

Constitution and Bylaws

Granite Education Association

Amended 2005
Amended 2014
Amended 2015

Preamble

This document serves as Granite Education Association's (GEA) Constitution and Bylaws. The organizations listed may be referenced in this document by the acronym following their registered name: National Education Association (NEA), Utah Education Association (UEA), United Education Profession (UEP) and Granite School District (GSD). UEP is comprised of NEA, UEA, and GEA.

Bylaws

Article I - Membership

Section 1.1 Classes of Membership

1. Active Members

A person may become an active member of the Association who meets the following criteria:

- a. Has an earned bachelor's or higher degree from an institution of higher education, is employed half-time or more by Granite School District, and is paid on a professional salary schedule; or is elected to local, state or national Association office; and
- b. Pays the annual dues and fees established by the Representative Council; and
- c. Be a member of the UEP.

2. Reserve Members

A person may become a reserve member who:

- a. Is employed less than full-time by Granite School District and is paid on the professional salary schedule; or
- b. Serves as a teaching intern on a partial salary; or
- c. Is a former active member of the Association and is currently on leave; and
- d. Be a member of the UEP; and
- e. Pays the annual dues and fees established by the Representative Council.
- f. The dues shall be commensurate with the guidelines established by NEA and UEA.

3. Staff Members

- a. Any person who is employed by the Association in a professional staff position may become a staff member of the association upon payment of one-half of the dues of the active members.
- b. The Board of Directors shall determine the benefits of a staff membership.

4. Student Members

- a. Any person enrolled in or preparing for a program of study in an accredited institution of higher education, which qualifies the student for a career in education, shall become a student member upon payment of the dues required for student membership.
- b. Any person eligible for active or reserve membership shall not be eligible for student membership.
- c. The Board of Directors shall determine the benefits of a student membership.

5. The Association shall not deny membership, nor shall the rights and privileges of membership be infringed in any way because of age, gender, race, color, ethnic group, marital status, national origin, religion, or sexual orientation.

6. The Association offers advocacy, effective the recorded date of membership. The right to advocacy is exclusive of issues, concerns, or actions that occur prior to membership or any such actions resulting from past conditions.

Section 1.2 Revocation or Denial of Membership

1. The Board of Directors, or its designee, may expel, suspend, deny, or revoke the membership or potential membership of any educator who engages in conduct that violates the Code of Ethics of the Educational Profession, whose conduct is injurious to the Association or the education profession, or who attempts to join the Association after disciplinary action has been initiated by Granite School District.
 - a. Designee is defined as the Granite UniServ Director(s).
2. The Board of Directors, or its designee, shall give written notice to a member or potential member whose expulsion, suspension, denial, or revocation is under consideration. Such notice shall be sent in writing to the educators last known mailing or street address or personal delivery to the educators work location. Written notice shall give reasonable detail as to the basis upon which suspension, revocation, denial, or expulsion is to be considered.
3. Written notice shall state that the educator shall have thirty (30) working days from the time of delivery of the notice to request a hearing before the Board of Directors. The Board of Directors shall set the date and time of such hearing, if one is requested.

- a. If no hearing is requested within the time period set, then the expulsion, suspension, denial, or revocation shall be automatically effective with no further action from the Board of Directors.
 - b. If a hearing is requested, the member whose expulsion, suspension, denial, or revocation is being considered shall appear before the Board of Directors and may present evidence for the Board of Directors' consideration. After the hearing, the Board of Directors shall give the member a written determination stating its findings in the member's case and the factual basis for those findings. The notice shall state the terms and conditions of any expulsion, suspension, denial, or revocation of the member's membership. The Board of Directors' findings shall be final. The findings shall be in writing to the educators last known mailing or street address or personal delivery to the educators work location.
4. A successful appeal excludes pre-existing conditions which may fall under advocacy services. The right to advocacy commences on the date of recorded (date the membership is entered into the NEA IMS database) membership, and is exclusive of issues, concerns, or actions that occurred prior to membership.

Section 1.3 Reinstatement of Expelled, Revoked, Suspended or Denied Membership

The Board of Directors, or its designee, shall reinstate the membership of any expelled, revoked, or suspended member in the following manner:

1. Upon the successful completion of the terms of any suspension, the Board of Directors, or its designee, shall examine the member's compliance to such terms and shall issue a written notification as to whether or not the interested member shall be reinstated.
2. Any expelled or revoked member may apply for reinstatement of membership after one full year has passed, by filing a written request to the Board of Directors, which shall have thirty (30) working days from receipt of such application, to determine reinstatement or denial of reinstatement.
3. Any reinstatement request shall be subject to the policies of the Board of Directors.

Section 1.4 Membership Dues

The Board of Directors shall set the dues for active members annually. The setting of dues by the Board of Directors shall not preclude the setting of any subsequent or corresponding fees by Representative Council.

Section 1.5 Other Membership Dues

1. Reserve Member Dues
 - a. The dues for reserve members who work half-time or less are one-half of dues of active membership.
 - b. Dues for reserve members hired to work more than half-time but less than full-time shall be the full dues of the active membership.
2. Staff members shall pay one-half the yearly or prorated dues of active members as set by the Board of Directors.
3. Student members shall pay dues as determined by the Board of Directors under the guidelines of UEA and NEA.

Section 1.6 Collections of Member Dues

1. Active, reserve, and staff members may have their dues deducted monthly from their paychecks or may have their dues deducted through electronic funds transfer. Dues deductions shall continue automatically from one membership year to the next unless the member gives written notification to the Association.
2. Active, reserve, and staff members may pay their full annual dues in advance by cash or check.
 - a. Dues payment shall be made on or before September 10 of each membership year.
 - b. Failure of any cash-paying member to pay prior to September 10 shall result in the member's dues being deducted monthly from the member's paycheck.
 - c. Student members shall pay their dues upon the completion of the application of membership in the Association.

Section 1.7 Prorating of Dues

1. Any person, who joins the Association as an active or reserve member during the course of the membership year, shall become enrolled by paying the amount of the annual dues proportional to the remainder of the membership year. These members may participate in the payroll deduction plan or may pay their dues as cash paying members.
2. Previous members, in good standing, of the Association may rejoin under prorated dues only once. Any subsequent re-enrollment shall require payment of a full year of dues at time of enrollment.
3. The GEA shall not be obligated to represent, pay attorney fees, pay court costs, or other costs for an educator regarding an incident that occurs before that educator joins the Association.
4. Any active or reserve member, whose membership has been terminated, shall not receive a refund for any dues paid prior to the date of termination. The member who prepaid the full year's dues shall be granted a pro-rated refund for the remainder of the membership year. Any refund of dues shall be calculated on a full membership month.
5. No refunds of dues shall be made to student members.

Section 1.8 Delinquencies of Dues

1. Annual dues of active or reserve cash paying members shall be delinquent after September 10 of the membership year. When a member's dues are delinquent, the Association shall proceed according to the policy set in Section 1.6.2.b
2. Any member in violation of Section 1.6.2.b shall be subject to immediate notice of membership suspension as per the procedures set forth in these Bylaws.

Section 1.9 Membership Year

The membership year shall be from September 1 through August 31 of the following year.

Section 1.10 Transfer of Dues

Individual membership dues shall not be transferred.

Article II - Rights and Privileges of Members

Section 2.1 General Rights and Privileges

Members of the Association shall have the following rights and privileges:

1. Attend all GEA meetings.
2. Make motions and pass resolutions in the general membership meetings.
3. Bring any GEA related concerns to the Board of Directors for consideration.
4. Run for elected office and hold positions on the standing committees, task forces, and joint GEA/GSD committees.
5. Vote for candidates running for elected positions in GEA.
6. Ratify the negotiated agreement between GEA and GSD.

Section 2.2 Voting

1. The right to vote is vested in the active members of the Association and other classes of membership as determined by the Board of Directors or Representative Council.
2. Proxy voting is prohibited.

Sections 2.3 Obligations of Membership

Members shall:

1. Adhere to the Code of Ethics of the United Education Profession.
2. Support the general purpose of the Association as stated in the Articles of Incorporation.

Article III - Representative Council

Section 3.1 Purpose

The Representative Council is the policy making body of the Association and has all the rights, powers, and responsibilities as granted by the Bylaws.

Section 3.2 Composition

The Representative Council shall be composed of duly elected representative(s) from each member unit and the Board of Directors. The elected representative shall be known as the Association Representative (AR).

Section 3.3 Speaker of the Representative Council

1. The Representative Council shall elect from its members a Speaker of the Representative Council each September.
2. The Speaker shall have been a member of the Representative Council for at least one full year.
3. The term of office shall be one year from September 1 to August 31.
4. The term limit shall be three (3) one year terms.
5. The duties and responsibilities shall be to:
 - a. Chair a Representative Council Meeting when a conflict of interest or incapacitation will not allow the officers to conduct the meeting.
 - b. Fulfill other duties and responsibilities as determined by the Board of Directors Policies.

Section 3.4 Election and Terms Office

Each member unit elects by secret ballot, cast by GEA members from their unit, at least one representative in the following manner:

1. Each member unit shall elect one representative to the council for each twenty-five (25) members or major fraction thereof.
2. Each unit elects at least one alternate representative.

3. The term of office for an AR shall run from July 1 until June 30 of the following year.
4. There shall be no limit on the number of one-year terms an individual may serve as an AR. Nevertheless, each member unit is encouraged to involve others as members of the Representative Council.

Section 3.5 Qualification

To be elected to the Representative Council, an individual must be a member in good standing.

Section 3.6 Duties and Responsibilities

The ARs shall:

1. Attend all meetings of the Representative Council or send an alternate.
2. Speak for their local unit members.
3. Inform their members about GEA activities and actions.
4. Be an advocate for the Association and help in maintaining and promoting membership at their unit.
5. Be a delegate to the UEA House of Delegates.
6. Be vested with the powers not delegated to the Board of Directors, the officers, or other groups in the Association.

Section 3.7 Representative Council Meetings

1. The Representative Council meets in session monthly or more often if necessary. The President or the Board of Directors' designee shall call and conduct these meetings. Except as noted in Section 3.3.1.b
2. A quorum shall be the members that are present at the beginning of the meeting and shall be considered in effect until adjournment.
3. The time, place, and agenda shall be given to council members at least 5 days prior to the meeting. The President, with the advice and consent of the Board of Directors, sets the agenda. Any member of the Representative Council may petition the above parties for items to be placed on the agenda, provided they make the request one week prior to the scheduled meeting.
4. Any council member may petition the President or Board of Directors to hold a special meeting. At least twenty percent (20%) of the Representative Council must sign the petition in order to hold the special meeting.
5. The Board of Directors may cancel meetings as deemed necessary. Any council member may petition the President or Board of Directors to cancel a meeting. At least twenty percent (20%) of the Representative Council must sign the petition in order to cancel the meeting.

Section 3.8 Vacancy, Resignation, or Removal Procedures

1. The local membership unit shall elect a new representative in case of a vacancy.
2. A letter of resignation notifies the Board of Directors and the local membership unit when a representative is unable to continue in office.
3. A representative, for reasons of continued absence, negligence of duty, or unethical conduct, may be removed from office by:
 - a. A majority vote of the members of the local membership unit, or
 - b. A majority vote of the Board of Directors when a motion to remove is considered.

Article IV - Board of Directors

Section 4.1 Purpose

The Board of Directors is responsible for carrying out the business of the Association. The Board of Directors shall serve as the UniServ Council.

Section 4.2 Composition

1. The Board of Directors is composed of the officers, the UEA Director for the Granite UniServ, and nine elected board members. The nine board members shall consist of:
 - a. One representative for ethnic minorities,
 - b. One representative for secondary schools,
 - c. One representative for elementary schools,
 - d. One representative for the education specialists, and
 - e. Five at-large members.
2. No member shall hold more than one seat on the GEA Board of Directors simultaneously.
3. Ex officio (non-voting) members may be appointed at the discretion of the Board of Directors or the Representative Council.

Section 4.3 Qualifications

Board members shall have been members in good standing of the UEP for at least two years prior to nomination and remain members of the UEP during their term of office.

Section 4.4 Elections

1. Election for representative and at-large board members shall follow the guidelines as listed in Article IX of these Bylaws.
2. Elections for representative and at-large board members shall be staggered with the general membership electing three board members each year.
3. Elections for the UEA Board of Director shall follow the UEA Bylaws.

Section 4.5 Terms of Office

1. The at-large and representative board members shall be elected for a term of three years.
2. At-large and representative board members shall not be elected to any one seat for more than two terms.
3. No board member, as a representative or at-large board member, shall serve more than a total of three terms.
4. The seat for the UEA Director shall not be term-limited by these Bylaws but shall be governed by the UEA Bylaws.
5. A shortened term is not considered a term of office when determining term limits.
6. The determination of terms served shall include any and all Board of Directors terms served as a member of GEA.

Section 4.6 Duties and Responsibilities

The elected members of the Board of Directors shall:

1. Manage the business of the Association under the direction of the Representative Council.
2. Act as a liaison to an assigned group of membership units and work closely with the representatives from those units in assisting and informing the members.
3. Attend the meetings of the Board of Directors and Representative Council and other meetings as assigned.
4. Attend the annual retreat to establish an action plan for each year.
5. Be a liaison to at least one standing committee.
6. May be a delegate to the NEA Representative Assembly on a rotational basis (may only be a NEA-RA delegate if elected by the general membership as per the NEA Constitution).
7. Oversee the financial affairs of the GEA including, but not limited to, the approval of an annual budget.
8. Approve all expenditures and investments.
9. Hire, evaluate, determine the amount of their financial and benefit package, and, if necessary, terminate the Executive Director of the Association.
10. Approve all committee members and their chairs.
11. Approve the recommendations of the President for members of the negotiations team and its spokesperson.
12. Recommend policies for consideration by the Representative Council.
13. Represent the Association in negotiating with the Granite School Board or their representatives. The Board of Directors may make decisions binding the Association. The Board of Directors may delegate its power to negotiate to a committee or to other representatives.
14. Fulfill other duties as assigned by the Representative Council and/or President.

Section 4.7 Board of Directors Meetings

1. The Board of Directors shall meet at least monthly.
2. The time, place, and agenda shall be given to Board of Directors members at least 5 days prior to the meeting. The President, with the advice and consent of the Board of Directors, sets the agenda. Any member of the Board of Directors may petition the President to add items to the agenda.
3. The President, or the president's designee, shall call and conduct Board of Directors meetings.
4. A quorum shall consist of a simple majority of the Board of Directors members.

Section 4.8 Vacancy, Resignation, or Removal Procedures

1. Vacancies on the Board of Directors shall be filled as follows:
 - a. The Representative Council shall be notified at least two weeks prior to the next Representative Council meeting.
 - b. The vacancy shall be filled by an election of the Representative Council.
 - c. The newly elected Board of Directors member shall serve until June 14.
 - d. A new board member shall be elected in the next general election to fill the remaining term of the vacant position.
 - e. A special election shall be held if more than two members of the Board of Directors are not elected by the general membership.
2. A Board of Directors member who is unable to continue in office shall submit a letter of resignation to the President and Board of Directors.
3. Any Board of Directors member, for reason of continued absence, negligence of duty, or unethical conduct may be:
 - a. Censured or reprimanded by the other Board of Directors members or officer(s) of the Association, or;
 - b. Recommended to the Representative Council for removal from office by a two-thirds (2/3) vote of the Board of Directors and removed from office by a two-thirds (2/3) vote of the Representative Council, or;
 - c. Removed from office by a two-thirds (2/3) vote of the Representative Council.

Article V - Officers

Section 5.1 Purpose

The Association officers shall direct the affairs of the Association by carrying out the programs and policies as determined by the Board of Directors and the Representative Council.

Section 5.2 Offices

1. The officers of the Association shall be a president and a vice-president.

Section 5.3 Qualifications

Any officer shall have been a member in good standing for at least two years prior to nomination and remain members of the UEP for their terms of office.

Section 5.4 Elections

Election for officers shall follow the guidelines as listed in Article IX of these Bylaws.

Section 5.5 Terms of Office

1. The terms of office for the officers shall be two consecutive years beginning on June 15 following the election.
2. An individual shall not be elected to more than three terms as President.
3. An individual shall not be elected to more than three terms as Vice President.
4. If a person is appointed or elected to fill an officer vacancy, that time shall not count against the three-term maximum.

Section 5.6 Duties and Responsibilities

1. The President of the Association shall:
 - a. Be the official spokesperson of the Association; and
 - b. Preside at all meetings of the Association; and
 - c. Prepare the agenda and conduct the meetings of the Board of Directors and the Representative Council; and
 - d. Direct the affairs of the Association by administering the programs and policies as determined by the Board of Directors and/or the Representative Council; and
 - e. Maintain the fiscal integrity of the Association by:
 - i. Being the chair of the budget committee; and
 - ii. Being subject to independent audit and review as directed by the Board of Directors for any financial function delegated to the President.
 - f. Appoint chairpersons and members of all committees with the advice and consent of the Board of Directors; and
 - g. Be a delegate to the UEA House of Delegates, the NEA Representative Assembly; and
 - h. Facilitate communication between the Board of Directors and the professional staff; and
 - i. Perform all other duties customarily attributed to the office of Association President.
2. The Vice-President shall assist the President in the direction of the affairs of the Association and shall:
 - a. Be responsible for coordinating and reporting to the President, Board of Directors, and the Representative Council the activities of the committees and task forces of the Association; and
 - b. Be a delegate to the UEA House of Delegates, the NEA Representative Assembly; and
 - c. Perform other duties as assigned by the President and/or the Board of Directors; and
 - d. Assume the duties of the President in the absence of the President.

Section 5.7 Vacancy, Resignation, or Removal Procedures

1. When the President is unable to continue in office:
 - a. The Vice-President becomes the interim President until a special election can be held.
 - b. The Board of Directors shall appoint an interim Vice-President, from their ranks, until a special election can be held.
2. When the Vice-President is unable to continue in office, the Board of Directors shall appoint from their ranks, an interim Vice-President until a special election can be held.
3. When all officers are unable to continue in office, the Board of Directors shall appoint, from their ranks, the necessary officers to continue the operation of the Association until a special election can be held.
4. An Officer, for reasons of continued absence, negligence of duty, or unethical conduct may be:
 - a. Censured or reprimanded by the other officer(s) of the Association; and/or
 - b. Recommended to the Representative Council for removal from office by a two-thirds (2/3) vote of the Board of Directors and removed from office by a two-thirds (2/3) vote of the Representative Council; or
 - c. Removed from office by a two-thirds (2/3) vote of the Representative Council.

Article VI – Executive Director

Section 6.1 Definitions and Composition

The Executive Director is the full or part-time employees of the Association.

Section 6.2 Hiring

1. The Executive Director shall be an employee of the Board of Directors.
2. The Board of Directors shall hire the Executive Director as directed by their policies.
3. The Executive Director shall receive remuneration through negotiations with the Board of Directors.

Section 6.3 Duties and Responsibilities

The Executive Director shall:

1. Supervise and coordinate daily administrative activities of the Association according to the programs and policies as determined by the Board of Directors and/or the Representative Council.
2. Employ the Associate Director and office staff with assistance of the President and approval of the Board of Directors.
3. Maintain the fiscal integrity of the Association by:
 - a. Being a member of the Budget Committee; and
 - b. Providing advice and assistance for those responsible for budget development, expenditure of funds, and investment savings; and
 - c. Purchase materials, supplies, equipment, and services; and
 - d. Be subject to independent audit and review as directed by the Board of Directors for any financial function delegated to the Executive Director.

Section 6.4 Termination of Services

1. The employment contract shall provide for termination of the services of the Executive Director during the term of the contract for cause found to exist by a two-thirds (2/3) vote of the Board of Directors.
2. Employment contracts shall be for one year unless determined otherwise by a two-thirds (2/3) vote of the Board of Directors.

Article VII - Delegates to the NEA Representative Assembly

Section 7.1 Purpose

This is the Legislative body of NEA; therefore, delegates represent the views and concerns of GEA and UEA members.

Section 7.2 Qualifications

1. Delegates shall be members in good standing at least from the beginning of the current membership year.
2. GEA Board of Directors members shall be RA delegates during the second year of their three year term of office.

Section 7.3 Election and Term of Office

1. Election shall take place on the final general election ballot.
2. This is a one-year position.
3. There shall be no limit on the number of one-year terms an individual may serve as a NEA Representative Assembly delegate. Nevertheless, an effort shall be made to involve others as delegates.
4. Those candidates, not elected as delegates, shall be put on a successor list in order of the number of votes received and any vacancies shall be filled in that order.
5. In order to comply with the NEA Constitution, all delegates to the NEA-RA must be elected in a general membership election.

Section 7.4 Duties and Responsibilities

Since GEA is funding each delegate for transportation, hotel, and meals, it is expected that each delegate shall:

1. Attend pre-convention meetings as set by UEA and/or GEA; and
2. Represent GEA membership at the NEA Representative Assembly (NEA-RA); and
3. Actively participate and vote on NEA-RA floor action; and
4. Carry out assignments of the caucus as assigned by the Chair or designee of the chair; and
5. Attend all state caucus meetings at the NEA-RA; and
6. Vote in NEA leadership elections, on all proposed changes to the Constitution and Bylaws, and any other ballot issues.

Section 7.5 Negligence of Duties

The Board of Directors may request reimbursement for part or all funding received by an NEA-RA delegate if they do not fulfill their required obligations.

Article VIII - Committees and Task Forces

Section 8.1 Standing Committees

The standing committees of the Association shall be comprised of the committees listed below. The Board of Directors shall specify the duties and purpose of the standing committees. These committees continue from year to year.

1. Political Action (G-PAC)
2. Communications and Public Relations Committee (CPR)
3. Professional Rights and Responsibilities Committee (PR&R)
4. Negotiations Development Committee (NEG-DEV)
5. Instruction and Professional Development (IPD)
6. Membership committee
7. Human & Civil Rights (HCR)
8. Governing Documents Committee (GDC)
9. Budget Committee
10. Elections Committee
11. Specialist Committee

Section 8.2 Structure, Functions, and Duties of Committees

1. The Representative Council, Board of Directors, and any member in good standing may recommend members for standing committees.
2. The President shall appoint, with the advice and consent of the Board of Directors, the chairs and Board of Directors Liaison for the standing committees.
3. The Board of Directors shall approve all committee members.
4. Each standing committee shall meet regularly and may hold special meetings at the call of the chair or the call of the Board of Directors.
5. Each committee shall set yearly goals.
6. The chair shall file a monthly report to the Board of Directors summarizing each meeting.
7. A written annual report shall be submitted to the Board of Directors including, but not limited to, attendance, minutes, and members for next year, achievement of goals, etc.

Section 8.3 Task Forces and Other Committees

The President, with the advice and consent of the Board of Directors, may create other committees and task forces as necessary. Appointments shall be made in accordance with Section 8.2.2.

Section 8.4 Joint District Committees and Task Forces

The President, with the advice and consent of the Board of Directors, shall appoint persons to be members of joint district committees and task forces unless those committee members are elected. Those appointed to a committee or task force shall report to the Board of Directors.

Section 8.5 Budget Committee

1. The function of the committee is to maintain the fiscal integrity of the Association by developing and maintaining the budget of the Association and by educating the Board of Directors and Representative Council regarding the budget.
2. The President shall be the chair of the Budget Committee.
3. The fiscal year of the Association shall be from September 1 to August 31.
4. The following shall be listed on all Association accounts: The Officers of the Association, the Executive Director, and the Associate Executive Director.
5. All Association checks must have two signatures.
6. Individuals designated to sign checks and office personnel who handle funds shall be eligible to be bonded.

Article IX - Elections

Section 9.1 Committee

1. The President, with the advice and consent of the Board of Directors, shall annually appoint an Elections Committee in accordance with Section 8.2.2.
2. The duties of the Elections Committee shall be to secure nominations and hold elections.
3. Members of the committee shall consist of individuals not running for office that year.
4. There shall be a minimum of two members on the committee.

Section 9.2 Timeline

1. The Elections Committee, with the advice and consent of the Board of Directors, shall establish timelines for the primary and general elections.
2. November 1 shall be the filing deadline for any GEA office.
3. If there are no candidates for the office of President or Vice President and/or not enough candidates for Board of Directors or delegate to the NEA Representative Assembly, the Board of Directors, in consultation with the Elections Committee, shall select at least two candidates for each open position.
4. Primary elections shall be held within a reasonable time following the November AR meeting and no later than one week before the December AR meeting.
5. Final elections shall be held within a reasonable time following the December AR meeting and no later than one week before the January AR meeting.
6. Ballots shall be returned by 5:00 pm on the designated day.

Section 9.3 Balloting

1. Elections shall be conducted by secret ballot of all members.
2. Order of names on the ballots shall be determined by a random drawing conducted by the Elections Committee.
3. Space for write-in candidates for Officers and Board of Directors shall be provided on all ballots.
4. Names of all candidates for at-large delegates to the NEA Representative Assembly shall appear on the final ballot only.

Section 9.4 Election Procedures

1. Each AR shall be responsible for counting his/her school's ballots and for certifying the accuracy of the results.
2. Each AR, or their designee, shall be responsible for delivering all secured ballots by 5:00 pm on the designated day or by 5:00 pm on days before the designated day to the GEA office. The AR may call in the results, provided that the ballots are delivered to the GEA Office.
3. Candidates may have an observer present when ballots are counted.
4. Final tabulation of results from individual schools shall be completed and verified by the Elections Committee and results reported to the President of the Association and candidates as soon as possible.
5. Those candidates receiving insufficient votes to be elected delegates to the NEA Representative Assembly shall be designated successor delegates.
6. The Board of Directors shall determine the disposition of the ballots at their next regular meeting.

Section 9.5 Challenges to Election Results

1. Any Association member may challenge or call for a recount.
2. Any challenges or charges of wrongdoing must be received in writing in the GEA office within one week following the official report of the results of the election in question.
3. Specifics should be outlined in detail and a preferred form of redress included.
4. Investigation shall be conducted by the chair of the Elections Committee under the direction of the Board of Directors.
5. An official written report of the investigation shall be given to the Representative Council.

Section 9.6 Special Elections

1. Special elections shall be held under the direction of the Elections Committee.
2. Special elections shall only be held from February through May unless otherwise directed by the Representative Council; otherwise they shall be held as a part of the next regularly scheduled general elections.
3. Special elections shall follow the general election procedures outlined in this article, as closely as possible.

Article X - General Meetings

Section 10.1 General Membership Meetings

1. The President, Board of Directors, Representative Council, or 10% of the members submitting a signed petition to the Board of Directors may call general membership meetings.
2. Members are to be notified of any general meeting at least 5 days in advance with an agenda.
3. If a vote is to be taken, voter information must accompany said notification.

Section 10.2 Rules of Order

Robert's Rules of Order Revised (latest edition) shall be the parliamentary authority for GEA on all questions not covered by the governing document, or such standing rules as may be adopted.

Section 10.3 Quorum

A quorum shall be the members that are present at the beginning of the meeting and shall be considered in effect until adjournment.

Article XI - Negotiations

Section 11.1 Team

1. The President, with the advice and consent of the Board of Directors, shall appoint the Negotiations team to represent GEA.
2. All members of the team shall be members in good standing of the Association.
3. While not mandatory, the President shall try to make the team representative of the membership of the Association.
4. The team shall represent the Board of Directors and shall operate under the guidelines and procedures established by the Board of Directors.

Section 11.2 Ratification of Negotiated Agreement

1. If a tentative agreement is reached by the Association and the Board of Education at least fifteen (15) working days before the end of the traditional school year, the tentative negotiated agreement shall be ratified in the following manner:
 - a. The Board of Directors shall review and take action on the tentative negotiated agreement.
 - b. The recommendation of the Board of Directors shall be submitted to the Representative Council for its action in a meeting to be held as soon as practical following the Board of Directors meeting.
 - c. The recommendations of the Board of Directors and the Representative Council shall be submitted to the general membership. The Association Representative will present the tentative agreement and conduct a ratification vote.
 - d. Ballots shall be distributed through the Association Representatives for voting in the schools. The ballots shall be returned to the Association office for counting.
2. If a tentative negotiated settlement is reached after the times set forth in Section 11.2.1, the tentative negotiated agreement shall be ratified in the same manner as outlined in Section 11.2.1, beginning no later than the first work week of the new traditional school year.
3. In the event that a settlement has not been reached by the first work week of the new traditional school year, the ratification process, as set forth in 11.2.1, shall begin as soon as practical after the tentative negotiated settlement has been reached.

Section 11.3 Communications

1. The President, with advice and consent of the Board of Directors, shall select one member of the negotiation team to be the spokesperson for the team.
 - a. The spokesperson shall keep the GEA Officers and Board of Directors informed as often as necessary.
 - b. The Board of Directors shall receive updates at every meeting during the negotiation process from the spokesperson or designee.
 - c. The spokesperson shall consult with the President after every negotiation session.
 - d. The President and the spokesperson shall coordinate to respond to inquiries and to issue statements regarding negotiations.
2. The Board of Directors shall arrange any other communications to members and others as they deem necessary.

Article XII - Affiliations

GEA shall affiliate with the National Education Association and the Utah Education Association. GEA shall affiliate with any other organizations as deemed appropriate by the Board of Directors.

Article XIII - Amendment

1. Any member has the right to submit a Bylaw change to the Governing Documents Committee
2. Bylaw changes shall be submitted to the Governing Documents Committee (GDC).
3. The committee shall review the changes for language and compatibility with the GEA governing documents.
4. The review and ratification shall follow these procedures:
 - a. The committee shall forward these changes to the Board of Directors for review and approval.
 - b. If the Board of Directors approves of the changes they shall forward the changes and their recommendation(s) to the Representative Council, at least two weeks prior to their presentation at a Representative Council meeting.
5. The Bylaws shall be amended by a two-thirds (2/3) vote at any regular meeting or special session of the Representative Council.