

# **Articles of Incorporation of the Littleton Education Association**

(modified 2007, 2011, 2017, 2019, 2022, 2023, 2024)

## **Article I – Name**

The name of this organization shall be the Littleton Education Association (hereinafter referred to as the Association), a member in good standing of the United Education Profession (UEP).

## **Article II – Affiliation**

The Association shall meet at least the minimum standards for affiliation as set forth in the official documents of the Colorado Education Association (CEA) and the National Education Association (NEA).

## **Article III – Purposes**

Section 1 - To work for the welfare of school children, the advancement of public education, and the improvement of instructional opportunities for all.

Section 2 - To develop and promote the adoption of ethical practices, personnel policies, and standards of educator preparation.

Section 3 - To develop and promote a continuing program to improve salaries, benefits, working conditions, and instruction through collective bargaining with the Board of Education (effective April 2022).

Section 4 - To protect the human and civil rights of members and students.

Section 5 - To enable members to speak with a common voice on matters pertaining to the teaching profession, and to present their individual and common interests before the Board of Education, other legal authorities, and the community.

Section 6 - To hold property and funds as the Association and as a part of a UniServ Unit, and to employ a staff for the attainment of these purposes.

## **Article IV – Membership**

Membership in the Association shall be open to any employee of Arapahoe County School District Six who:

- 1) is a current or potential member of the bargaining unit as determined by the Association,
- 2) does not serve in an administrative or evaluative capacity over other members of the bargaining unit,
- 3) agrees to abide by the NEA Code of Ethics of the Education Profession, the Code of Ethics of the Teaching Profession of the State of Colorado, and

- 4) meets all other requirements for membership as set forth in Article II of the Association Bylaws and the documents of the CEA and NEA.

### **Article V – Officers**

The officers of the Association shall be the President, Vice President, and Secretary-Treasurer.

### **Article VI – Executive Board**

Section 1 - The Executive Board shall consist of the officers and ten (10) elected members. An eleventh member may be elected if needed to provide minorities with fair representation (effective May 2023).

Section 2 - The Executive Board shall be the executive authority of the Association.

### **Article VII – Representative Assembly**

Section 1 - The Representative Assembly shall consist of the members of the Executive Board and the Association Representatives.

Section 2 - The Representative Assembly shall be the policy-forming body of the Association.

### **Article VIII – Ethnic Minority Representation**

Ethnic minorities shall include African-American/Black, Hispanic/Latino, Asian//Pacific Islander, American Indian/Alaska Native, and other persons designated ethnic minority by the U. S. Bureau of Census.

### **Article IX – Qualifications for Elected Positions**

No person shall vote for or hold an elected position in the Association unless that person is a current member in good standing of the UEP.

### **Article X – Amendments and Revisions**

Section 1 - Amendments to, or revisions of, the Articles of Incorporation shall be submitted in writing to the Representative Assembly, who shall submit such amendments or revisions to members of the Association at least two (2) weeks prior to voting. A two-thirds majority of those voting is required to adopt the proposed amendment or revision. Voting shall be done electronically via a method that ensures a secret ballot.

Section 2 - These Articles of Incorporation shall be reviewed by a duly appointed Committee at least every three years.

# **Bylaws of the Littleton Education Association**

## **Article I – Standing Rules and Parliamentary Authority**

### Section 1 - Standing Rules

- a. Supplementary rules and regulations adopted by the Representative Assembly shall be designated as standing rules.
- b. The Representative Assembly shall establish standing rules and amendments thereof by a majority of those voting.

### Section 2 - Parliamentary Authority

Robert's Rules of Order shall be the parliamentary authority for the Association on all questions not covered by the Articles of Incorporation, Bylaws, and such Standing Rules as the Representative Assembly may adopt.

## **Article II – Membership**

Section 1 - The membership year shall be September 1 to August 31.

Section 2 - To become a member of the UEP, a qualified person must complete and sign a standard UEP membership form, or submit an electronic membership form, and pay, or contract to pay through payroll deduction, the dues as established by these Bylaws and the documents of CEA and NEA (effective February 2019).

Section 3 - Membership shall continue until the person ceases to be eligible for membership, or submits to the president a written notice of resignation on or prior to September 5 of the new membership year.

Section 4 - The Association may provide for associate membership in the Standing Rules.

## **Article III – Fiscal Year, Budget, Dues, Funds and Property**

Section 1 - The fiscal year shall be September 1 to August 31. The books shall be submitted for an official audit at a time during the same year as a change in the President and/or the Secretary-Treasurer unless waived by a majority vote of the Executive Board and the Association Representative Assembly. At any time a majority vote of the Executive Board and the Association Representative Assembly may request an official audit.

Section 2 - The annual budget shall be prepared by the President and the Secretary-Treasurer. The proposed budget will be presented for adoption by a majority vote to the Executive Board and the Association Representative Assembly. The expenditures authorized in the budget by these votes need not be authorized again. Payment of monies

so allowed by the approved budget may be made via credit card, or via checks signed by two (2) of the following individuals: the President, Vice President, or Secretary-Treasurer of the Association, and the UniServ Unit's Program Assistant (effective April 2022).

### Section 3 - Association Dues

- a. The Association portion of the UEP dues shall be equal to .0043 of the teacher base salary, as of September 1 of each year (effective August 2024).
- b. The membership dues for persons eligible for active membership who are regularly employed for fifty (50) percent or less of the normal schedule for a full-time employee shall be one-half (1/2) of the active membership dues. Any member employed at a percentage other than full-time or fifty (50) percent of full-time may request reimbursement of the percentage of his/her dues commensurate with his/her reduced employment schedule. Such requests must be submitted to the President by September 20 of the given membership year, and of each subsequent year during which reimbursement is requested pursuant to this section (effective February 2019).
- c. Any person joining the Association for the first time may be enrolled in full standing for the remainder of the membership year by paying the amount of annual dues which is commensurate with the remaining portion of the membership year.
- d. Any person who joins the Association assumes a contractual obligation to the Association for the full payment of all dues monies for the membership year.
- e. Any member of the Association who becomes ineligible for membership in the bargaining unit shall only be liable for an amount of dues monies which is proportionately equal to the fraction of the membership year elapsed at the time of ineligibility.
- f. Methods of dues payment shall be established in the Standing Rules.

Section 4 - Funds and property of the Association shall be held and controlled by the Executive Board.

Section 5 - In the event of separation from, or dissolution of, the UniServ Unit, the Executive Board of the Association may hold property and funds and may enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association.

Section 6 – A recap statement of the budget will be reviewed by the Executive Board and Association Representative Assembly several times each year.

Section 7 – The Association, acting by and through its Executive Board and with the approval of the Association Representative Assembly, shall have the authority to borrow money and to mortgage or pledge all of its holdings as security for repayment thereof.

#### **Article IV – Meetings**

##### Section 1 - Executive Board

- a. The Executive Board shall hold quarterly meetings, August through May.
- b. Special meetings
  - 1) Special meetings may be called by the President.
  - 2) Special meetings shall be called by the President upon the written request of five (5) or more members of the Executive Board.
- c. Any member of the Association may attend and speak at Board meetings, but only members of the Executive Board may vote.

##### Section 2 - Representative Assembly

- a. The Representative Assembly shall meet at least once a month, September through May.
- b. Representative Assembly meetings may be called by the President or by that number of members of the Representative Assembly equal to the majority of the Executive Board.
- c. Any member of the Association may attend and speak at Assembly meetings, but only members of the Assembly or their duly elected alternatives may vote.

##### Section 3 - General Membership

- a. General membership meetings, informational or business, may be called by the President or by a majority of either the Executive Board or the Representative Assembly.
- b. General membership meetings, informational or business, shall be called by the President upon petition of thirty (30) percent of the members.

#### **Article V - Powers and Duties of Association Officials**

##### Section 1 - The President shall:

- a. Preside over all meetings of the general membership, Representative Assembly and the Executive Board.

- b. Be responsible for preparation and timely distribution of agendas for governance and membership meetings.
- c. Be an ex-officio member of all committees, except the Nominations and Elections Committee.
- d. Nominate chairpersons and the members of committees and task forces as defined in Articles IX, X, and XI of the Bylaws, subject to the advice and approval of the Executive Board.
- e. Represent the Association before the public either personally or through designees.
- f. Prepare the annual budget in accordance with Article III, Section 2 of the Bylaws.
- g. Appoint Association Grievance and Legislative-Political Action Committee Representatives, if necessary, (See Article 5, and Section 6-4).
- h. Perform all other functions usually attributed to this office.

Section 2 - The Vice President shall:

- a. Assume the duties of the President in the President's absence.
- b. Be an ex-officio member of all committees, except the Nominations and Elections Committee.
- c. Communicate monthly with committee chairpersons to discuss committee activity and assist them in preparing recommendations for action by the appropriate governing body.
- d. Perform all other functions usually attributed to this office.

Section 3 - The Secretary-Treasurer shall:

- a. Be responsible for keeping accurate minutes of the Executive Board and Representative Assembly meetings.
- b. Upon separation or dissolution of the UniServ Unit:
  - 1) hold any funds of the Association and disburse them upon authorization by the Executive Board,
  - 2) collect dues through the Membership Committee, and insure that monies are transmitted to the State and National Associations, and
  - 3) maintain an accurate roll of the members of the Association.

- c. Perform all other functions usually attributed to this office.

Section 4 - The Executive Board shall:

- a. Manage the Association and its programs.
- b. Implement the policies as established by the Representative Assembly.
- c. Recommend for adoption by the Representative Assembly such policies as may be deemed by the Board to be in the best interests of the Association.
- d. Establish procedures necessary for the effective operation of the Executive Board.
- e. Approve the charges to special committees and task forces which it creates.
- f. Approve the chairpersons and members of committees and task forces as defined in Articles IX, X, and XI of the Bylaws.
- g. Make recommendations to the Representative Assembly regarding tentative agreements arrived at through collective bargaining.
- h. Enter into contracts on behalf of the Association as may be necessary for the proper management of the Association.
- i. Provide for employment of such staff, excluding those hired by the Unit Council, as may be necessary to the efficient and effective management of the Association.
- j. Approve all appointments made by the President.
- k. Have jurisdiction over cases herein defined:
  - 1) To process all recall petitions and conduct recall hearings.
  - 2) To investigate any alleged violation of the Code of Ethics of the education profession.
  - 3) To censure, suspend or expel any member.
  - 4) To remove censure.
  - 5) To reinstate a suspended or expelled member.
- l. Establish guidelines and procedures, including right of appeal, with the approval of the Representative Assembly, which guarantee due process in all proceedings.
- m. Have all powers not expressly granted to the officers, Representative Assembly, the general membership, or others within the Association.

Section 5 - The Representative Assembly shall:

- a. Adopt Association policy.

- b. Act as an advisory body to the Executive Board in the implementation of the policies of the Association (effective April 2022).
- c. Make recommendations to the membership on collective bargaining agreements.
- d. Submit resolutions to the CEA Delegate Assembly if deemed appropriate.
- e. Make recommendations to the Association delegates to the CEA Delegate Assembly and/or NEA Representative Assembly if deemed appropriate.
- f. Act upon the charges to special committees and task forces which it creates.
- g. Establish and review annually the Standing Rules for the Representative Assembly.

Section 6 - The Association Representative shall:

- a. Act as a liaison between members and potential members in the building and Association governing bodies in such a way that the Association Representative:
  - 1) communicates to the members and/or potential members of the building such information as may be requested by or provided by the officers, Executive Board, or Representative Assembly,
  - 2) represents the members in the building at the Representative Assembly, and
  - 3) acts as Association resource person.
- b. Actively promote membership.
- c. Recommend to the President nominees for appointment to the offices of Grievance and Legislative-Political Action Committee Representatives in the building, providing they have not been elected.
- d. Call and chair Association meetings in the building.

Section 7 - The Association Representative shall also be a Grievance Representative, and shall:

- a. Be a liaison between the President and the faculty.
- b. Attend training sessions to become informed on the grievance procedures.
- c. Inform and instruct the faculty regarding grievance procedures and policies.
- d. Represent and/or advise the grievant at the first level of the grievance procedure.



- e. Apprise and/or consult on any grievance with the President, or the UniServ Director.

Section 8 - The Legislative and Political Representative shall:

- a. Be a liaison between the Legislative and Political Action Committee for Education (LPACE) and the membership in the building.
- b. Relay pertinent political information from appropriate Association officials to the building staff.
- c. Represent the views of the members in the building at Association political meetings.
- d. Organize Association political action at the building level.

### **Article VI – Terms and Vacancies**

Section 1 - The terms for President and Vice President shall be three (3) years in length, beginning after June 1 or upon the conclusion of negotiations, whichever occurs later (effective 2008). The President and/or Vice President may become delegates to the CEA and NEA Representative Assemblies if elected as delegates by the LEA membership (effective February 2019).

Section 2 - The term for Secretary-Treasurer shall be three (3) years in length, beginning June 1 (effective 2009).

Section 3 - Terms for 9 of the 10 Executive Board members shall be three (3) years in length with one-third (1/3) beginning at the first regularly scheduled Executive Board meeting after June 1. The term for the 10<sup>th</sup> Executive Board member, which shall be the extra at-large member, shall be 1 year in length, beginning at the first regularly scheduled Executive Board meeting after June 1 (effective May 2023). (Implementation schedule shall be in accordance with the Standing Rules.)

Section 4 - The term of Association Representatives shall be one year in length, beginning June 1 (effective April 2022).

Section 5 - If the office of President is vacated, the Vice President shall succeed to the office of President. If the Vice President is unable to succeed to the office of President, the balance of the President's term shall be filled by an at-large election according to Article VII – Representation and Elections (effective May 1991).

Section 6 - If the office of Vice President or Secretary-Treasurer is vacated, the Representative Assembly shall elect a member of the Executive Board to fill the vacant position. If no member of the Executive Board is able to fill the vacancy, the balance of

the Vice President's term or Secretary-Treasurer's term shall be filled by an at-large election according to Article VII - Representation and Elections (effective May 1991).

Section 7 – In case a vacancy shall occur on the Executive Board, it shall be filled by a member of the Representative Assembly in an election by the Representative Assembly. The person so chosen shall serve only to the end of the unexpired term.

Section 8 - If a vacancy occurs in the office of Association Representative, the alternate shall assume the office. If there is no alternate, the President shall call for an election and shall appoint a member in the building to conduct the election.

## **Article VII – Representation and Elections**

### Section 1 - Officers

- a. The President, Vice President and Secretary-Treasurer shall be elected at large.
- b. In situations where a candidate is unchallenged, the election may be declared by acclamation of the Representative Assembly (effective April 2022).

### Section 2 - Members of the Executive Board

- a. All members of the Executive Board shall be elected at large.
- b. There shall be at least one (1) secondary and one (1) elementary teacher elected each year.
- c. In situations where a candidate is unchallenged, the election may be declared by acclamation of the Representative Assembly.

### Section 3 - Association Representative

- a. The members of the Association in each building shall elect two (2) Association Representatives for the first twenty (20) members, plus another one (1) Representative for every ten (10) members, or major fraction thereof (effective April 2022).
- b. Said elections shall be conducted in a manner consistent with the Articles of Incorporation, Bylaws and Standing Rules of the Association.
- c. The President shall notify the Association Representative(s), as of January 1, whose Association Representative entitlement has changed. Any additional Association Representative(s) shall be elected within thirty (30) days by the members in the building. In case of decline in the number of members in a building, no Association Representative shall lose the office, but voting in the Representative Assembly shall be based on the new entitlement.

#### Section 4 - Minority Representation

- a. Ethnic minorities shall be entitled to one member in the Representative Assembly for each two (2) percent of their membership in the Association.
- b. Ethnic minorities shall be guaranteed the opportunity to have an eleventh member, elected at large, if they are under-represented on the Executive Board (effective May 2023).
- c. To activate the guaranteed eleventh elected member for a minority position on the Executive Board:
  - 1) one or more minority members must have appeared on a ballot for the Executive Board,
  - 2) only those candidates who have thus appeared on a ballot may appear on the ballot for the tenth elected position,
  - 3) candidates thus qualified must request in a letter addressed to the President that a special election be held. Such request must be made within fourteen (14) calendar days after the first meeting of the Executive Board of the new school year (effective April 2022), and
  - 4) this election shall be held on or before November 1. Any write-in candidate must be a minority as defined in Article VIII of the Articles of Incorporation.

#### Section 5 - NEA and CEA Delegates

- a. All Association representatives to the CEA Delegate Assembly shall be elected in accordance with CEA Documents (effective February 2019).
- b. Voting for CEA delegates shall be done electronically via a method that ensures a secret ballot, except in situations where the number of candidates equals or is less than the number of positions, the election may be declared by acclamation of the Representative Assembly.
- c. All representatives to the NEA Representative Assembly shall be selected in accordance with the NEA Documents (effective February 2019).

#### Section 6 - Nominations, Elections, and Referenda

- a. Election procedures shall be developed by the Nomination and Election Committee, approved by the Executive Board and published and distributed to the Association Representatives by the President.
- b. Nomination for any Association office may be made by any member.

- c. Nominations and elections, including absentee voting, shall be conducted under the direction of the Nominations and Elections Committee.
- d. Candidates for officers and directors shall be presented to the membership.
- e. Candidates for representatives to the CEA Delegate Assembly and the NEA Representative Assembly shall be presented to the membership.
- f. All elections shall be on written secret ballots which shall include a space designated for write-in candidates.
- g. Only members may vote in elections and referenda.

### **Article VIII – Recall of Officers and Directors**

Section 1 - All elected officers and directors of the Association may be recalled for violation of the Code of Ethics of the Education Profession, for misfeasance, malfeasance, or nonfeasance in office.

Section 2 - Recall proceedings against an officer or member of the Executive Board may be initiated by written petition submitted to the Executive Board, by at least forty percent (40%) of the membership.

- a. The Executive Board shall rule on the validity of the petition within ten (10) days of receipt of the petition.
- b. The day of the recall election shall be established no sooner than ten (10) nor more than fifteen (15) days after validation of the petition.

Section 3 - A two-thirds (2/3) vote in favor of recall by those voting shall sustain the recall action. The office shall be deemed vacant immediately and the vacancy shall be filled in the manner prescribed by the Bylaws of the Association.

Section 4 - In any action taken under the provisions of this procedure, no officer or member of the Executive Board shall be denied the right to state his/her position in person or in writing to the electorate.

### **Article IX – Standing Committees**

Section 1 - Only Association members shall serve on Association committees.

Section 2 - There shall be such standing committees as the Association deems necessary to maintain program.

Section 3 - Functions of Standing Committees shall be established by the Executive Board.

Section 4 - Chairpersons and members of all standing committees shall be appointed annually, or as a vacancy occurs. Appointments shall be made by the incoming or continuing President, after consultation with the committee, subject to the approval of the Executive Board.

Section 5 - At least one Board member shall serve on each standing committee and, when possible, each task force. Board members shall not be excluded from eligibility for the position of committee chairperson.

#### **Article X – Special Committees and Task Forces**

Special committees and task forces shall operate under the charge of the governing body to which they are responsible.

#### **Article XI – Collective Bargaining Team**

Section 1 - The Collective Bargaining Team shall consist of five (5) to eight (8) members.

Section 2 - The President, with the advice and consent of the Collective Bargaining Team, shall appoint new members to the Team, subject to the approval of the Executive Board.

Section 3 - Members of the Collective Bargaining Team shall serve at the discretion of the Executive Board, except as limited by Section 4 below.

Section 4 - The Executive Board shall not change the composition of the Collective Bargaining Team between the first meeting of the Team and conclusion of that round of bargaining. Vacancies may be filled if the number of members on the team is less than five (5) or upon request of the Collective Bargaining Team.

Section 5 - The Collective Bargaining Team may seek and utilize such support services as needed to perform research tasks.

Section 6 - The Collective Bargaining Team shall select its own chairperson and/or spokesperson.

#### **Article XII – Every Member Option (effective August 2017)**

Each member shall contribute one (1) dollar per month to the Littleton Fund for Children and Public Education. Any member who wishes to have his/her twelve (12) dollars for a particular membership year refunded to him/her must notify LEA in writing by December 15.

### **Article XIII – Quorum**

A quorum for meetings of either the Executive Board or the Representative Assembly shall consist of a majority of its members.

### **Article XIV – Amendments and Revisions**

Section 1 - Amendments to and revisions of these Bylaws may be proposed by any member of the Representative Assembly.

Section 2 – A majority of those voting at each of two consecutive regular monthly meetings of the Representative Assembly shall be required to adopt any proposed amendment.

Section 3 - These Bylaws shall be reviewed by a duly-appointed committee at least every three (3) years.

# **Standing Rules of the Littleton Education Association**

## **Article I – Parliamentarian**

The parliamentarian for the Association will be appointed by the President.

## **Article II – Meetings**

Section 1 - Minutes of the Executive Board shall list all members in attendance and those members not in attendance.

Section 2 - Minutes of the Representative Assembly shall list all schools represented by Association Representative and those not represented. Members of the Executive Board in attendance and those members not in attendance shall also be listed.

Section 3 - Members of the Representative Assembly shall notify the President of inability to attend a meeting of the Representative Assembly.

Section 4 - Members of the Executive Board shall notify the President of inability to attend a meeting of the Board.

## **Article III – Faculty Representative**

Duties and responsibilities of the Association Representative, in addition to those specified in the Bylaws, shall be prepared by the President and be presented to the members of the Representative Assembly.

## **Article IV – Grievances**

Any Association Representative shall report to the President any situations which are possible violations of policy/contract and/or possible grievance situations.

## **Article V – Delegates to State and National Assemblies**

Delegates and alternates to state and national assemblies shall receive payment for the cost of room, a per diem allowance, and transportation as established in the annual budget. Payment for the above expenses shall be made prior to attendance at these assemblies.

## **Article VI – Contributions and Gifts to LEA**

Section 1 - Contributions or gifts of money shall not be accepted from any non-member, eligible for membership in the UEP, unless the amount of the gift is equal to or in excess of the current annual UEP active membership dues.

Section 2 - Except as prescribed in Section 1 of this Article (above), the Executive Board may accept on behalf of the Association any contribution, gift, bequest, or device for any purpose of the Association.

### **Article VII – Dues Payment Methods**

Dues will be paid with a contractual agreement to pay twelve (12) equal monthly installments through payroll deduction. However, a member whose entire monthly paycheck is being directed into a retirement plan may send a personal check to LEA for that month's dues only (effective April 2022).

### **Article VIII – Committee Reports**

Section 1 - A committee responsible to the Representative Assembly shall submit its final report to the Executive Board for review and/or recommendation before submitting the report to the Representative Assembly.

Section 2 - A committee report to the Representative Assembly may be approved, rejected, amended in writing, referred for further study, or tabled.

Section 3 - If a committee report is amended, the President will decide whether the change is of sufficient importance to require delaying final action until the following meeting.

### **Article IX – Implementation Procedures for the Executive Board**

Section 1 - The implementation schedule for the election of members to the Executive Board shall be as follows:

Elect one elementary, one secondary, and one at-large member each year, for a three year term each. Elect an extra at-large member each year, for only a one year term (effective May 2023).

Section 2 - The Nominations and Elections Committee shall design an appropriate ballot for the election of members to the Executive Board and delegates to the CEA Delegate Assembly that will implement the provisions of the Bylaws, Article VII, Section 2 and Article VII, Section 5-a.

### **Article X – Voting and Elections**

Section 1 - Delegates and alternates to the NEA and CEA Representative Assemblies shall be elected each year (effective February 2019).

Section 2 - The Association Representative shall make every effort to ensure each member in the building has the opportunity to vote in any given election. Voting shall be done electronically via a method that ensures a secret ballot.



Section 3 - In any election for Association officials, nominations must be asked for and accepted if made by an Association member.

**Article XI – Amendments and Revisions**

Section 1 - Amendments to and revisions of these Standing Rules may be proposed by any member of the Representative Assembly.

Section 2 - A majority of those voting at each of two consecutive regular monthly meetings of the Representative Assembly shall be required to adopt any proposed amendment.

Section 3 - These Standing Rules shall be reviewed annually by the Representative Assembly.