given a reasonable time in which to prepare a defense that may be asserted at a full and fair hearing.
- D. At the beginning of the membership year when a member becomes 90 years of age s/he will be granted an Honorary AEA Retired membership and cease paying AEA-Retired dues.

Section 5.

- A. Members may form local chapters of AEA-Retired in order to enlarge and broaden the membership base, to improve service to members and to expand involvement in political action and association programs.
- B. Chapters do not have guaranteed voting rights on issues before the Executive Board.
- C. Chapter members must be a member of AEA-Retired, NEA-Retired and AEA.
- D. Chapters agree to adhere to the AEA-Retired, NEA-Retired and AEA Constitution and Bylaws
- E. Individual Chapters will be responsible for setting their own dues (if any), agenda for meetings and programs, and their own governance document as they deem necessary.
- F. Chapters may include Associate Members. Associate members are individuals who do not qualify for AEA membership.
- G. Associate Members have no voting rights at Annual Meetings or within the Chapter and are not eligible to hold any AEA-Retired office.

ARTICLE V. OFFICERS**Section 1.**

The officers of the AEA-Retired shall consist of the president, the vice president, the recording secretary, the treasurer, and the immediate past-president.

Section 2.

All officers shall be elected by secret ballot by the AEA-Retired elected delegates to the AEA Delegate Assembly. Newly elected officers shall enter upon their duties on June 1st.

Section 3.

Officers shall serve for a term of three years, but limited to no more than six (6) consecutive years in the same office. If an individual has been appointed to serve more than one-half of a term, it shall be considered a full term.

ARTICLE V. OFFICERS Continued

Section 4.

1. When it has been determined that an officer may be guilty of malfeasance or nonfeasance in office, such officer may be removed for cause. Said officer shall be notified and a hearing shall take place. It will take a majority vote of the AEA-Retired Delegates to remove the officer from office.

officer may be removed for cause, shown after notice and a hearing, and by a majority vote of the AEA-Retired delegates.

- A. A motion of recall can be made by the submission of a petition containing the signatures of fifty (50) percent of the membership of the Executive Board.
- B. The Executive Board shall notify in writing the charges against any officer who has been recommended for recall.
- C. Any officer may appeal in writing to the Executive Board.
- D. The Executive Board shall schedule hearings, whenever necessary, to review the recommendation of recall of an officer.
- E. The report of those hearings shall be made available to the elected delegates to the AEA Delegate Assembly of that given year.
- F. The delegates shall receive ballots one month after the notification date.
- G. Such recall shall be determined by two-thirds (2 / 3) of the ballots received and counted in an open meeting of the Executive Board.

Section 5.

In the event of a vacancy in the office of president, the vice president shall become president and serve for the remainder of the term. More than half a term shall be considered a full term and the individual will be permitted to serve only one additional term. A vice president shall then be chosen from the Board by the president and approved by a majority of the Board.

(revised 4/26/13)

Section 6.

Whenever the offices of both the president and vice president shall become vacant between elections, the remaining members of the Executive Board shall choose one of its members to serve as president, and one for vice president for the remainder of the terms. More than half a term shall be considered a full term and individuals are then permitted to serve only one

additional term. (revised 4/26/13)

Section 7.

In the event of a vacancy in the office of vice president, recording secretary and/or the treasurer, the president, with the approval of the Executive Board, shall choose a member of the Executive Board to serve in that capacity for the remainder of the term. More than half a term shall be considered a full term and individuals are then permitted to serve only one additional term.

(revised 4/26/13)

Section 8

In the event of a vacancy in the position of representative-at-large, the president, with the approval of the Executive Board, shall appoint an AEA-Retired member to serve for the remainder of the term. More than half a term shall be considered a full term and individuals are then permitted to serve only one additional term.

Section 9

Should an officer of the AEA-Retired be elected to a different office on the Board during the regularly scheduled Annual Meeting, an election to fill the now vacated position shall take place prior to the adjournment of the Annual Meeting.

Section 10

Should a Representative-at-Large of the AEA-Retired be elected as an officer of the Board at a regularly scheduled Annual Meeting, the candidate with the most votes in the Representative-at-Large election who was not elected will automatically assume the vacant position.

ARTICLE VI. EXECUTIVE BOARD

Section 1.

The Executive Board shall consist of:

- A. The officers of the AEA-Retired
- B. The immediate past president
- C. The representatives-at-large
- D. The AEA-Retired director/s
- E. The past presidents, other than the immediate one, shall be non-voting emeritus members of the Executive Board.
- F. Any duly elected officer of NEA-Retired Executive Council
- G. Any AEA-Retired members elected to the NEA Board of Directors

Section 2.

- A. Representatives-at-Large shall be elected by secret ballot for a term of three (3) years, and may only serve for two (2) consecutive terms for a total of six (6) years. Representation shall be one (1) for each one hundred and twenty- five (125) members, or significant portion thereof. The minimum number of representatives shall be fifteen (15). Newly elected representatives shall enter upon their duties on June 1st. immediately following the Annual General Meeting. (4/12)
- B. AEA-Retired Directors shall be elected in accordance with the procedures in the AEA Constitution and Bylaws.

Section 3.

- A. To ensure minority involvement a special election will be held at the Annual Meeting if minority representation on the Executive Board is not proportional to the membership of AEA-Retired . (revised 4/26/13)
- B. The Executive Board may at any time elect an ethnic minority member to insure minority representation. That minority member shall hold office for a three (3) year term, or until the next general election, but may not hold more than two (2) consecutive terms for the same office.

ARTICLE VII. AMENDMENTS

Amendments to this Constitution may be made by a two-thirds (2/3) majority of the members voting on a regular election ballot issued for this purpose.

- A. Amendments must be submitted in writing to the recording secretary of the AEA-Retired at least forty-five (45) days in advance of the election.
- B. The Documents Committee will review all submissions of proposed amendments and make recommendations to the AEA-Retired Board as to the possible inclusion in the document. The Board will then determine which, if any, of the proposals to refer to a vote of the AEA-Retired delegates at the AEA-Retired Annual Meeting.
- C. The recording secretary of the AEA-Retired will insure publication of the proposed amendments to all members of the AEA-Retired at least two (2) calendar weeks (14 days) in advance of the election.
- D. Amendments can be made by a two-thirds (2/3) majority of AEA-Retired elected delegates to the AEA Delegate Assembly voting in a regular election held at the General Membership Annual Meeting.

BYLAWS

ARTICLE I. MEETINGS

Section 1. Executive Board

The Executive Board shall meet at least six (6) times a year, either in person or virtually, or at the call of the president, or at the request of a majority of the Executive Board.

Section 2. General Membership

- A. The Executive Board shall arrange at least one (1) General Membership Annual Meeting each year, either in person or virtually.
- B. Special meetings of the membership may be called by the president or upon request of one-quarter (1/4) of the members for a special purpose; but no business other than that for which the meeting is called may be transacted.
- C. At least one month prior to each General Membership Meeting, the recording secretary shall notify all members of the time and place of said meeting and the agenda or business to be considered.

Section 3. Order of Business

The business of the General Membership Annual Meeting shall include:

- A. Call to Order
- B. Approval of the Minutes
- C. Report of the Treasurer
- D. Reports of the Standing Committees
- E. Reports of the Ad Hoc Committees
- F. Nomination and Election of the Executive Board
- G. Old Business
- H. New Business
- I. Announcements
- J. Adjournment
- K. President's Speech
- L. Lunch/Keynote Speaker
- M. Other

ARTICLE II. QUORUM

Section 1.

A majority of the Executive Board shall constitute a quorum for Executive Board meetings.

Section 2.

The members present shall constitute a quorum for the General Membership Meeting.

ARTICLE III. POWERS AND DUTIES OF THE OFFICERS

Section 1. President

The president shall

- A. Preside over all meetings of the Executive Board and General Membership;
- B. Appoint the chairperson and members of all Standing Committees and Ad Hoc Committees with the approval of the Executive Board not otherwise provided for in the Constitution and Bylaws;
- C. Be an ex officio member of all committees;
- D. Represent the AEA-Retired exclusively before the public either personally or through a designated representative;
- E. Be responsible for the official correspondence of the AEA-Retired ;
- F. Perform all other functions usually attributed to the office. (Refer to Committee Responsibilities.);
- G. With input from the Executive Board, set the agenda for all Executive Board and General Membership Annual meetings;
- H. Fill all Board vacancies as delineated in the Constitution, Article V, with the approval of the Board.

Section 2. Vice President

The Vice President shall:

- A. Assume all duties of the president in his/her absence and work closely with one or more standing committees as the president may suggest;
- B. Become president whenever the presidency becomes vacant as provided for in Article V, Section 4, of the Constitution.

Section 3. Recording Secretary

The Recording Secretary shall:

- A. Keep accurate minutes of all the Executive Board and General Membership Meetings;
- B. Maintain the official files;
- C. Provide copies of the minutes of all Executive Board and Membership Meetings;
- D. Notify the appropriate members of the time, manner, and place of Executive Board meetings atleast seven (7) calendar days prior to the meeting date.
- E. Notify the general membership of the time, manner and or/place at least one month prior to the meeting date of the General Membership Meeting;
- F. Insure the publication of all proposed amendments to the Constitution and Bylaws as prescribed in Article VII of the Constitution and/or Article VIII of the Bylaws.

Section 4. Treasurer

The Treasurer shall:

- A. Be responsible for the collection of dues;
- B. Deposit all monies in a bank and/or savings institution in the name of the AEA-Retired ;
- C. Notify the Arizona Education Association of the name of the bank and/or savings institution in which AEA-Retired dues and monies are deposited;
- D. Hold the funds of the AEA-Retired and disburse them accordingly upon submission of vouchers approved by the president.
- E. Sign all checks approved by the president;
- F. Submit a written report each meeting of the Executive Board and General Membership Annual Meeting;

- G. Prepare an annual financial statement which shall be available at the General Membership Annual Meeting and a copy kept on file at the AEA-Retired office;
- H. Serve on the Budget Committee;
- I. File the appropriate Federal and State forms, if applicable.
- J. May be bonded for such amount as may be determined by the Executive Board from time to time.

Section 5. Representative- at -Large

The Representatives – at – Large shall:

- A. Attend at least 70% of Executive Board meetings.
- B. Be available to Chair at least one Standing or Ad Hoc Committee
- C. Assist with member recruitment and program development/delivery
- D. Assist the Annual Meetings Committee in planning and implementing the Annual Meeting.

ARTICLE IV. POWERS AND DUTIES OF THE EXECUTIVE BOARD

The Executive Board shall:

- A. Be responsible for the management of the AEA- Retired;
- B. Authorize all expenditures within the spending limits of the budget;
- C. By a two-thirds (2/3) vote authorize the spending of money for non-budgeted items over one hundred fifty dollars (\$150) in any one case;
- D. Provide input to the president for setting the agenda for all Executive Board and General Membership Annual Meetings;
- E. Set the annual dues.
- F. Vote to approve the President's recommendation of an AEA-Retired member to fill vacancies for the remainder of the term.

ARTICLE V. COMMITTEES

Section 1. Structure

There shall be Standing and Ad Hoc Committees with defined functions. They shall broadly represent all members, and be appointed for a term of one year.

Section 2. Appointment

The President, with the advice and consent of the Executive Board, shall appoint the members of the Standing Committees, and fill all unexpired vacancies as they occur.

Section 3. Meetings

Each Standing Committee shall meet according to a calendar developed by the committee and approved by the Executive Board.

Section 4. Reports

Each Standing Committee shall select a member who shall keep a continuing record of activities that shall be kept on file at the AEA-Retired office. Chairpersons shall report as necessary to the Executive Board and the General Membership, and shall prepare an annual written report that shall become a part of the continuing committee record on file in the AEA-Retired files.

Section 5. Standing Committees & Responsibilities

A. **Membership Committee**; Shall be responsible for the renewal and recruitment of members.

B. **Public Relations Committee**;

1. Shall be responsible for enhancing the image of the AEA- Retired;
2. Shall be responsible for the publication of newsletters and flyers with the approval of the Executive Board.

C. **Retirement Committee**

1. Monitor the Arizona State Retirement System (ASRS);
2. Monitor Health Care Systems for stateretirees;
3. Monitor changes in the Security System;
4. Furnish members with information on ASRS, health insurance issues and Social Security;
5. Work cooperatively with the Legislative Committee to resolve issues;
6. Prepare and deliver Retirement Workshops for active and retired members of AEA/AEA-Retired.

D. **Political Advocacy Committee**

1. Inform members of pending bills and work in cooperation with the Arizona Education Association's legislative goals;
2. On behalf of AEA-Retired, lobby legislators, other elected officials, and policy-makers as directed by the Executive Board.

E. **Annual Meeting Committee**

1. Shall be responsible for coordinating the Annual Meeting between AEA-Retired , AEA and the meeting facility.
2. Shall handle the operational details of the Annual Meeting.
3. Coordinate with the Public Relations Committee to keep members informed of Annual Meeting details.

Section 6. Ad Hoc Committees

- A. Each year, the President shall appoint, with the approval of the Executive Board, an Audit Committee, an Elections Committee, a Budget Committee, and such other Ad Hoc Committees as may be necessary, and shall disband them upon the completion of their duties;
- B. Reports and minutes of each Ad Hoc Committee shall be placed in the AEA-Retired files;
- C. These committees shall operate according to rules adopted by the Executive Board;
- D. A copy of the audit report shall become a part of the AEA-Retired permanent record, and a copy shall be forwarded to the Arizona Education Association;

ARTICLE VI. ELECTIONS

Section 1. Election Committee

The Election Committee shall uniformly inform all members of upcoming elections, vacant elective positions, and establish time lines for nominations and elections.

Section 2. Nominations

The Election Committee shall present all nominations to the General Membership at its Annual Meeting, and shall conduct the nomination and election procedures. Any member of the AEA-Retired may nominate other members from the floor.

Section 3. Balloting

AEA-Retired elected delegates to the AEA Delegate Assembly shall vote for candidates by secret ballot in accordance with the procedures developed by the Elections Committee;

In the election of members to the Executive Board, when the number of nominees does not exceed the number of vacancies, no balloting is necessary for that position;

Delegates to the Arizona Education Association Delegate Assembly will be elected by secret ballot, in accordance with the timelines and procedures in the Arizona Education Association Constitution. When the number of nominees does not exceed the number of delegate positions, no balloting is necessary.

ARTICLE VII AUTHORITY

The most recent edition of Roberts Rules of Order shall be the parliamentary authority for the AEA-Retired on all questions not covered by the Constitution and Bylaws and such standing rules as the Executive Board may adopt.

ARTICLE VIII. AMENDMENTS

Amendments to the Bylaws must be submitted in writing to the recording secretary of the AEA-Retired at least forty-five (45) days in advance of the election.

The Documents Committee will review all submissions of proposed amendments and make recommendations to the AEA-Retired Board as to the possible inclusion in the document. The Board will then determine which, if any, of the proposals to refer to a vote of the AEA-Retired delegates at the AEA-Retired Annual Meeting.

The recording secretary of the AEA-Retired will insure publication of the proposed amendments to all members of the AEA-Retired at least two (2) calendar weeks (14 days) in advance of the election.

Amendments can be made by a two-thirds (2/3) majority of the AEA-Retired elected delegates to the AEA Delegate Assembly voting in a regular election held at the General Membership Annual Meeting.

AEA-Retired Policies and Procedures

AEA-Retired Reimbursement Policy (Adopted Dec. 2014)

I. Policy Statement

AEA-Retired Board members, committee chairs and chapter chairs shall be reimbursed for pre-approved expenses incurred on behalf of the Association. The President, and designee, shall review vouchers and may approve or disapprove a voucher on the basis of this policy and/or in consideration of the budget and strategic plan.

II. Timeline

In order to obtain full or partial reimbursement for pre-approved expenses, members must submit a voucher to the President within 60 days of incurring the expense. This timeline may be shortened at the end of the budget year with notice from the President or designee.

III. Transportation to In-state Obligations

Each member who drives to a pre-approved event as the official representative of AEA-Retired will be reimbursed for actual miles driven according to the following schedule: 30 cents per mile. Carpooling is encouraged whenever possible. The use of mass public transportation will be reimbursed.

IV. NEA-Retired National Conferences

Participants are responsible for all of their own expenses associated with attending the conference. These may include: Registration; transportation; lodging; meals and others as approved by the president. An amount equal to one share (share equals the budgeted amount in the current AEA-Retired budget line for that conference divided by the number of attendees to the conference) shall be reimbursed to an attendee. All claimed expenses must be accompanied by an approved receipt.

V. NEA Annual Meeting & Representative Assembly (NEA-RA)

AEA-Retired members who are elected to the Representative Assembly shall receive reimbursement, in addition to the amount received from AEA, up to \$1000.00 to enable them to attend the NEA-Retired Annual Meeting as well as the NEA-RA. The attendees will be reimbursed after providing receipted vouchers to the president and treasurer. Vouchers must be accompanied by approved receipts.

VI. Documentation

All requests for reimbursement will be made by completing a voucher accompanied by receipts and submitted to the President or their designee.

VII. Appeals Process

Should an expense incurred by a member be denied reimbursement by the President, then the member may appeal this decision to the Reimbursement Review Committee within 60 days. The Reimbursement Review Committee shall consist of three (3) Board members recommended by the President and confirmed by the Board. The Committee's decision shall be rendered within two (2) weeks and be considered final resolution.

Email Policy

Initiating e-mail:

- All requests for member e-mail addresses from AEA must be submitted through the AEA-Retired President
- E-mail addresses obtained from AEA must be limited to official business use
- Write in formal style, using salutations when appropriate, e.g. “Dear Mr. Smith,” or “Dear East Valley Chapter Members”
- Use a closing signature consisting of your name, title, organization, e-mail address and telephone number. Most e-mail programs provide an option for entering this information once for automatic attachment to all outgoing e-mail.
- Always use the spelling and grammar check feature and proofread for errors.
- When replying to a message, always put your response at the top of the sender’s e-mail.
- Use **blind copies to avoid passing along lists of members’ e-mails.** We have pledged to give out members’ emails to NO ONE, including other members.
- Use blind copies judiciously and be aware that recipients could inadvertently “reply to all” including the person who received the blind copy.

Email etiquette:

- Although humor or sarcasm will rarely, if ever, be part of a business e-mail, if you include either, identify it as such. Remember that one person’s joke may be another’s humiliation.
- Avoid emotional responses. Compose and save your reply as a Draft, then edit and send after reflection.
- **Do not forward or quote messages without permission of the author.**
- Unacceptable E-mail Use:
 - E-mail with content or links that are threatening, obscene, repeated and unwanted, harassing, and/or racially, sexually, or ethnically offensive
 - E-mail with content that slanders, libels, or defames anyone
 - Fraudulent e-mail
 - Chain letters
 - Sending AEA and AEA-Retired -related information to unauthorized recipients
 - Using your list of AEA-Retired emails for personal use (including political, social, religious, recreational, financial gain)
 - Using your list of AEA-Retired emails for informational use that does not include AEA Retired business (including forwarding “informational” items that were sent to you, jokes, online petitions, etcetera.)
 - Giving out AEA-Retired email addresses to ANYONE.
 - Revealing confidential AEA-Retired business information
 - Using e-mail for illegal or unethical activities

The President of AEA-Retired shall be funded to attend the NEA-Retired Annual Meeting at AEA-Retired expense. (2/9/2018)

EXECUTIVE BOARD MEETING DATES

AEA-Retired Executive Board Meetings shall take place on the 2nd Tuesday of the month, September thru May, at the AEA Headquarters, unless otherwise determined by the President. (2/9/2018)

CONTACT INFORMATION FOR AEA-RETIRED LEADERS

Contact information for Board Members, Committee Chairs and Chapter Chairs shall be distributed to the Board and Chairs. This information shall also be posted on the website, unless an individual requests that their contact information not be published. (2/9/2018)

A list of committee chairs, committee members and the calendar shall be presented to the AEA-Retired Board for its approval no later than the first Executive Board Meeting of the school year. (2/9/2018)

REIMBURSEMENT FOR HOTEL ROOMS FOR LOCAL CONFERENCES & BOARD MEETINGS

Reimbursement for hotel rooms for local conferences and Board Meetings shall be determined annually by the Budget Committee. (2/9/2018)

AEA-RETIRED BUDGET COMMITTEE

The Budget Committee shall be comprised of the AEA-Retired Officers and appointees by the President. (2/9/2018)