

ARTICLE VI
Area Directors (AD's)

Section 1 – Purpose

- A. Building/worksites will be clustered together in proportionally equal areas.
- B. Each area's membership will elect an Area Director (AD) to facilitate Association activities and to represent the area on the Executive Board.
- C. Area Directors (AD's) will serve three (3) year terms. There is no limit for the number of elected terms of office for the position of Area Director.
- D. The make-up of each area will be examined every two (2) years by the Executive Board to ensure a balanced representation.
- E. Recommendations for change of area composition will be made by the Executive Board.
- F. Facilitate grievance procedures as per the CEA Flow Chart (see CEA Policy Manual).

Section 2 – Responsibilities of the Area Directors (AD's)

Area Directors (AD's) shall:

- A. Ensure that each building fairly elects Association Representatives.
- B. Ensure Association Representatives in their areas have the materials and trainings necessary to carry out their roles. Communicate needs to the Vice President as necessary.
- C. Communicate with the Association Representatives (AR's) in their respective area; encourage Association Representative (AR) attendance and participation in Association Meetings.
- D. Assist in implementing and facilitating Association actions and programs with their respective area.
- E. May hold area meetings in their designated area during the months specified by the Association calendar. These meetings may be held virtually.
- F. Certify to the Association / Vice President the names of the Representatives and alternates (if needed) for the building/worksite.
- G. Collect the 10 minute meeting reports from the AR's.
- H. Deliver to the Secretary a written report of the monthly activities in their particular area by the communicated deadline.
- I. Document all contacts, retain copies of all correspondence, and keep clear records of any conferences/meetings.
- J. Turn in to the Secretary, at the monthly Executive Board meeting, the monthly time log.

ARTICLE VI
Area Directors (AD's) (cont.)

Section 3 – Recall of Area Directors (AD's)

- A. Area Directors (AD's) will serve their terms so long as they satisfactorily perform the duties of office.
- B. Area Directors (AD's) may be removed for cause following notice and a hearing before the Representative Assembly (RA). They may be removed after notice, by a majority vote of the membership in that area. This vote may be conducted electronically.
- C. At the recommendation of the Executive Board, an Area Director (AD) may be removed by the majority vote of the membership in that area. This vote may be conducted electronically.

Section 4 – Vacancies

- A. When a vacancy occurs in the Area Directors (AD's) position, the Executive Board will nominate a member to fill the position until the next regularly scheduled election. This election may be conducted electronically.
- B. The elected position must be approved by a majority of the Association Representatives (AR's) served by the Area Director. This vote may be conducted electronically.

ARTICLE VII
Executive Board

Section 1 – Purposes

The Executive Board shall be responsible for the implementation of Association actions, and when necessary, be the interim policy making body between meetings of the Representative Assembly (RA).

Section 2 – Membership

- A. The Executive Board shall be composed of elected Officers, Area Directors (AD's), and elected Program Chairs.
- B. The past President shall be a nonvoting member of the Executive Board for a period of one (1) year from the end of his/her respective term. The past President may attend for certain issues as deemed appropriate and necessary by the Executive Board.
- C. No member of the CEA may hold more than one position on the CEA Executive Board.
- D. No member of CEA may receive a stipend for serving as an Association Representative while also serving in a position of said Executive Board.

Section 3– Responsibilities of the Executive Board

The Executive Board shall:

- A. Ensure compliance with the National Education Association (NEA), the Delaware State Education Association (DSEA), and Christina Education Association (CEA) bylaws for all meetings and business of the Christina Education Association (CEA).
- B. Implement and coordinate the actions of the Representative Assembly (RA) including but not limited to: action items, task force creations, letter writing, election procedures and membership activities.
- C. Familiarize themselves with the active documents (including the bylaws, policy manuals, and the collective bargaining agreement) of the Christina Education Association.
- D. Act as the primary planning body for the Association; ensuring that the membership and the Representative Assembly (RA) are involved in the planning process.
- E. Make policy decisions in the interim between Representative Assembly (RA) meetings.

ARTICLE VII
Executive Board (cont.)

- G. Develop and implement a membership involvement program; with focus on union approved organizing techniques (such as one-to-one meetings.
- H. Make contingency expenditures when they have not been budgeted.
- I. Approve any expenditure in excess of the line item budget of \$500.00. J. Turn in monthly time logs and reports by the designated date communicated.
- K. Ensure that the Association is meeting its responsibilities of incorporation.
- L. Attend and participate in trainings surrounding Executive Board responsibilities and expectations. These trainings may be held virtually.
- M. Assist members with their problems and concerns in regards to, but not limited to, 48 hour meetings, grievances, improvement plans, observation challenges, and professional issues when called upon by the Association Representative.
- N. Provide a copy of the official notice and a meeting summary to the President and DSEA Uniserv Director upon completion of representation at a 48 hour meeting or grievance. These may be submitted electronically.
- O. Chair a designated contract mandated committee as set forth by the President in the policy manual.
- P. Attend meetings, functions, and activities designed to enhance the role of Christina Education Association (CEA) in New Castle County and in Delaware as a whole.
- Q. Attend two (2) Christina Board of Education meetings per school year as scheduled with the Secretary at the beginning of the year.

Section 4 – Meetings

- A. The Executive Board shall meet monthly (refer to Article XI). These meetings may be held virtually.
- B. A schedule of the meetings will be prepared by the President and adopted by the Executive Board at the May Executive Board meeting for the following school year. Special meetings may be called by the President or by a majority of the Executive Board.
- C. If the president so deems, a parliamentarian shall be present, but this does not constitute an Executive Board seat.
- D. An agenda for Executive Board meetings will be submitted by the President to members of the Executive Board 24 hours in advance for review.