



Constitution And Bylaws

REVISED -----

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(Sept 2025)

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ARIZONA EDUCATION ASSOCIATION RETIRED CONSTITUTION 2023

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-R. *(Sept 2025)*

ARTICLE II. AFFILIATION

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

ARTICLE III. MISSION *(Sept 2024)*

As part of the AEA, AEA-R is dedicated to:

- **PROMOTING, PROTECTING, and IMPROVING the pension system and health benefits**
- **WORKING to improve public education**
- **ENGAGING in political action for public education**
- **ADVOCATING for human, civil and economic rights**

ARTICLE IV. PURPOSES

The purposes of the AEA-R 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 **and protect the ASRS defined benefit program *(Oct 2025)***
- D. Develop social activities and seminars consistent with retirees' interests
- E. **Continue to build membership *(Oct 2025)***
- F. **Promote and protect Racial and Social Justice for retirees *(Oct 2025)***

Section 2

To work for the welfare of students, the advancement of education, **promote social justice**, and improve instructional opportunities for all. *(Oct 2025)*

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 ***continue collaboration with*** the Arizona Education Association, its affiliates, ***coalitions***, and the education community. *(Oct 2025)*

Section 6

To support the work of advocating for civil, human, and economic rights. *(Oct 2025)*

ARTICLE V. MEMBERSHIP

Section 1

Membership shall be open to any person who was formerly employed by a school district, college, university, educational institution, related agency, ***or is eligible through NEA-R qualifications.*** *(Oct 2025)*

Section 2

The membership year shall be ***consistent*** with the membership year of the ***AEA*** and ***the NEA-R.*** *(Oct 2025)*

Section 3

AEA-R are members of the ***NEA-R*** and the AEA, ***thus meeting unification requirements.*** *(Oct 2025)*

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 Membership Meeting***; to participate in the deliberations concerning the business of the 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-R 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. ***Members will be*** given a reasonable time to prepare a defense at a full and fair hearing. *(Oct 2025)*
- D. At the beginning of the membership year, members ***reaching the age of 90*** will be granted an Honorary AEA-R membership and cease paying AEA-R dues. *(Oct 2025)*

Section 5

- A. Members may form local chapters of AEA-R in order to **enhance membership**, improve service to members, and expand involvement in political action and association programs. *(Oct 2025)*
- B. Chapters do not have guaranteed voting rights on issues before the Board.
- C. Chapter members must be a member of NEA-R, AEA, and AEA-R.
- D. Chapters agree to adhere to the NEA-R, AEA, AEA-R 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 **are not eligible to vote in any AEA-R business, event, or hold office within AEA-R.** *(Nov 2025)*

ARTICLE VI. OFFICERS

Section 1

The officers 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-R 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. *(Jan 2026)*

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 **at a session of a Board meeting. Upon a recommendation from the Board**, it will take a majority vote of the AEA-R Delegates to remove the officer from office. *(Nov 2025)*

Officers may be removed for cause, shown after notice and a hearing, and by a majority vote of the AEA-R 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 Board.** *(Nov 2025)*
- B. **The Board** shall notify in writing the charges against any officer who has been recommended for recall. *(Nov 2025)*
- C. Any officer may appeal in writing to **the Board.** *(Nov 2025)*

- D. **The Board** shall schedule hearings, whenever necessary, to review the recommendation of recall of an officer. *(Nov 2025)*
- E. The report of those hearings shall be made available to the elected delegates **from** the **Annual General Membership Meeting** of that given year. *(Nov 2025)*
- F. The delegates shall receive ballots **within** one month after the notification date. *(Nov 2025)*
- G. Such recall shall be determined by **a majority vote** of the ballots received and counted in an open meeting of **the Board**. *(Nov 2025)*

Section 5

In the event of a vacancy in the office of president, the vice president **may** become president and serve **until the next election**. A vice president shall then be **appointed** from the Board by the president **with the approval of** a majority of the Board. *(Jan 2026)*

In the event of a vacancy in the office of president, and the vice president is unable or chooses not to assume office, the Board may appoint a president to serve as acting president until the next election at the Annual General Membership Meeting. (Jan 2026)

Section 6

Whenever the offices of both the president and vice president shall become vacant between elections, the remaining members of **the Board** shall choose one of its members to serve as president, and one for vice president. *(Jan 2026)*

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 Board**, shall choose a member of **the Board** to serve in that capacity **until the next election**. *(Jan 2026)*

Section 8

In the event of a vacancy in the position of **Representative-At-Large**, the president, with the approval of the **Board**, shall appoint an AEA-R member to serve **until the next election**. *(Jan 2026)*

Section 9

Should an officer be elected to a different office on **the Board** during the regularly scheduled **Annual General Membership Meeting**, an election to fill the now vacated position shall take place prior to the adjournment of the **Annual General Membership Meeting**. *(Nov 2025)*

Section 10

Should a Representative-At-Large be elected as an officer of the Board at a regularly scheduled **Annual General Membership Meeting**, the candidate with the most votes in the Representative-At-Large election who was not elected will automatically assume the vacant position. *(Nov 2025)*

ARTICLE VII. THE BOARD *(Jan 2026)*

Section 1

The **Board** shall consist of: *(Jan 2026)*

- A. The officers
- B. The immediate past president
- C. The Representatives-At-Large
- D. The **retired member/s who serve on the AEA Board of Directors** *(Jan 2026)*
- E. The past presidents, other than the immediate one, shall be non-voting emeritus members of **the Board**. *(Nov 2025)*
- F. Any duly elected officer of NEA-Retired Council
- G. Any AEA-R 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 Membership Meeting**. *(Nov 2025)*
- B. **Retired Directors who serve on the AEA Board of Directors shall be elected in accordance with AEA Constitution Article III The Board of Directors, Section 7 Retired Directors and Section 12 Unexpired Term of a Retired Director** *(Jan 2026)*

Section 3

- A. To ensure minority involvement, a special election will be held at the Annual General Membership Meeting if minority representation on the Board is not proportional to the membership of AEA-R.
- B. The Board may at any time **appoint** an ethnic minority member to ensure minority representation. **The appointed** ethnic minority member shall hold office for a one **(1)** year term, or until **the next election at the Annual General Membership Meeting**. *(Dec 2025)*

ARTICLE VIII. 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-R 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-R Board as to the possible inclusion in the documents. The Board will then determine which, if any, of the proposals to refer to vote of the AEA-R delegates at the AEA-R **Annual General Membership Meeting. (Nov 2025)**
- C. The recording secretary of the AEA-R will ensure **notification** of the proposed amendments to all members of the AEA-R at least two (2) calendar weeks (14 days) in advance of the election. **(Jan 2026)**
- D. Amendments can be made by a two-thirds (2/3) majority of AEA-R elected delegates to the to the AEA Delegate Assembly voting in a regular election held at the **Annual General Membership Meeting. (Nov 2025)**

BYLAWS

ARTICLE I. MEETINGS

Section 1. Board Meetings and Annual General Membership Meeting

The 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 Board. **Board members will attend Board meetings with no more than two (2) excused absences. (Jan 2026)**

- A. **The Board** shall arrange at least one (1) **Annual General Membership Meeting** each year, in person **and/or** virtually. **(Jan 2026)**
- 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 **Board Meeting**, the recording secretary shall notify all members of the time and place of said meeting and the agenda or business to be considered. **(Jan 2026)**

Section 2. Order of Business Annual General Membership Meeting (Jan 2026)

The business of the **Annual General Membership Meeting** shall include:

- A. Call to Order
- B. Approval of the Minutes
- C. Report of the Treasurer
- D. Reports of the **Officers and** Standing Committees **(Jan 2026)**
- E. Reports of the Ad Hoc Committees
- F. Nomination and Election of the 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 *simple* majority of the Board shall constitute a quorum for Board meetings. *(Jan 2026)*

Section 2

The members present shall constitute a quorum for the *Annual General Membership Meeting*. *(Jan 2026)*

ARTICLE III. POWERS AND DUTIES OF THE OFFICERS

Section 1. President

The president shall:

- A. Preside over all meetings of the Board and General Membership;
- B. With the approval of the Board, appoint the chairperson and members of all Standing Committees and Ad Hoc Committees, or not otherwise provided for in the Constitution and Bylaws;
- C. *Serve as* an ex officio member of all committees; *(Jan 2026)*
- D. Represent the AEA-R exclusively before the public either personally or through a designated representative;
- E. Be responsible for the official correspondence of the AEA-R;
- F. Perform all other functions usually attributed to the office. (Refer to Committee Responsibilities);
- G. With input from the Board, set the agenda for all Board and the *Annual General Membership Meeting*; *(Nov 2025)*
- H. Fill all Board vacancies as delineated in the Constitution, Article VI, with the approval of the Board.

Section 2. Vice President

The Vice President shall:

- A. Assume all duties of the president in *their* absence and work closely with one or more standing committees as the president may suggest; *or other responsibilities*. *(Dec 2025)*
- B. Become president whenever the presidency becomes vacant, *or* as provided for in Article *VI*, Section *5*, of the Constitution. *(Dec 2025)*

Section 3. Recording Secretary

The Recording Secretary shall:

- A. Keep accurate minutes of all the Board and ***Annual General Membership Meetings;***
(Nov 2025)
- B. Maintain the official files;
- C. Provide copies of the minutes of all Board and Membership Meetings;
- D. Notify the appropriate members of the time, manner, and place of Board meetings at least 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 ***Annual General Membership Meeting;*** ***(Nov 2025)***
- F. Ensure 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.
- G. Be knowledgeable in technological communications. (Dec 2025)***

Section 4. Treasurer

The Treasurer shall:

- A. Be responsible for ***monitoring*** the collection of dues; ***(Dec 2025)***
- B. Deposit all monies in a bank and/or savings institution in the name of the AEA-R;
- C. Notify the AEA of the name of the bank and/or savings institution in which AEA-R dues and monies are deposited;
- D. Hold the funds of the AEA-R and disburse them accordingly upon submission of vouchers approved ***or authorized by*** the president. ***(Dec 2025)***
- E. Sign all checks approved by the president;
- F. Submit a written report each meeting of ***the Board*** and ***Annual General Membership Meeting;*** ***(Nov 2025)***
- G. Prepare an annual financial statement which shall be available at the ***Annual General Membership Meeting*** and a copy kept on file at the AEA-R office; ***(Nov 2025)***
- H. Chair the Budget Committee;
- I. ***In conjunction with the President,*** file the appropriate Federal and State forms, if applicable. ***(Dec 2025)***
- J. ***Be*** bonded for such amount as may be determined by the Board from time to time. ***(Dec 2025)***
- K. Maintain official financial files. (Dec 2025)***

Section 5. Representative-At-Large

The Representatives–At–Large shall:

- A. Attend Board meetings
- B. Chair or ***participate in*** at least one Standing or Ad Hoc Committee ***(Jan 2026)***
- C. ***Contribute to membership growth, goal-setting, and program implementation (Jan 2026)***
- D. Attend local chapter meetings (Jan 2026)***
- E. Assist the ***Annual General Membership Meeting*** Committee in planning and implementing the ***Annual General Membership Meeting.*** ***(Nov 2025)***

Section 6. AEA Retired Director(s)

Refer to the AEA Constitution and Bylaws, Article III-The Board of Directors (Jan 2026)

The AEA Retired Directors shall: (Jan 2026)

- A. Represent the consensus of the AEA-R members, concerns and issues as discussed at AEA-R Board meetings. (Jan 2026)***
- B. Submit reports to the AEA-R Board on a regular basis. (Jan 2026)***
- C. Attend AEA-R Board meetings (Jan 2026)***

ARTICLE IV. POWERS AND DUTIES OF THE BOARD

The Board shall:

- A. Be responsible for the management of the AEA-R;
- B. Authorize all expenditures within the spending limits of the budget;
- C. By a two-thirds (2/3) vote to authorize the spending of money for non-budgeted items over ***two-hundred fifty dollars (\$250)*** in any one case; ***(Feb 2026)***
- D. Provide input to the president for setting the agenda for all Board and ***Annual General Membership Meeting; (Nov 2025)***
- E. Set the annual dues.
- F. Vote to approve the President's recommendation of an AEA-R member to fill vacancies ***until the next election. (Jan 2026)***

ARTICLE V. COMMITTEES

Section 1. Structure

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

Section 2. Appointment

The President, with the advice and consent of the 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. ***A calendar will be provided to the Board. (Jan 2026)***

Section 4. Reports

Each Standing Committee shall keep a continuing record of activities. Chairpersons shall report to the Board and the general membership, ***an annual written report shall be presented at the Annual General Membership Meeting. (Jan 2026)***

Section 5. Standing Committees (Jan 2025)

Refer to the Roles and Responsibilities appendix for standing committee information.

A. Annual General Membership Meeting (Annual Award, Elections, Fundraising)

B. Budget (Audit)

C. Chapters

D. Communications

E. Documents

F. Membership

G. Pension/Retirement

H. Political Engagement and Advocacy (PEAC)

I. Presentations

J. Racial and Social Justice

Section 6. Ad Hoc Committees

Refer to the Roles and Responsibilities appendix for ad hoc committee information (Feb 2026)

A. Each year, the President shall appoint, with the approval of the Board: Grant-Writing, and others as may be necessary (Feb 2026)

B. Reports and minutes shall be placed in the AEA-R files;

C. These committees shall operate according to rules adopted by the Board;

ARTICLE VI. ELECTIONS

Section 1. Election Committee

The Election Committee shall 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 nominations to the general membership, and shall conduct the nomination and election procedures. ***At the Annual General Membership Meeting, delegates may self-nominate, or nominate members from the floor. (Feb 2026)***

Section 3. Balloting

AEA-R elected delegates to the AEA Delegate Assembly shall vote for candidates by secret ballot in accordance with the procedures developed by the Elections Committee. ***If at any stage in the election process, the number of candidates is less than or equal to the number of positions to be filled, the Chair shall declare those persons elected. In the event of a tie, a runoff election will be held. (Feb 2026)*** Delegates to the AEA Delegate Assembly will be elected by secret ballot.

ARTICLE VII. AUTHORITY

Roberts Rules of Order shall be the parliamentary authority for the AEA-R.

ARTICLE VIII. AMENDMENTS

Amendments to the Bylaws must be submitted in writing to the recording secretary of the AEA-R 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-R Board. The Board will then determine which one of the proposals to refer to a vote of the AEA-R delegates at the AEA-R **Annual General Membership Meeting. (Nov 2025)**

The recording secretary of the AEA-R will ensure publication of the proposed amendments to all members of the AEA-R 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-R elected delegates to the AEA Delegate Assembly voting in a regular election held at the **Annual General Membership Meeting. (Nov 2025)**