

BYLAWS
of the
ASSOCIATION OF EDUCATIONAL LEADERS, INC.

ARTICLE I: NAME

The name of the organization shall be the Association of Educational Leaders, Inc. (AEL).

ARTICLE II: PURPOSE

The Association shall engage in all aspects of collective bargaining with the Anne Arundel County Board of Education and represent the interests of all Unit II members currently defined as principals, assistant principals, administrative interns, coordinators of instruction and other designated central office professional staff as they relate to the terms and conditions of their employment both within the context of a negotiated agreement or otherwise.

- To communicate information to members on legislation which affects public education.
- To provide advice and representation in the grievance procedure consistent with the negotiated agreement.
- To provide programs of interest to the membership.
- To inform members at least quarterly about the programs and activities of the Association of Educational Leaders.
- To facilitate good communications between the Association of Educational Leaders and the Board of Education.
- To perform all services incidental to the representation of its member's consistent with state laws, rules, regulations, and policies.
- To involve the members in the pursuit of AEL purposes.
- To promote the public image of AEL and all its members.

ARTICLE III: MEMBERS

Section A: Membership and Dues

Membership shall be open to all Unit II Employees of Anne Arundel County Public Schools which currently include: professionally certified employees consisting of:

- Principals
- Assistant principals
- Administrative interns
- Coordinators of instruction
- Other designated central office staff defined as Unit II employees under the negotiated agreement with the Anne Arundel County Board of Education which is now in effect or hereinafter amended, renegotiated, or defined under state law.
- Those individuals who are eligible as Life Members as provided for herein.

The annual dues of the Association shall be recommended by the Executive Board and thereafter approved by the majority of the membership present at a meeting wherein a vote is taken. All dues and other funds collected shall be deposited in approved accounts and shall be subject to such withdrawals and expenditures by the Executive Board in accordance with these Bylaws.

Section B: Classification of Membership

There shall be two classes of membership:

- Active members:** Shall include those members who are employed by the Anne Arundel County Public School System and whose dues are current. Only active members shall be eligible to vote unless otherwise restricted by virtue of fulfilling the obligations of an elected office of this Organization.
- Life Members:** Shall be former active members of the Association who have retired from the Anne Arundel County Public School System. Life members are not eligible to hold office shall not be required to pay dues and shall have no voting privileges but are eligible to participate in all meetings and provide advice and support as may be needed.

Section C: Membership Meetings

There shall be a minimum of two (2) scheduled meetings of the general membership during the year. The Executive Board shall determine the date, place, time, and location of these meetings.

Section D: Special Meeting

Special meetings of the Association membership may be called at any time by:

- The President
- A majority of the Executive Board by vote
- A petition signed by ten (10%) per cent of the active members

No business other than that stated in the notice of the meeting shall be transacted at any special meeting of the members, however called.

Section E: Notice of Meetings

Not less than seven (7) days and not more than thirty (30) days written, electronic or printed notice of every annual and regular meeting and not less than one (1) day by telephone of every special meeting of the members shall be given where practicable to each member. Such notices of the annual, regular, or special meetings shall state the place, date, and hour of such meetings and, in the case of special meetings, shall also state the business proposed to be transacted.

Section F: Quorum

Five (5%) per cent of the Active Members shall constitute a quorum for all regular or special membership meetings of the Association.

Section G: Majority Vote

A majority vote of all active members of the Association in good standing present shall be required for action.

ARTICLE IV: THE EXECUTIVE BOARD

Section A: Titles

The following officers consisting of the President, First Vice President, Second Vice President, Secretary, Treasurer, the last past President serving as Director Emeritus, , 3 Directors-at -large elected by the AEL membership, shall be elected by the membership. Twelve High School Cluster Representatives/Directors, 1 Unit II Central Office Director, and 1 Director representing special schools and centers shall be appointed by a majority vote of the Executive Board and thereafter approved by a majority vote of the members.

The Executive Director / General Counsel and Administrator, shall attend the Executive Board Meetings and shall be deemed ex-officio members of the Executive Board with a voice but without a vote.

Section B: Eligibility

All Officers and Directors shall be Active Members in good standing of the Association.

Section C: Terms of Office and Succession

Officers and Directors-at-large shall be elected by a majority of those present at a membership (Annual) meeting (Article III, § C) to be held on or about June 1 of each year. By resolution approved by the general membership on 11/5/92:

- Effective September 1993 (odd-numbered years) the President, 1st Vice-president and two (2) Directors-at-large are elected and will serve two (2) year terms;
- Effective July 1, 2009 (even-numbered years thereafter), the 2nd Vice President, Secretary, Treasurer and one (1) Director-at-large are elected and will serve two (2) year terms,
- Effective July 1, 2009, a retiring president who is not elected to any other office succeeds to the Executive Board office of Director Emeritus.

By resolution approved by the general membership on June 26, 2008:

- Effective July 1, 2008, Representative Directors shall be elected annually by their respective groups with no limits to years elected or served.

The “year” is defined as the fiscal year, July 1-June 30.

Section D: Nominations for the General Membership Elections

In a timely fashion each year (March/April) an ad hoc Nominating Committee consisting of three (3) to five (5) members shall be appointed by the President. They should represent as inclusively as possible all job classifications. The committee will elect its own chair. It shall prepare a slate of nominees for the officers including the At-large Directors as appropriate for election. (Nothing provided for herein shall, preclude nominations for any vacancy in an office to be elected by the membership from being made from the floor.

Section E: Election and Ballot Committee

The Nominating Committee shall present its report to the membership no later than one (1) month prior to membership meeting for scheduled elections. Elections shall be by secret ballot. The Nominating Committee shall appoint an ad hoc Ballot Committee of three (3) members present, none of whom is a member of the Nominating Committee or nominated to run for office, to tabulate the results of the election. Elections shall be by a plurality of those voting in person or by ballot.

Section F: Vacancies in Office

When a vacancy occurs in any office, except President, the Executive Board shall appoint an active member of the Executive Board other than an officer to fill the unexpired term. The First Vice-president shall serve as President through completion of the elected President’s term of office. If the First Vice-president is unable to complete the term of office and is replaced under the preceding provisions, the office of president shall be filled by the Second Vice President for the

remaining term. If the foregoing individuals are unable to complete their terms of office a special election shall be called by the Executive Board.

Section G: Duties

President. The president shall be the executive head of the Association and shall preside at all meetings of the membership and of the Executive Board. S/he shall appoint, except as herein provided, the chairman of all committees except the nominating committee. S/he shall supervise the activities of the Association and represent directly or through a designee the Association at the Board of Education and in the community and perform all other duties commensurate with the office. The President shall direct that notice of all meetings to be given to the membership or the Executive Board as the case may be.

- 1st Vice-president.** The 1st Vice-president shall perform the duties of the President in the absence or office vacancy of the President. S/he shall be a nominee for President.
- 2nd Vice-president.** The 2nd Vice-president shall perform the duties of the President in the absence of the President and 1st Vice-president.
- Secretary.** The Secretary shall be responsible for keeping accurate minutes of all meetings, distribute these minutes at the meetings and make the same available for publication and shall perform all other duties that may be commensurate with this office
- Treasurer.** The Treasurer shall be responsible for keeping the financial books and records of the Association and make timely disbursements and payments as authorized by the Executive Board. In addition, s/he shall report the status of the accounts at Executive Board and Membership meetings. The Treasurer shall maintain accurate and appropriate records of all receipts and disbursements. All transactions shall be audited annually as directed by the Executive Board.
- Directors.** The At-large and Representative Directors shall represent all Unit II members as defined herein and who are not otherwise holding a named elected office on the Executive Board. The Directors-at-large shall perform such other further duties as assigned by the Executive Board.
- Executive Director/ General Counsel.** The Executive Director/ General Counsel shall have no vote but shall be engaged by the Executive Board on behalf of the Association to provide assistance in the oversight and management of the Association as directed to include but not in limitation directing and participating in negotiations with the Board of Education, and provide all legal services on behalf of the Association. The term of office, salary, and conditions of this engagement shall be agreed to by the Executive Board and the Executive Director /General Counsel. S/he shall make all reports as required by the Executive Board and represent the Association consistent with the direction received and the goals and purposes of the Association. S/he will attend meetings on behalf of the Association, assist in grievance procedures, provide communication between the Executive Board and the general membership, and provide such other and further services consistent with these Bylaws and the terms of his/her engagement. The nature and extent of the Executive Director/General Counsel's duties shall be within the purview of Article II. The Executive Director shall have no authority to bind the Association without the prior approval of the Executive Board representing the membership consistent with these Bylaws.
- Administrator.** The Administrator shall have no vote but shall be employed by the Executive Board to provide assistance in the administration and daily operations of the Association as directed. The term of office, salary and the conditions of employment shall be agreed to by the Executive Board and the Administrator. S/he shall make all reports as required by the Executive Board and represent the Association consistent with the direction received and the goals and purposes of the Association. To the extent requested the Administrator shall process the membership, report on credentials, assist in the collection of dues and will attend meetings on

behalf of the Association. The administrator will provide information to the membership via newsletter or special notice at least quarterly. The Administrator shall provide where requested by the Executive Director/General Counsel assistance in grievance procedures, negotiations, and disciplinary matters and appeals of the foregoing by the members. The Administrator shall attend all meetings of the Board of Education and report on the same to the Executive Board and membership. The further duties of the Administrator are set forth in Appendix 1 to these Bylaws and are subject to amendment without notice in the sole discretion of the Executive Board.

ARTICLE V: EXECUTIVE BOARD

Section A: Duties and Powers

The business and property of the Association, except as otherwise provided by the Charter or Bylaws, shall be conducted and managed by its Executive Board.

Section B: Executive Board Meetings; Notification, Records, and Responsibilities

Regular meetings of the Executive Board shall be held at least monthly during the school year at such time, place and hour as recommended by the President and may be fixed by general resolution of the Executive Board. The schedule will be made available to all members. Special or emergency meetings may be held and conducted as provided for herein. The Executive Board shall keep minutes of all meetings and a full account of its transactions. (See Article III § C, D, and E). Conducting Association business assumes a professional and personal commitment to the active participation at all meetings as well as necessary and sufficient non-meeting attention and preparation as to promote relevant, knowledgeable discussion and operational efficiencies. Unexcused absences in excess of twenty-five per cent (25%) in a fiscal year, July 1-June 30, shall constitute evidence of insufficient commitment which may upon majority vote of the Executive committee result in immediate removal from office. The rules for filling unexpired terms shall be in accordance with these Bylaws.

Section C: Quorum

Five (5) members of the Executive Board shall constitute a quorum.

Section D: Action Authority

A majority of those present and eligible to vote shall be deemed sufficient authority for the Executive Board to act on any matter that properly comes before it.

Section E: Expenditure Approval

All checks issued for approved expenditures of funds by the Association shall be endorsed by the Treasurer and co-endorsed by any one of the following: President or, in his/her absence, the 1st Vice-president, or Administrator. The appropriate bank shall be notified accordingly. The Executive Board shall have the books and financial records of the organization reviewed on an annual basis by an independent accounting service.

ARTICLE VI: COMMITTEES

Section A: Standing Committees

Each member of the Executive Board shall be assigned as chair of a standing committee and shall serve in an ex-officio capacity. The following shall constitute the standing committees of the Association.

- Negotiations Committee.** This committee shall be responsible for preparing issues of negotiations, conducting negotiations, and presenting for ratification the negotiated agreement

between this Association and the Anne Arundel County Board of Education. The Executive Director /General Counsel shall be assigned to this committee in an ex-officio position and shall serve unless directed otherwise as Chief Negotiator.

- **Grievance /Employee Rights Committee.** This committee shall review and assist members in grievance matters consistent with state law and the negotiated agreement. In addition, this committee shall:
 - Prepare materials, in collaboration with the Executive Director/General Counsel to inform AEL members of their employment rights and procedures.
 - Gather in initial information from members regarding employment complaints and forward the information to the Executive Director/General counsel
 - Collaborate with the Executive Director/General Counsel and the Executive Board to address employment issues and recommend where warranted changes.
 - Maintain confidential pertinent data regarding grievances and appeals report this data subject to that confidentiality to the Executive Board.
 - Assist in obtaining AEL members to serve on appeal panels
 - Serve as a resource to the Executive Director/General Counsel as needed.
- **Nominating Committee.** This committee shall develop and disseminate a list of candidates for the Executive Board and its officers and assist the membership in the election process.
- **Sunshine Committee.** This committee shall attend to the good and welfare of AEL and its membership.
- **Legislative Committee.** The legislative committee shall be well informed about all legislation that affects public education and shall be responsible for informing the Executive Board and the membership of all pertinent legislation. The committee shall perform such other activities as directed by the Executive Board. The Administrator shall be assigned as an Ex-Officio member of this committee and shall report on the activities of the Board of Education.
- **Sick Leave Bank Committee (SLBC).** The SLBC shall consist of at least three (3) AEL members appointed by the President from a list of nominees from the Executive Board. Members shall serve a term of one year effective July 1 with unlimited reappointment. Committee membership should represent all Unit II job classifications. The SLBC monitors the database generated by the Board of Education, receives applications for membership, assesses and makes judgments on applications for use of the Sick Leave Bank, and generally, in all other ways, manages the SLB in accordance with the Sick Leave Bank Policy and Procedures. The SLBC shall prepare and deliver a report on the status and usage of the Sick Leave Bank on a quarterly basis.
- **Membership Committee.** The Membership Committee shall consist of at least six (6) members representing the five general Unit II job classifications: high school principal, middle school principal, elementary school principal, coordinators and supervisors, assistant principals, and special schools and centers. One member shall be from the Executive Board, elected by the Board who shall serve as chair. All other members shall come from names submitted by the Executive Committee and may or may not be Executive Board members. The goal of the Membership Committee is to develop and implement a strategy to achieve and sustain 100% Unit II membership in AEL.
- **Publicity Committee This Committee shall have the following responsibilities:**
 - Assist the Administrator in the publication of the AEL Newsletter and other communication.
 - Establish recognition opportunities for AEL members
 - Ensure the website is properly maintained, functional, current and attractive.

- Explore social media and other technological sources and subject to the approval of the Executive Board integrate the same to advance the AEL mission.

Section B: Ad Hoc Committees

The President may appoint an ad hoc committee(s) whenever necessary.

Section C: Rules

All meetings of the Association and of the Executive Board shall be conducted in accordance with these Bylaws and so long as they are not inconsistent with these Bylaws in accordance with the latest edition of Henry M. Robert's Rules of Order. The President may appoint a parliamentarian who shall be a member of the Association.

Section D: Fiscal Year

The operating year/fiscal year of the Association shall be the period July 1-June 30.

ARTICLE VII: BYLAW AMENDMENTS

Amendments to the Bylaws shall take effect only with the approval of the membership. Bylaws shall be amended as follows: The Executive Board can approve recommended Bylaw amendments by a minimum three-quarter (3/4) vote at a duly constituted meeting. Said recommendations shall be submitted to the general membership at the next scheduled membership meeting and a majority vote of members present shall be required for the amendment to be adopted. In the alternative, the membership by a majority vote at a duly constituted meeting where a quorum is present shall be sufficient for a Bylaw amendment to be introduced and approved.