

Denver Classroom Teachers Association
1500 Grant St #200
Denver CO 80203

BYLAWS

(Revised April, 1989)
(Revised January, 1992)
(Revised August, 1993)
(Revised February, 2005)

Article I: Membership

Section 1: Classes

There will be ~~three (3)~~ **two (2)** classes of membership in the Association: Active and Representation-Fee, ~~and Retired.~~

- A. Active membership shall be open to any person included in the bargaining unit of the Association and who is engaged in or who is on a limited leave of absence from professional educational work or who is serving as an executive officer of the Association and is employed by the Denver Public Schools. Active members shall hold or shall be eligible to hold a baccalaureate or higher degree or the regular teaching, vocational, or technical certificates required by their employment. Active membership is limited to persons who support the principles and goals of the Association and who maintain membership in the United Education Profession (UEP), Denver Classroom Teachers Association (DCTA), Colorado Education Association (CEA), **and** National Education Association (NEA), providing that such persons shall have no power in employing or dismissing teachers.
- B. Representation-Fee membership shall be a category of membership open to those members of the bargaining unit employed by the Denver Public Schools paying to the Association the representation fee. Such members may not necessarily subscribe to the principles and goals of the Association.
- C. ~~Retired membership shall be open to any retired employee who was, prior to retirement, included in the bargaining unit of DCTA. Retired membership is limited to those persons who support the principals and goals of the Association. Effective September 1, 1986, retired members shall maintain membership in the United Education Profession (UEP), Denver Classroom Teachers Association (DCTA), Colorado Education Association (CEA), and the National Education Association (NEA). Effective with the date of retirement, any member on active status may be transferred to retired~~

~~membership status under the conditions and procedures established by the DCTA Board of Directors.~~

Section 2: Basic Beliefs, **and** Subscriptions

- A. The Association shall meet the standards for affiliation as set forth in the Colorado Education Association and the National Education Association official governance documents.
- B. The Association will have no rule, procedure, or practice that permits discrimination on the basis of race, creed, color, sex, age, marital status, ~~handicapped condition~~ **disability**, national origin, **sexual orientation**, or other specified human or civil rights as may be protected by legislative or judicial mandate.
- C. The Association recognizes the preeminence of the Code of Ethics of the Education Profession.
- D. The Association will not permit, by work or practice, any of the officers or agents advocating the overthrow of the constitutional government or engaging in any conflicting business or financial interest.

Section 3: Honorary Membership

The Board of Directors may grant honorary membership privileges.

Section 4: Obligations and Privileges of Active ~~and Retired~~ Members

- A. Obligations
 1. To support the purpose and programs of the Association.
 2. To exemplify professional ethics set forth in the Code of Ethics of the Education Profession.
 3. To maintain professional standards.
 4. To conform to the Articles of Incorporation, Bylaws, Standing Rules, and statements of policy of the Association.
 5. To pay membership dues promptly.
- B. Privileges
 1. The right to vote on all matters presented to the membership ~~except that retired members will not be entitled to vote on Agreement ratifications, concerted job actions, or other elections attendant thereto.~~
 2. The right to be eligible to elective and appointed positions in the Association as provided in the Bylaws and Standing Rules.
 3. The right to propose or review policies by initiative or referendums by petition of 10% of the current membership.
 4. The right to receive publications and reports of the Association.
 5. The right to all services provided by the Association for members.

Section 5: Obligations and Privileges of Representation-Fee Members.

A. Obligations

1. To pay the Association representation fee.
2. To conform to the Articles of Incorporation, Bylaws and Standing Rules of the Association, when exercising privileges under B-1, 2, and 3 of the Bylaws Section 5.

B. Privileges

1. The right to vote on all matters presented to the membership.
2. The right to be eligible to elective ~~and~~ positions in the Association.
3. The right to propose or review policies by the initiative or referendum by petition of 10% of the current membership.
4. The right to receive publications and reports of the Association.
5. The right to all services provided by the Association for members.
6. The right to change class of membership to active.

Section 6: Honorary Privileges.

The directors at any meeting of the Board may extend the privilege of honorary life membership to persons who have rendered conspicuous services to the public schools of Denver. Such honorary life members shall be exempt from payment of dues. The Board of Directors may grant honorary one-year membership in the Denver Classroom teachers Association to foreign exchange teachers. Honorary members shall have all the rights and privileges of active membership except those of voting and holding office.

Section 7: Membership Year

The membership year shall begin on September 1 and extend through August 31 of the following year.

Section 8: Dues

- A. The annual dues for active members shall be 0.433% of the eighth step of the salary schedule for the ~~A-B.~~ **BA** degree as of September 1 of the current DPS fiscal year **plus ten (10) dollars** and the application of such dues adjustment shall be effective on September 1 of each year.
- B. ~~Annual dues of retired members shall be established by the Board of Directors and shall be payable as determined by the Board of Directors.~~ **Every Member Option: a special assessment of twenty-four (24) dollars shall be added to members annual dues. This special assessment shall be used solely for funding political action. During a period once a year as communicated by the Association, members may request in writing that this assessment be refunded to them.**

Section 9: Expulsion, Suspension, and Reinstatement of Members.

The Association shall guarantee that no member be censured, suspended, or expelled without due process. The proceedings for just cause provided that due process procedures ~~are~~ **be** followed. Just cause shall exist for alleged violations of the code of ethics of the United Education Profession or for alleged failure to comply with the obligations set forth in Article I, Section 4A of these bylaws. In the event such proceedings are invoked, the Association Central Grievance Board shall hold hearings and make recommendations to the Board of Directors regarding disposition of the matter. Based on these recommendations, the Board of Directors may be appealed to the Representative Council. By majority vote, the Representative Council shall have the authority to reinstate a suspended or expelled member for provident cause.

Section 10: Multi-Ethnic Guarantee

The Association shall guarantee **to the extent possible** that all governing bodies, commissions, and committees will have ethnic minority representation at least proportionate to the ethnic minority membership in the Association. ~~This multi-ethnic designation shall specifically include Black, Mexican American (Chicano) and other Spanish speaking groups, Asian American and Native American.~~ **If possible**, one (1) seat from each sector will be filled by multi-ethnic candidates.

Article II: Officers

Section 1: Officers

The officers of the Association shall be President, Vice President, Secretary, Treasurer, four (4) Directors elected from each sector ~~area~~, and CEA Board members who shall serve as ex-officio voting members of the Board. **If possible**, one (1) seat from each sector will be filled by multi-ethnic candidates.

- A. All elections shall be ~~by~~ **open by** nomination and secret ballot.
- B. Directors representing the specified ~~areas~~ **sectors** shall be elected by the constituent members in their ~~area~~ **sector**.
- C. All terms are for two (2) years and no officer may serve more than two (2) consecutive terms.

Section 2: Qualifications

A candidate for office shall be a current member of the United Education Profession.

Section 3: Selection and Terms of Office

- A. President: The term of office of the President shall be for two (2) years beginning the first day following the last calendar day of the **traditional** school year in which the election takes place. The election will be held on odd-numbered years. If after any period of eleven (11) consecutive membership years a member of a multi-ethnic group has not served as

President, the Association shall take steps as may be legally permissible to elect a member of a multi-ethnic group.

- B. Vice President: The term of office of the Vice President shall be for two (2) years beginning the first day following the last calendar day of the **traditional** school year in which the election takes place. The election will be held on odd-numbered years.
- C. Secretary: The Secretary may serve for a term of two (2) years. The term of office shall begin the first day following the last calendar day of the **traditional** school year in which the election was held. The election will be held on even-numbered years.
- D. Treasurer: The Treasurer shall serve for a term of two (2) years. The term of office shall begin the first day following the last calendar day of the **traditional** school year in which the election was held. The election will be held on even-numbered years.
- E. The President, Vice President, Secretary, and Treasurer ~~of the Corporation~~ shall be elected by open nomination and secret ballot of the membership at large. The election shall be a majority vote of the members voting. The term of office shall be two (2) years following their election ~~with a maximum eligibility of two (2) terms.~~
- F. Succession procedures and filling of vacancies shall occur as prescribed in the Standing Rules.

Section 4: Powers and Duties of the President

The President shall:

- A. Be the chief executive officer of the ~~corporation~~ **Association** and its policy leader.
- B. Represent the ~~corporation~~ **Association** as spokesperson on matters of policy; serve as chief contact with the media, or assign, at the President's discretion, responsibility for such representation to staff or other governance officials.
- C. Prepare, with staff assistance, the agenda for the Board of Directors, Representative Council, and other governance meetings as may be necessary.
- D. Appoint all chairpersons and members of committees with the advice and consent of the Board of Directors. Members from ethnic minorities shall comprise at least twenty-five (25) percent of the chairpersons.
- E. Serve as an ex-officio member of all committees and other subsidiary groups authorized by the governing bodies.
- F. Establish the annual charges for all committees and other authorized subsidiary groups with consent of the Board of Directors.
- G. As needed, review Association policies and recommend changes and priorities to be considered by the Board of Directors.
- H. Meet regularly with the other officers of the Association, with the Executive UniServ Director, and with the UniServ Field Staff members.
- I. Delegate duties to the officers and Executive Director and, through the Executive Director, to the staff.

- J. Preside at meetings of the Board of Directors, Representative Council, and other appropriate business meetings of the ~~corporation~~ **Association**.
- K. Perform the duties prescribed by the Bylaws and Standing Rules and such other duties as are customarily assumed by the Chief Executive Officer of an ~~corporation~~ **Association**.

Section 5: Powers and Duties of the Vice President

In the case of the absence or disability of the President, the Vice President shall act in the President's place and with the President's authority. The Vice President shall also serve as the chairperson of the membership team, coordinate membership activities and perform such additional appropriate duties as may be ordered by the President.

Section 6: Powers and Duties of the Secretary

The Secretary will be responsible for keeping accurate minutes of the Executive Committee, Board of Directors, **and** Representative Council, ~~and Professional Council~~. The Secretary shall perform such other appropriate duties as may be ordered by the President.

Section 7: Powers and Duties of the Treasurer

The Treasurer shall exercise supervision of the funds of the Association and shall perform such other appropriate duties as may be ordered by the President. The Treasurer shall furnish a bond in the amount designated by the Board **of Directors** with costs paid by the Association.

Section 8: Recall

Any elected executive officer of the Association who is charged with malfeasance or nonfeasance of duty will be subject to a ballot recall when a petition has been signed by 30% of the qualified voters and presented to the Board of Directors. This ballot will be prepared by the Election Committee and all qualified voters shall be given the opportunity to vote. A two-thirds vote (of those voting) favoring the recall of the elected officers will result in the officer's removal from office. Provisions for counting the ballots, certifying, announcing, recording and carrying out the results shall be made by the Election Committee, except as may be established in the Standing Rules.

Section 9: CEA-NEA Delegates

- A. The DCTA may be represented each year at the Delegate Assembly of the CEA and the Representative Assembly of the NEA by the number of delegates to which it is entitled by its active membership in the UEP. Allocation of all delegate seats will be determined by the CEA and NEA, respectively, using the proportional representation formula found in the

documents of authority. Elections to delegate positions shall be conducted as provided in the DCTA Bylaws and Standing Rules.

- B. The election to the offices of DCTA President, Vice President, Secretary, and Treasurer shall constitute election as funded delegates to both the CEA Delegate Assembly and the NEA Representative Assembly and succession to the office shall constitute eligibility as a funded delegate in accordance with the Standing Rules.

Article III: Executive Committee

Section 1: Composition

The Executive Committee of the Association shall be: President, Vice President, Secretary, **and** Treasurer ~~and two (2) members of the DCTA Board of Directors who shall be elected by the Board during June of each year. Such Board members will be elected to serve a one (1) year term.~~

Section 2: Terms

If after any period of eleven (11) consecutive membership years a member of an ethnic minority group has not served as an Executive officer, the Association shall take such steps as may be legally permissible to elect a member of an ethnic minority group.

Section 3: Powers and Duties

The Executive Committee shall represent and shall act for and on behalf of the Board of Directors on all matters affecting the general policies and interest of the Association between meetings of the Board of Directors and as is provided in Rule 1A of the Standing Rules except in such instances when a decision will require a vote of the membership.

Article IV: Board of Directors

Section 1: Composition

The Board of Directors shall consist of four (4) Sector Directors **from each sector**, CEA Directors, President, Vice President, Secretary, and Treasurer and shall reflect the racial and cultural diversity of the organization as defined and required in the Bylaws and Standing Rules.

Section 2: Powers and Duties

The Board of Directors shall function as the corporate executive authority of the Association with deliberative, judicial, and fiduciary responsibility. The Board shall have authority to create, empower, and determine the basic functions and duties of task forces, committees, and other subsidiary groups. The Board shall approve charges to establish

committees on an annual basis. Election to the Board of Directors shall constitute election as funded delegates to the CEA Delegate Assembly unless specified otherwise in the Bylaws or Standing Rules. The Board shall commission the Executive UniServ Director to prepare an annual proposed budget prior to February 1 of each year. Following preparation of the proposed budget, the budget adoption procedure provided in Bylaws Article X, Section 4, shall be followed.

Section 3: Sector Directors and CEA Directors: Election and Terms of Office

Each sector ~~area~~ shall elect directors in accordance with procedures provided for in the Bylaws and Standing Rules. The ~~areas~~ **sectors** shall correspond to the ~~sector or other~~ **geographical** areas designated by the Board of Directors and shall be adjusted in accordance with the Standing Rules. ~~Area~~ Sector Directors shall be elected for two (2) year terms and may serve no more than two (2) consecutive terms. Sector Directors shall be elected by vote of the total membership of that sector. CEA Directors shall be elected as provided in the CEA official documents and the term of office on the DCTA Board of **Directors** will be governed by the length of the term of the CEA Board of Directors.

In the event a Sector Director is, by virtue of transfer, no longer assigned to a school or educational unit in the sector ~~area~~ of original election, said Director shall be entitled to complete the term currently being served. The Director shall not be eligible for re-election in the ~~area~~ **sector** from which transferred. A candidate that has been nominated for more than one (1) Director seat for which eligible must declare candidacy for the single seat of preference.

Section 4: Recall of Sector Directors

Any Sector Director who is charged with malfeasance or nonfeasance of duty may be subject to a recall election.

- A. To initiate the recall of a Sector Director, one of the following procedures must occur:
 1. A vote for initiation of recall by 75% of the total membership of the Board of Directors, or
 2. A petition presented to the Board of Directors which has 50% of the signatures of the Association Representatives in the area represented by the Sector Director being considered for recall.
- B. When either of the two initiation procedures, outlined in A above, has been fulfilled, the Board of **Directors** will direct the Election Committee to prepare a recall ballot for the membership of the ~~area~~ **sector** whose Sector Director is being considered for recall. A two-thirds majority vote, of those voting, favoring the recall of Sector Director, will result in removal from office. The Election Committee will conduct the election using the procedures in Rule 9 of the Standing Rules.

Article V: Professional Staff

Section 1:

Professional staff may be employed by the Board of Directors and all such staff members shall be responsible to the Board of Directors.

- A. Chief Administrative Officer: The Executive UniServ Director shall be the Chief Administrative Officer for the ~~Corporation~~ **Association**, responsible for directing the Professional and Support staff. The Executive UniServ Director shall function in accordance with provisions of the Bylaws and Standing Rules, with the terms of the Executive UniServ Director's written contract with the Board of Directors.
- B. UniServ Field Staff: Consistent with the NEA UniServ policy guidelines, the Board of Directors may employ one (1) or more UniServ Directors who shall serve as Field Staff Representatives for the Association. In accordance with provisions of the Bylaws and Standing Rules, such Directors will have a reporting line to the Executive Director and President. Further, such Directors will function as required by job description and by the terms of the written contract with the Board of Directors.

Section 2:

Adequate support staff and other appropriate assistance shall, as determined by the Board of Directors, be provided for the UniServ staff.

Article VI: Representative Council

Section 1: Composition

The Representative Council shall be the official legislative body of the Association and shall be composed of Association Representatives, ~~Associate Area Directors, Retired Directors,~~ and members of the Board of Directors.

Section 2: Powers and Duties of the Representative Council

The **Representative** Council shall be empowered to take action on all matters affecting Association policy by legislative procedure, to approve all committee reports and recommendations affecting Association policies, and to refer major issues to the membership for a vote.

Section 3: Voting

Votes in **Representative** Council shall be based on one vote for each authorized ~~Council~~ member.

Section 4: Meetings of **Representative** Council

The **Representative** Council shall meet each month during the school year and at other times when called by the Board of Directors or the President. Meetings may be cancelled or postponed by action of the Board of Directors. Members of the **Representative** Council may call a special meeting by submitting a petition to the Board of Directors signed by 10% of the **Representative** Council members. The petition must state the business to be considered by the special session of the Representative Council. A simple majority of the members shall constitute a quorum.

Section 5: Visitors

Association members in good standing may attend **Representative** Council meetings without power of voting. Non-members may be expressly invited by the Representative Council or the Board of Directors. Such persons shall sit apart from the Council and may address the Representative Council when recognized by the President or the presiding officer.

Article VII: Association Representatives

Section 1: Qualifications

Association Representatives must be current members of the United Education Profession.

Section 2: Number

Each school and/or other member unit, as designated by the Board of Directors, shall be represented by at least one (1) elected representative. ~~Schools or other member units with more than 25 members shall be allowed an additional representative for each additional 25 members or major fraction thereof. In schools or member units having more than one (1) representative, it is encouraged and desired that the Association~~ Representatives reflect the racial and cultural diversity of the work site or member unit; ~~and an Association Representative chairperson shall be selected. Should the school or unit membership either increase or decrease, the number of~~ Association Representatives shall be adjusted in a commensurate fashion immediately. ~~The retired members shall be represented by at least one (1) elected representative. When the retired membership exceeds more than twenty five (25) members, an additional representative shall be allowed for each additional twenty five (25) members or major fraction thereof.~~

Section 3: Selection ~~and Term~~

Representatives shall be elected **by secret ballot by members in the respective school or member unit** ~~within a two week period preceding the Council meeting in April for a two year term of office except as may be modified by action of Representative Council. Elections for all sector vacancies or other eligible offices beginning in 1992.~~

~~Thereafter sector elections will be held in the Sector 1 and 3 areas in odd years; and Sector 2 and 4 areas in even years, beginning with the annual election in 1992.~~

Section 4: ~~Deleted~~ Alternates

~~Each Association Representative shall have a specific alternate whose duty it shall be to assist the Association Representative in the school or other appropriate member unit. Each alternate should attend the first regular fall meeting of the Representative Council.~~

Section 5: Duties

The Association Representative shall attend all meetings of the **Representative** Council. If a Representative, for due cause, cannot attend a **Representative** Council meeting, ~~the an~~ alternate shall **may** act in the place of the Representative.

Representatives shall communicate with members of their respective constituencies concerning activities of the United Education Profession and shall represent, in **Representative** Council, the views of the Representative's constituency.

Representatives shall be responsible for holding monthly Association meetings and conducting elections in each building or comparable unit as authorized by the Bylaws and Standing Rules.

Section 6: Removal

A Representative who has two unexcused, consecutive absences from **Representative** Council meetings or who is considered by the Board of Directors to be guilty of nonfeasance may be removed from the position by a two-thirds vote of the Board **of Directors** or by a majority vote of the members represented by the Association Representative.

Article VIII: ~~Deleted~~ Associate Sector Directors

Section 1: Areas

~~The sectors shall correspond to the sector areas as designated by the Board of Directors and shall be adjusted in accordance with the Standing Rules.~~

Section 2: Qualifications

~~Associate Sector Directors and Associate retired Directors must be current members of the United Education Profession.~~

Section 3: Election

~~Each area will be allowed the number of Associate Sector Directors which equals the number of Area Directors. Each area shall elect Sector Directors in accordance with procedures provided for in the Standing Rules.~~

Section 4: Duties

~~Each Associate Sector or Associate retired Director will work directly with the Area Director elected for the appropriate area or part thereof. In the event an Area Director will be absent from the Association meeting, the Sector Director will notify both the President of the Association and the Associate Area Director, whereupon the Associate Sector Director shall have the same powers and responsibilities as the Sector Director during such absence. The Associate Area Director shall act as a liaison between the Board of Directors and the Association Representatives in the area, shall take part in assisting the Sector Directors and Association Representatives, and shall carry out other duties as provided in the Standing Rules.~~

Section 5: Recall of Associate Sector Directors

~~Any Associate Sector Director charged with malfeasance or nonfeasance of duty may be subject to a recall election.~~

- ~~A. To initiate the recall of an Associate Sector Director, a petition will be presented to the Board of Directors which contains the signatures of 50% of the Association Representatives or equivalent group in the sector represented by the Associate Director being considered for recall.~~
- ~~B. After receiving the petition at a regularly scheduled meeting of the Board of Directors, the Board will direct that a recall election be scheduled at Representative Council. The Association Representatives in the sector represented by the Associate Sector Director will vote, by secret ballot, in the recall election. A two-thirds majority vote of those voting, favoring a recall of the Associate Sector Director, will result in removal from office.~~

Article IX: Task Forces and Committees

Section 1: Establishment

The number, organization, and function of task forces and committees, with chairpersons and members appointed by the President, shall be determined by the Board of Directors. The Representative Council may also recommend to the Board of Directors establishment of new task forces and committees, with chairperson and members appointed by the President for specific purposes not adequately covered by existing committees or task forces.

Section 2: Selection of Task Force and Committee Chairpersons

The Association shall be responsible for selecting chairpersons of task forces and committees subject to the approval of the Board of Directors. Members from ethnic

minorities shall comprise at least twenty-five (25) percent of the chairpersons, and selection of the chairpersons shall reflect the racial and cultural diversity of the Association. Such recommendations shall be made before the close of the school year in which the President assumes the office of the presidency.

Section 3: Governance

It shall be the responsibility of task forces and committees to:

1. Operate under charges presented by the President.
2. Report to and furnish minutes to the President and the Board of Directors.
3. Submit to the Board of Directors an action which might become policy of the ~~Corporation~~ **Association**.
4. Present the Executive UniServ Director budget requests at the time a new budget is being prepared.

The policy-making body of the ~~Corporation~~ **Association** is the Representative Council. The Board of Directors is responsible for the implementation and governance of all ~~corporation~~ **Association** programs including approval and management of the annual budget.

Section 4: Programs and Activities

The activities and programs of task forces and committees shall be subject to policies set forth by the Representative Council and to specific interpretation of these policies and may from time to time be developed by the Board of Directors. Task force and committee expenditures that will exceed the task force and/or committee budget shall be subject to the approval of the Board of Directors.

Section 5: Vacancies and Attendance

Any vacancy that occurs during a term of service on a task force or committee shall be filled as soon as feasible, if deemed necessary by the President. A task force or committee by majority may recommend to the President that a member be replaced because of the inability to serve or because of continued absence, without due cause, from task force or committee meetings.

Section 6: Flow Charts

The organization of the Association shall be prepared by the President of the Association subject to the approval of the Board of Directors. These charts shall represent the current organization of the Association.

Section 7: Bylaws **and Standing Rules** Committee

A. Composition ~~and Terms of Office~~

There shall be a committee on bylaws and **standing** rules consisting of a chairperson and six members.

B. Duties

This committee may render advisory opinions involving interpretation of these bylaws and **standing** rules when requested to do so by the officers of the Association. This committee shall be responsible for considering and proposing, from time to time, such revisions of the bylaws and **standing** rules as may be deemed in the interest of the Association.

C. Selection

Members from ethnic minorities shall comprise at least twenty-five (25) percent of the chairpersons. Members shall be appointed by the President to reflect the racial and cultural diversity of the Association. ~~No member shall serve more than five successive years.~~

Section 8: Election Committee

A. Composition

The Election Committee shall consist of a chairperson and **volunteers recruited by the chairperson** ~~eleven members. Members shall be appointed in the following manner:~~

1. The chairperson shall be appointed by the President.
2. ~~Four members shall be selected by the Board of Directors.~~
3. ~~Seven members shall be elected by the Council.~~
4. The composition of the committee shall reflect the racial and cultural diversity of the Association. Members from ethnic minorities shall comprise at least twenty-five (25) percent of the chairpersons and shall reflect the racial and cultural diversity of the Association.

B. Duties

The **Election** Committee shall be responsible for presenting to the membership one or more eligible candidates for each open Executive and Directorship office and a sufficient number of candidates for open positions **for** Delegates to the CEA and NEA assemblies. The complete list of candidates shall be presented at the February **Representative** Council meeting. The **Election** Committee shall conduct the annual election during March or April of each year.

Article X: Finance

Section 1: Fiscal Year

The fiscal year of this Association shall be defined in the Standing Rules.

Section 2: General Fund

The General Fund of the Denver Classroom Teachers Association shall be the operating fund of the Association. All money collected from the dues of the Association,

except **the Every Member Option special assessment or** those collected for **another** specific purpose, shall be credited to the General Fund of the Association. Funds may be transferred from the General Fund or other special funds by a two-thirds vote of the Board of Directors.

Section 3: Reserve Fund

The Reserve Fund is the contingency fund of the Association and may be used for any purpose deemed necessary by a two-thirds vote of the Board of Directors. The Reserve Fund assets and uncommitted assets **of the General Fund**, beyond current operating expenses, ~~of the General Fund~~ shall be invested in the Denver Public Schools Employees' Credit Union, a federally insured bank, or a savings and loan association.

Section 4: Annual budget

The Board of Directors shall provide for an open budget hearing in concert with the Representative Council meeting in either February or March of each year. During such meeting, Association Representatives may make recommendations and suggest changes in the proposed budget. The Executive Director will be responsible for including the recommendations in the proposed budget. The proposed budget will then be submitted to the Executive Committee for review and study. When the Executive Committee has determined that the proposed budget is in proper order, the budget shall be submitted to the Board of Directors for action and final approval. Such final approval shall be determined by majority vote of the Board **of Directors** prior to the end of the school year. The expenditures and payment of monies thus authorized may be made by the Treasurer.

Section 5: Audit

The Association shall employ a private auditing agency to conduct the annual audit at the end of the fiscal year as prescribed in the Standing Rules.

Section 6: Financial Reports

The Treasurer of the Denver Classroom Teachers Association shall present a monthly financial statement of the Association for approval by the Board of Directors. The monthly statements shall be presented at the regular meetings of the Representative Council of the Association.

Section 7: Borrowing Money

The Association, acting by and through its Board of Directors and with the approval of Representative Council, shall have the authority to borrow money and to mortgage or pledge any or all of its holdings as security for the repayment thereof.

Article XI: Amendments

Section 1: Amendments to the Bylaws

Amendments to the Bylaws may be proposed by the Representative Council, the Board of Directors, and the Bylaws and Standing Rules Committee. Individual members shall have the power to propose amendments by submitting a petition signed by 10% of the membership. All proposed amendments shall be submitted to the **Representative** Council for approval. Upon approval of the majority of the **Representative** Council present, the proposed amendment(s) shall be forwarded to the Executive UniServ Director who shall then submit proposed amendment(s) to a vote of the members within 30 days from the date of filing. Unless specified otherwise, amendments shall become valid when ratified by a majority of the members voting under the procedures provided in the Standing Rules.

Article XII: Standing Rules and Parliamentary Procedure

Section 1: Authorization of Standing Rules

Supplementary rules and regulations ~~and~~ **may** be adopted by the Representative Council and shall be designated as Standing Rules.

Section 2: Parliamentary Procedures

Robert's Rules of Order Revised shall govern the Association in all points for which provision has not been made in these Bylaws and **the** Standing Rules. The Executive Committee will, annually, designate a parliamentarian.

Section 3: Quorum

A quorum shall exist when a majority of those eligible to vote are present.