

GGEA BYLAWS

INDEX

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE</u>
1	Identification & Goals	2
2	Membership	2
3	Local Faculty Units	3
4	Governance & Governance Documents	4
5	General Elections	6
6	Meetings of General Membership	8
7	The Representative Council	8
8	Board of Directors	9
9	Officers	10
10	Committees	11
11	Employment of Staff	13
12	Financial	13
13	Records & Publications, Notices & Correspondence	14

GGEA BYLAWS

(BL-1) SECTION 1 - IDENTIFICATION AND GOALS

- 1.1 Identification. This organization has been established by a written Articles of Incorporation in the County of Orange, State of California, with the name "Garden Grove Education Association/CTA/NEA", and is hereinafter known as the Association.
- 1.2 Goals. The following shall be the goals pursued by the Association in carrying out its mission as prescribed in the Articles of Incorporation:
- a. To serve as the vehicle through which the membership can develop written policies and goals for the best possible conditions of educational service and program within the Garden Grove Unified School District;
 - b. To secure the implementation of the policies and goals through each of the following means:
 - 1) By negotiations with the Garden Grove Unified School District and their Board of Trustees;
 - 2) By political and legislative activities in conjunction with state and national affiliates;
 - 3) By an ongoing process of consulting between the Association and the District;
 - 4) By improving the organizing of members of the Association; and
 - 5) By facilitating communications between the Association and its members.
 - c. To represent members in all matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours, and other terms and conditions of employment with the Garden Grove Unified School District;
 - d. To support the members in any other lawful manner leading directly or indirectly to the improvement of group and individual morale and welfare with regard to service in the educational profession; and
 - e. To encourage minority involvement in the Association.

(BL-2) SECTION 2 - MEMBERSHIP

- 2.1 Membership. Membership shall be open to all persons who are engaged in, or who are on a limited leave of absence from, professional educational work in Garden Grove Unified School District and whose primary assignment is such that they do not hold supervisory responsibility over other certificated employees to the extent that they are not represented in the negotiations process by the Association.

(BL-2) SECTION 2 - MEMBERSHIP, continued.....

- 2.2 General Requirements. To become a member of the Association, a membership enrollment form must be completed and filed. In addition, membership must be concurrent with the California Teachers Association (CTA) and within the National Education Association (NEA). The amount and type of membership dues for each category, together with the manner and methods of payment, shall be as prescribed in the Standing Rules.
- 2.3 Delinquency and Termination of Membership. Membership shall be continuous after initial enrollment until delinquent or until a change in professional status shall make the member ineligible. If by October 31 of any calendar year, a continuing cash member has not paid the established annual membership dues for the current membership year then that person's membership shall be considered delinquent and terminated. If a member begins a leave of absence during the year they have the option to pay cash, at a reduced rate, for the remainder of the year or that person's membership shall be considered delinquent and terminated.
- 2.4 Property Rights. No individual member shall attain rights to any property of the Association as a result of membership.
- 2.5 Prohibition Against Discrimination. The rights to any privileges of membership in the Association shall not be abridged in any way because of age, sex, race, ethnic group, physical disabilities, creed, color, marital status, national origin, or sexual orientation.

(BL-3) SECTION 3 - LOCAL FACULTY UNIT (WORK SITE)

- 3.1 General. The basic component unit of the Association to which every member shall be assigned and carried on the membership roster shall be a Local Faculty Unit.
- 3.2 Composition. The Local Faculty Unit shall consist of the members of the Association employed at that campus/work site.
- 3.3 Allocation of Association Representatives. Each Local Faculty Unit shall be authorized Association Representatives as follows:
 - a. up to 25 members = 2 reps
 - b. 26 – 50 members = 4 reps
 - c. 51 – 75 members = 6 reps
 - d. 76 – 100 members = 8 reps
 - e. 101 – 125 members = 10 reps

Allocation of Association Representatives shall be established by the Board of Directors based on a membership census of each Local Faculty Unit as of November 1 of each calendar year. Such apportionment shall remain in effect until the following October 31st, unless the membership in the Local Faculty Unit increases to qualify for additional representation.

- 3.4 Election of Association Representatives. Association Representatives shall be elected by and from the membership for each Local Faculty Unit by June 1 of each year. In the event of a vacancy, an election may be held to fill the vacant position for the remainder of the term. Association Representatives serve a two-year term and shall take office on July 1, following their election. Such election shall be by open nomination and written ballot.

(BL-3) SECTION 3 - LOCAL FACULTY UNIT (WORK SITE), continued.....

- 3.5 Alternates. Alternate Association Representatives shall be elected by and from the members of each Local Faculty Unit as necessary to serve in the event of absence or incapacity of the regular Representatives for any reason. In the event of a vacancy, an election may be held to fill the vacant position for the remainder of the term.
- 3.6 Duties of Association Representatives. Association Representatives shall perform the following basic functions, with any additional duties as prescribed by the Representative Council:
- a. Conduct constant and ongoing liaison between the Representative Council and the members of the Local Faculty Unit;
 - b. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the membership; and
 - c. Represent the views and the input of the membership of the Local Faculty Unit at the Representative Council, segment meetings, and other Association meetings.

(BL-4) SECTION 4 - GOVERNANCE AND GOVERNANCE DOCUMENTS

- 4.1 Basic Classes of Governance Bodies. The three (3) basic classes of governance bodies for the Association, in the order of their rank and precedence are:
- a. The MEMBERSHIP. Exercises the highest and ultimate class of governance through the General Election process;
 - b. The REPRESENTATIVE COUNCIL. Represents the membership and serves as the policy-making body on matters as prescribed herein; and
 - c. The BOARD OF DIRECTORS. Exercises ongoing governance as defined by law and on all other matters delegated to it by the governance documents and/or by actions of the Representative Council.
- 4.2 Supplemental and Advisory Classes of Governance. Association committees, task forces and other groups shall each have such supplemental and advisory duties as shall be prescribed in the actions of the governance bodies appointing them.
- 4.3 Governance Documents. All types and classes of governance shall be conducted in accordance with the governance documents. These shall be as follows, in the order of their rank and precedence:
- a. The ARTICLES OF INCORPORATION. This shall be the lawfully constituted authority for the structure and existence of the Association as a legal entity. Custody over this document is reserved by the membership to itself;
 - b. The BYLAWS. The Bylaws shall be the blueprint for the organizational structure of the Association. Custody over the Bylaws is reserved by the membership to itself; and

(BL-4) SECTION 4 - GOVERNANCE AND GOVERNANCE DOCUMENTS, continued....

- c. The **STANDING RULES**. The Standing Rules shall be a written means by which the daily organizational business of the Association is accomplished. They shall also be used where appropriate to implement the Bylaws and those policies of the Representative Council to which they can be applied. Custody over the Standing Rules is delegated to the Representative Council except as may otherwise be directed by the membership.

4.4 Parliamentary Authority. Where not otherwise prescribed within the governance documents, the latest edition of Robert's Rules of Order shall be the prescribed authority for the conduct of the meetings of all governance bodies.

4.5 Availability of Governance Documents. Copies of the governance documents shall be readily available to members at the organization's principal office of business and at each Local Faculty Unit. For this purpose, updated copies shall be furnished to each Association Representative at the start of each membership year.

4.6 Amendments to or Modifications of the Articles of Incorporation and Bylaws. The membership shall retain final ratification authority for amendments to or modifications of the Articles of Incorporation and/or the Bylaws in accordance with the following procedure:

- a. **PROPOSAL**. Amendments to the Articles of Incorporation and/or the Bylaws may be proposed by a majority vote of the Representative Council present at any regular meeting or by a petition signed by 10% of the membership. A proposal must be submitted prior to or at the January Representative Council meeting;
- b. **PRO-CON ARGUMENTS**. At the Representative Council meeting following the proposal, time for debate/discussion regarding the proposed changes; shall be allocated on the agenda;
- c. **RECOMMENDATION OF THE REPRESENTATIVE COUNCIL**. Proposed amendments shall be considered by the Representative Council at the second regular meeting following their proposal. The Council shall have the right to insert a simple statement on the ballot as to whether it recommends approval or disapproval of the proposed measure, but without editorial comment. A copy of the proposed amendments, together with a recommendation of the Representative Council shall be posted at each building by the Association Representative at least ten (10) school days prior to voting; and
- d. **RATIFICATION**. The proposed amendments shall be submitted by ballot to the membership. The amendments shall be ratified if approved by a majority vote of the members of the Association voting at the general election. The amendments shall go into effect immediately unless the amendment specifies another date.

4.7 Amendments to the Standing Rules. The Representative Council shall have final approval authority for amendments to the Standing Rules as follows:

- a. **PROPOSAL**. By majority vote, the Board of Directors may propose, or the Representative Council may direct, an amendment to the Standing Rules at any meeting; and

(BL-4) SECTION 4 - GOVERNANCE AND GOVERNANCE DOCUMENTS, continued....

- b. **ADOPTION.** The proposed or directed amendment shall be subject to adoption by majority vote of the Representative Council at any meeting thereafter.

(BL-5) SECTION 5 - GENERAL ELECTIONS

- 5.1 Classes of General Elections. There shall be eight (8) classes of General Elections: Annual, CTA State Council Representative, NEA Delegate, Initiative, Referendum, Recall, Contract Ratification and By-law Ratification.
- 5.2 Annual General Election. The Annual General Election shall be the means by which the membership shall elect the Executive Officers and Segment Directors. Nominations shall be open; i.e., the procedures shall guarantee that the name of any member may be placed in nomination by any member, with any withdrawal to be voluntary by the nominee. When necessary, additional nominations may be made by the Representative Council at the regular meeting held immediately prior to the Annual General Election. The names of all candidates nominated by any of the foregoing procedures shall appear on the ballot.
- 5.3 NEA Delegate Election. NEA Delegates and their alternates shall be elected to staggered two (2) year terms. Following the election for NEA delegates, all the candidates shall be listed in descending order based on the number of vacant positions allocated by the NEA, and shall be the highest vote-receivers, whether or not a majority of the legal ballots cast. The list of alternate delegates shall be composed of the remaining highest vote-receivers who were not elected as delegates. All other procedures shall be the same as for an Annual General Election.
- 5.4 CTA State Council Representative Election. Representatives and alternates shall be elected for staggered three (3) year terms. The number of representatives and alternates elected shall be equal to the number of vacant positions allocated by the CTA. The elected representative(s) shall be the candidate(s) receiving the largest number of votes which is a majority of the legal ballots cast. The elected alternate(s) shall be the candidate(s) receiving the next largest number of votes cast, whether or not that number is a majority. Should a vacancy occur in the position of representative, an election shall be held to fill the unexpired term. All other procedures shall be the same as for an Annual General Election.
- 5.5 Initiative General Election. The members of the Association shall retain for themselves the power of the initiative on any matter falling within the authority delegated to the Representative Council, as follows:
 - a. **CALL OF ELECTION.** The Board of Directors shall act within five (5) days to call an Initiative General Election upon receipt of a petition containing the signatures of at least twenty percent (20%) of the current members;
 - b. **POSING OF QUESTION.** The petition shall set forth the specific question to be posed on the ballot;

(BL-5) SECTION 5 - GENERAL ELECTIONS, continued....

- c. PRO-CON ARGUMENTS. Separate statements in support of, and in opposition to, the proposal shall if requested also appear on the ballot. They shall not exceed two hundred words in length apiece, and shall be written by known proponents and opponents of the issue within three (3) school days of the receipt of the petition. Similar rebuttal statements not to exceed fifty (50) words in length apiece shall be prepared by the same parties within two (2) school days of the completion of the basic statement; and
- d. RECOMMENDATION OF COUNCIL. If, in its judgment, the issue warrants it, the Board of Directors may call the Representative Council into session to consider the initiative proposal. The Council shall have the right to insert a simple statement on the ballot as to whether it recommends approval or disapproval of the measure proposed, but without editorial comment.

5.6 Referendum General Election. Procedures for a Referendum General Election shall be the same as for an Initiative General Election, except that a Resolution of Referendum adopted by the Representative Council shall substitute for the initiative petition.

5.7 Recall General Election. Recall of any or all elected officials may be proposed by either an Initiative Petition or Resolution of Referendum. A statement not to exceed two hundred words in length of the reasons for the proposed recall shall be part of the Initiative Petition or Resolution of Referendum. Each official involved shall have the right to make a rebuttal statement not to exceed two hundred words in length, which shall also appear on the ballot. The question of recall shall be posed separately on the ballot for each person concerned. Recall of a Segment Director shall be by the above-mentioned procedure within the segment affected.

5.8 Contract Ratification Election. The members of the Association shall retain for themselves the power to approve or disapprove any employment contract between the Association and the Governing Board of the Garden Grove Unified School District. The Board of Directors, upon notification by the negotiating team that a tentative agreement has been reached, shall set in motion a contract ratification procedure which shall be specified in the Standing Rules. This procedure shall provide for a decision by the membership within ten (10) work days.

5.9 By-law Ratification Election. The members of the Association shall retain for themselves the power to approve or disapprove any proposed changes to the By-laws.

5.10 Notice and Methods for Conducting General Elections. General Elections shall be conducted by the Rules and Elections Committee in any of the following manners, the choice of method to be determined by the Board of Directors.

- a. FACULTY BALLOTING. The date for a General Election by Faculty balloting shall be set between ten (10) and thirty (30) school days after the action of the calling authority. Ballots for all members shall be delivered to the Association Representative for each site prior to the date established for the election. In order to be considered in the tally, marked ballots must be received at the Association Office by the deadline established in the Election Committee Calendar adopted by the Representative Council;

(BL-5) SECTION 5 - GENERAL ELECTIONS, continued....

- b. MAIL BALLOTING. Mail balloting for any General Election shall consist of mailing the election materials, including a postage-free return postcard ballot, to the last known home address of each member. Such mailing shall take place within ten (10) days after the action calling the election and with no more than an additional ten (10) days after the date of the mailing for return delivery at the Association office in order to be considered in the total; and
- c. IN CONJUNCTION WITH A GENERAL MEETING. The Representative Council may, from time to time, delegate to the Board of Directors the authority to call a Referendum General Election in conjunction with a General Meeting for the membership. Such election shall be limited to the making of decisions on matters of employee representation. The requirements for quorum and for notice shall be contained within the action authorizing the call of the General Meeting.

- 5.11 Election Controls. Adequate controls over the form, distribution, return, counting and disposition of ballots shall be provided for in policies adopted by the Representative Council and implemented in the Standing Rules.
- 5.12 Requirements for Decision. A majority vote shall be required to decide all issues and elections unless otherwise specifically provided in these Bylaws. If a candidate does not receive a simple majority vote, a run-off election shall be conducted among the candidates receiving the highest number of votes. The names on the ballot will be one (1) more than the number of vacancies to be filled. When there are only two candidates for an office, the candidate receiving the higher number of legal votes cast shall be declared elected.

(BL-6) SECTION 6 – MEETINGS OF GENERAL MEMBERSHIP

- 6.1 Meetings. Meetings of the general membership may be called by the President, the Board of Directors, or by written petition of ten percent (10%) of the membership.
- 6.2 Notification. Notices of the general membership meetings including date, place, time, and purpose of the meeting shall be made available to all members at least five working days before the meeting except during crisis situations. In the case of emergency meetings during crisis, the Board of Directors shall adopt procedures to notify the membership of meeting dates, places, and times.
- 6.3 Quorum. A quorum for meetings of the general membership shall be 50% of the membership.

(BL-7) SECTION 7 - THE REPRESENTATIVE COUNCIL

- 7.1 Composition. The Representative Council shall consist of elected representatives from each Local Faculty Unit.

(BL-7) SECTION 7 - THE REPRESENTATIVE COUNCIL, continued....

- 7.2 Voting Members. Each of the following persons shall be entitled to one vote in the Representative Council except that no person shall be entitled to more than one vote by virtue of holding more than one office or entitlement to vote:
- a. Association Representatives or their alternates from Local Faculty Units/work sites;
 - b. Representatives to the California Teachers Association, ex-officio; and
 - c. Members of the Board of Directors, ex-officio.
- 7.3 Member Participation. Any member of the association shall be entitled to attend and address the Representative Council.
- 7.4 Meetings. Regular meetings of the Representative Council shall be scheduled by the Board of Directors. Special meetings may be called upon five (5) work days' notice either by an action of the Board of Directors or by the President upon receipt of a petition signed by at least one-third of the Association Representatives. The May meeting each year shall be considered the Annual Meeting of the Association.
- 7.5 Quorum. A quorum shall consist of having at least one Association Representative in attendance from a majority of the Local Faculty Units/Work Sites.
- 7.6 General Authority. The Representative Council shall have the authority to handle all business properly placed before it in its capacity to act for the membership as the policy-making body.
- 7.7 Presiding Officer. The President shall be the presiding officer for the Representative Council. If the President is absent or unable to chair because of participation in debate on a particular item of business, the First Vice-President shall be temporary chairperson. If the First Vice-President is absent or unable to chair, then the Second Vice-President shall preside. In case all three are absent or unable to chair, a caucus of the Board of Directors present shall select a chairperson. If no Board Members are present, the business shall be temporarily suspended pending the immediate election of a chairperson pro-tem by a quorum of the Association Representatives.
- 7.8 Agenda. A preliminary agenda shall be prepared and submitted by the President. The Representative Council shall have the authority to adopt and change the preliminary agenda.

(BL-8) SECTION 8 - BOARD OF DIRECTORS

- 8.1 Composition. The Board of Directors shall consist of the officers as elsewhere defined in these Bylaws. All members of the Board of Directors may be referred to herein as Directors.

(BL-8) SECTION 8 - BOARD OF DIRECTORS, continued....

- 8.2 Emergency Power. In emergencies which occur during times in which the Representative Council cannot be called into session to act, the Board of Directors shall act in place of the Representative Council by a recorded two-thirds (2/3) roll-call vote. Such actions shall not violate any policies already specifically adopted by the Representative Council and shall not extend to the amendment of the governance documents.
- 8.3 Meetings. The Board of Directors shall meet at least once a month during the school year. Special meetings may be held upon notification of available Directors by the President, President's designee, or by written concurrence of a majority of the Directors.

(BL-9) SECTION 9 - OFFICERS

- 9.1 General. The officers are President, First Vice-President, Second Vice-President, Secretary, Treasurer, four (4) Elementary Segment Directors, two (2) Intermediate Segment Directors, and two (2) High School Segment Directors.
- 9.2 President. The President shall be elected in the Annual General Election and shall serve for a term of two (2) years, beginning on July 1 of even-numbered years. The President shall preside over meetings of the Representative Council and the Board of Directors, and shall function as the official spokesperson for all actions of the governance bodies. No person shall serve as President continuously for a period in excess of three (3) terms. If necessary, the Association shall provide for the President's salary for full release time from his or her teaching assignment commencing with the school year which begins after his/her election.
- 9.3 First Vice-President. The First Vice-President shall be elected in the Annual General Election for a term of service of two (2) years beginning on July 1 of odd-numbered years. The First Vice-President shall function as President in the absence or incapacity of the President.
- 9.4 Second Vice-President. The Second Vice-President shall be elected in the Annual General Election for a term of service of two (2) years beginning on July 1 of even-numbered years.
- 9.5 Secretary. The Secretary shall be elected in the Annual General Election for a two (2) year term and shall take office on July 1 of even-numbered years. The Secretary shall have custody over the official Minutes of all business meetings of the governance bodies where not otherwise prescribed.
- 9.6 Treasurer. The Treasurer shall be elected in the Annual General Election for a two (2) year term taking office on July 1 of odd-numbered years. The Treasurer shall have custodial control over all funds and books of account of the Association under the supervision of the Board of Directors, and shall prepare the preliminary budget for consideration by the Board of Directors.
- 9.7 Segment Directors. There shall be eight (8) Segment Directors elected for staggered two (2) year terms in the Annual General Election so that one-half such Directors take office on July 1 of each year. Such Directors shall provide representation and leadership for the members in their segment.

(BL-9) SECTION 9 - OFFICERS, continued....

9.8 Qualifications. All officers must be Association members throughout their term of office.

9.9 Interim Vacancies.

- a. Vacancies which occur during the term of office of any officer other than that of President or First Vice-President shall be filled by an election conducted by and within the Representative Council, choosing from among the entire membership.
- b. Notices of such vacancies shall be posted at appropriate work sites for ten (10) days prior to the meeting when the election will be held.
- c. In the event of a vacancy in the office of President, the First Vice-President shall succeed to the office of President, the Second Vice-President shall succeed to the office of First Vice-President, and the Representative Council shall elect an interim Second Vice-President, choosing from among the entire membership.
- d. In the event of a vacancy in the office of First Vice-President, the Second Vice-President shall succeed to the office of First Vice-President and the Representative Council shall elect an interim Second Vice-President, choosing from among the entire membership.
- e. If the vacancy is that of a Segment Director, the Representatives of the segment shall elect that Director at the next segment meeting following ten (10) work days notice. The Representative Council will ratify the election results at the next Representative Council meeting.
- f. These officers shall serve until the next General Election.

(BL-10) SECTION 10 - COMMITTEES

10.1 Policy Committees. Policy committees shall study issues within their area of concern and shall make recommendations to the Representative Council for its information or action. The President shall appoint, subject to the advice and consent of the Board of Directors, the chairpersons of all policy committees. Any member of the Association may serve on a policy committee. Policy committees may be established by the Board of Directors or by the Representative Council as necessary.

10.2 Service Committees. Unless otherwise provided in these Bylaws, the Board of Directors shall, establish service committees of the Association. Service committees shall carry out the policies of the Association. Service committees may be established by the Board of Directors or by the Representative Council as necessary. The President shall, subject to the advice and consent of the Board of Directors, appoint all service committee members.

(BL-10) SECTION 10 - COMMITTEES, continued....

10.3 Negotiating Team.

- a. The members of the Team and alternates to the Team shall be appointed by the President with the advice and consent of the Board of Directors.
- b. The Negotiating Team shall be responsible for bargaining the Association's contract proposals.
- c. The Negotiating Team shall be responsible to the Board of Directors for coordinating the negotiations process within the objectives of the Association.
- d. Replacements to fill vacancies for any reason, including the subsequent withdrawal of one or more members of the Team by replacement thereof, shall be made by the same process as for the initial appointment.
- e. Members of the Team may be removed by the President with the advice and consent of the Board of Directors.

10.4 Grievance Committee.

- a. The members of the Committee shall be appointed by the President with the advice and consent of the Board of Directors.
- b. The Grievance Committee shall be responsible for implementing the Association's grievance program, per Standing Rules and negotiated agreement between the Association and District.
- c. The Grievance Committee shall be responsible to the Board of Directors for implementing the grievance process within the objectives of the Association.
- d. Procedures for members to appeal decisions regarding arbitration shall be delineated in the Standing Rules.
- e. Replacements to fill vacancies for any reason, including the subsequent withdrawal of one or more members, shall be made by the same process as for the initial appointment.

10.5 Rules and Elections Committee.

- a. The president shall appoint the Rules and Elections Committee with the advice and consent of the Board of Directors.
- b. The Rules and Elections Committee shall conduct all general elections. The committee shall assist the president with all vote counts at Representative Council meetings.
- c. This Committee shall consist of eight (8) members corresponding to the segment representatives of the Board of Directors, whenever possible, and up to eight (8) alternates for emergency situations.

(BL-10) SECTION 10 - COMMITTEES, continued....

- d. Members of the Board of Directors shall not serve on the Rules and Elections Committee.
- e. Declared candidates and their family members are excluded from serving on the Rules and Elections Committee during that election.
- f. Replacements to fill vacancies, temporary or permanent, shall be made by the same process as the initial appointment.

10.6 Membership on Committees. The President, First Vice-President, and Second Vice-President shall be non-voting members of all committees.

(BL-11) SECTION 11 - EMPLOYMENT OF STAFF

- 11.1 General Policies. The Representative Council shall have the authority to adopt general policies for staff employment and to make general allocations in the Annual Budget for these expenses.
- 11.2 Employment Authority. Within the established policies and budget limitations, the Board of Directors shall hire all paid staff, and set forth in contract and/or job description form the terms and conditions of employment.
- 11.3 Non-discrimination Clause. Paid staff shall be entitled to the same general rights of due process as the Association membership. The same non-discrimination policy shall apply to paid staff as contained in these Bylaws.
- 11.4 Paid Staff. The Executive Director, whether this be directly or separately contracted from some other agency or affiliate, shall oversee the Association professional and secretarial paid staff. Secretarial staff may be employed as authorized and necessary within the limits of Association policies and budget.

(BL-12) SECTION 12 - FINANCIAL

- 12.1 Dues, Fees, and Contributions.
 - a. Annual membership dues may be paid by payroll deduction or in cash. The amount shall be prescribed by the Representative Council each year following the adoption of the Annual Budget. The Representative Council may adopt different dues levels for the different categories of membership.
 - b. Special assessment fees beyond normal annual dues may be levied in the event of an emergency by a two-thirds (2/3) vote of the Representative Council following ten work days' notice to the membership.
 - c. Contributions may be accepted for the general budget by action of the Board of Directors. Donations of material or property may also be accepted by similar action. Where conditions as to use are attached to a contribution or donation, the Representative Council shall set policies within which such contributions or donations may be accepted.

(BL-12) SECTION 12 - FINANCIAL, continued....

- 12.2 Fiscal Year. The fiscal year shall be defined as the period of time between September 1 and the following August 31 inclusive.
- 12.3 Adoption of Annual Budget. The preliminary Annual Budget shall be submitted to the Representative Council by action of the Board of Directors at the regular meeting prior to the Annual meeting, and shall include the recommended dues level needed to fund the budget. A copy of the proposed budget shall be posted at each site at that time and remain posted until the Annual Meeting. Final refinement and adoption shall be the responsibility of the Representative Council at the time of its Annual Meeting. Changes in and among categories not to exceed five percent (5%) of the total for the given category may thereafter be made during the fiscal year by action of the Board of Directors; changes in excess of this percentage shall be made only with the approval of the Representative Council.
- 12.4 Expenditure of and Accounting for Funds. The Board of Directors shall be responsible to the Representative Council for setting up adequate procedures for control of the expenditure of funds. The Board of Directors shall arrange for an annual audit by an independent agency. Copies of the financial audit shall be made available to the Representative Council.
- 12.5 Restriction Upon Indebtedness. The Board of Directors shall not incur any indebtedness where the payments for same exceed the amount provided in the budget for that purpose without prior approval of the Representative Council.

(BL-13) SECTION 13 - RECORDS AND PUBLICATIONS, NOTICES AND CORRESPONDENCE

- 13.1 Availability of Records. The Board of Directors shall insure that the membership has adequate access to the non-privileged business records of the Association. The Standing Rules shall contain provisions for segregating the records into classes of privileged and non-privileged categories. Updated copies of the governance documents and minutes of recent meetings of the governance bodies, as well as other pertinent records and financial reports shall be available.
- 13.2 Publications. Provision for publications, official policy statements, and other similar items shall be contained within the Standing Rules.
- 13.3 Notice to the Membership. The giving of Notice to the membership, as used or required in these Bylaws, shall be defined as making available to such membership information to which they are entitled concerning the conduct of Association affairs in such a manner as to permit participation of the membership in the organizational decision making processes. The minimum requirements for the giving of Notice, wherever such is required by the governance documents, shall be the posting in a conspicuous place in each of the following:
- a. The organizational headquarters; and
 - b. A bulletin board maintained at each Local Faculty Unit/Work Site
- 13.4 Receipt of Petitions, Correspondence, and Communications. Petitions, correspondence, and other communications addressed to the Association or to its Board of Directors or Representative Council shall be considered properly received when delivered to either the President and/or the Executive Director. In the event of the unavailability or incapacity of the President, the First Vice-President may act to receive such items.