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DENVER UNISERV UNIT
BYLAWS

PHILOSOPHY

It is to the benefit of employees to band together to improve their lot through collective action. Several groups have been formed to these meet these ends, each independent, governing and attending to its own business, affairs and concerns. Several such independent groups have sought affiliation with the Colorado Education Association and the National Education Association. The Colorado Education Association and National Education Association has provided funding through a unified service delivery system. The Denver UniServ Unit has been formed to provide service to members of each organization through professional and support staff. In consideration of these mutual beliefs and needs the parties set forth these covenants and agreements known as the Denver Uniserv Unit Bylaws.

ARTICLE ONE NAME and AUTHORITY

- 1-1 The name of the UniServ Unit shall be the Denver UniServ Unit and shall exist in perpetuity unless dissolved according to the documents of authority of the Colorado Education Association (CEA) or the National Education Association (NEA) or by the parties of this covenant.
- 1-2 The Denver UniServ Unit shall comply with the documents of authority of the National Education Association and the Colorado Education Association, as well as the specific UniServ guidelines, policies and procedures which from time to time may be applied to UniServ Units.
- 1-3 The Denver UniServ Unit shall employ staff in accordance with adopted and ratified contracts and employee policies. The terms of contracts in full force shall take precedence over any policy, resolution or action of the UniServ Unit.

ARTICLE TWO PURPOSE

- 2-1 The Denver UniServ Unit shall have the following objectives and purpose:
 - a. To employ staff to aid the affiliate members of the unit in the accomplishment of their individual goals. To identify to that staff specific job responsibilities, and to communicate the responsibilities of Unit leaders.

- b. To provide an office so the affairs of each affiliate can be accomplished in an appropriate atmosphere
- c. To provide orientation each year for new Council members.
- d. To create programs that encourage the development of local association (s) and encourage the involvement of many members.
- e. To monitor the progress of the locals throughout the year in conjunction with the Unit' goals and objectives.
- f. To integrate the local, CEA, and NEA goals and objectives into the UniServ program.
- g. To maintain effective and efficient two-way communication with the membership.
- h. To facilitate the Unit's and its locals' participation in CEA/NEA organizing and crisis efforts.
- i. To utilize CEA/NEA resources and promote member awareness of CEA/NEA assistance.
- j. To monitor the members' perceptions of the Association and to access the perceptions of the members needs'.

ARTICLE THREE MEMBERSHIP

- 3-1 Membership in the Denver UniServ Unit shall be limited to affiliates chartered by the Colorado Education Association Board of Directors. Under no circumstance will the Unit deny service to affiliate members on the basis of race, creed, national origin, sex, age, handicapping condition or job classification. The unit shall take steps necessary to ensure a multi-ethnic representation on the council. The classes of membership in Denver UniServ Unit shall be consistent with the classes of membership of the NEA and CEA.

ARTICLE FOUR UNIT COUNCIL

- 4-1 The Denver Uniserv Unit shall form a Unit Council to conduct the business and affairs properly brought before them.
- 4-2 The Unit Council shall consist of:
- a. The President or designee of each affiliate and
 - b. One member guaranteed for the first one thousand, or fraction thereof, members of each affiliate.

- c. One member for each one thousand members (exceeding b above) reported to the Colorado Education Association in January of each year.
- d. Members of the Colorado Education Association Board of Directors who are members of an affiliate unit shall serve as ex-officio non-voting members.
- e. Business of the Council shall be conducted by a consensus model on all issues of mutual concern.
 - 1. When a consensus cannot be reached or the issue is not mutual, voting shall proceed using a weighted vote. Each affiliate shall have the number of votes equal to the membership of that affiliate. The votes shall be apportioned to the representatives of the council by each affiliate.

4-3 The Officers of Denver UniServ Unit shall consist of the Unit Chairperson, the Vice Chairperson and the Unit Secretary and Treasurer. This group shall be known as the Executive Committee.

4-3-1 The Chairperson shall:

- a. Be replaced by another member of the local affiliate upon election.
- b. Be a non-voting member of the Council except to break a tie vote.
- c. Be responsible for the appointment of all Chairpersons, members of committees with the advise and consent of the Council.
- d. Review Unit personnel policy and employee contract and recommend changes as needed to the Unit Council.
- e. Meet regularly with the Council and the Executive Committee.
- f. Delegate responsibilities to the Officers and through the Executive Director, to the staff.
- g. Prepare agendas for Council Meetings and preside at the meeting of the Executive Committee and Unit Council.
- h. Be the Chief executive officer of the unit and its policy leader.
- i. Represent the Council as spokesperson on matters of policy or assign responsibility for such representation.

4-3-2 The Vice Chairperson shall:

- a. Act for the Chairperson when the Chairperson is unable to perform the duties of the office.

- b. Perform such other duties as requested by the Chairperson.

4-3-3 The Secretary shall:

- a. Certify the official minutes and or actions of the Unit and other documents of the Unit
- b. Act for the Chairperson when the Chairperson and Vice Chairperson are unable to perform the duties of their office.
- c. Perform such other duties as requested by the Chairperson.

4-3-4 The Treasurer shall:

- a. Recommend to the Council a qualified auditor and cause an audit to occur.
- b. Cause the preparation of a budget document to occur and submission of such document for the approval of the Council, and shall sign all budget documents.
- c. Perform such other duties as requested by the Chairperson.
- d. Act for the Chairperson when the Chairperson, Vice Chairperson and Secretary are unable to perform the duties of their office.
- e. Shall be bonded at the expense of Denver UniServ Unit.

4-3-4 Terms of Office:

The terms of office shall be for two years for a maximum of two terms beginning on July 1 of the year of their election in June. The Chairperson and the Secretary shall be elected in even numbered years and the Vice Chairperson and Treasurer shall be elected in odd numbered years.

4-4 Vacancies:

Vacancies occurring because of death, resignation, removal, or the seat being vacant shall be filled as described in 4-3 above for the remainder of the year and a special election will be held in June. The Council may appoint from its own membership a Treasurer.

ARTICLE FIVE POWERS OF THE COUNCIL

- 5-1 To acquire property, real and personal, by purchase, gift, grant, devise or bequest; to convey, transfer, exchange or otherwise dispose of property; and to accept and administer any trust of real or personal property for the purpose within objectives and goals of the Unit;
- 5-2 To borrow money and to mortgage or pledge any or all of its holdings as security for the repayment thereof;

- 5-3 To invest and reinvest its funds in such common stocks, bonds, certificates of deposit, or other securities as the Council deems prudent;
- 5-4 To employ staff and to cause evaluation, discipline, dismissals, benefits, commendations, salary increases to occur, and all other responsibilities, rights and privileges of an employer in the State of Colorado. To provide supervisory authority for staff. To provide for participation in staff training and shared staffing experiences. These policies, directives and resolutions shall not take precedence over ratified negotiated employee contracts when in full force
- 5-5 To make application for and execute any contracts with the National Education Association and maintain that contract in accord with all tenets and covenants faithfully followed for the purpose of participation in the UniServ program.
- 5-6 Conduct an annual review and evaluation of program. and to participate in a state-conducted evaluation as deemed appropriate in CEA UniServ documents.
- 5-7 In general to exercise all of the rights, powers privileges, functions, and duties, now or hereafter conferred upon UniServ Units and to do everything necessary, suitable, or proper for the accomplishment of its objects and purposes.

ARTICLE SIX AFFIRMATIVE ACTION EMPLOYMENT PRACTICES

The Denver UniServ Unit shall subscribe to the highest standards of Affirmative Action in their employment practices.

- 6-1 The Unit shall not discriminate on the basis of race, creed, color, national origin, gender, handicapping condition or sexual orientation.
- 6-2 The Unit shall advertise employment opportunities in such a fashion as to attract a diverse population of applicants.
- 6-3 The Unit with its employes at least annually review employment practices for perceptions of failure in affirmative action measures, and recommend to the Council changes for immediate action.
- 6-4 Any employee, candidate for employment or member who has a complaint may register that complaint with the

Council. The Council shall investigate and take appropriate action.

ARTICLE SEVEN AMENDMENTS

7-1 Amendments to this document of authority shall be considered complete when approved by the UniServ Council and ratified by the local affiliates.