

BYLAWS

**WALLA WALLA VALLEY
EDUCATION ASSOCIATION**

2008

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ARTICLE I - NAME

The name of this organization shall be the Walla Walla Valley Education Association, Incorporated. The Association shall be incorporated under the charter laws of the State of Washington and be affiliated with the Washington Education Association and the National Education Association.

ARTICLE II - PURPOSE

SECTION 1 - To promote the cause of education by working for the welfare of school children and the improvement of educational opportunities for all.

SECTION 2 - To develop and promote a continuing program to improve salaries, fringe benefits, working conditions, and instruction through collective bargaining.

SECTION 3 - To unify and enable members to speak with a common voice on matters pertaining to the education profession and to present their individual and common interests.

SECTION 4 - To hold property and funds and to employ a staff for the attainment of these purposes.

ARTICLE III - MEMBERSHIP

SECTION 1 - The various types of membership of the Association shall consist of the following:

- a) ACTIVE MEMBERSHIP in the Association shall be available to all personnel employed by or on leave from the school districts who have been designated to be represented by the Association in their employment with the school districts.
- b) ASSOCIATE MEMBERSHIP- shall be limited to any person who is not eligible for other types of membership and not engaged actively in the education profession.
- c) RESERVE MEMBERSHIP- shall be limited to any person who is otherwise eligible for active membership but is on authorized leave of absence from professional education work.
- d) STUDENT MEMBERSHIP- shall be open to any student enrolled in or preparing for, a teacher-education program in an accredited college or university.
- e) RETIRED MEMBERSHIP - shall be open to retired Association members.
- f) SUBSTITUTE MEMBERSHIP - shall be available to all "represented" substitutes as defined in the Walla Walla School District Negotiated Agreement and the College Place School District Collective Bargaining Agreement. These members must first meet the following guidelines: Walla Walla School District - 15 consecutive or 30 non-consecutive days of substituting; College Place School District - 21 consecutive or 31 non- consecutive days of substituting.

- g) CLASSIFIED EXTRA-CURRICULAR MEMBERSHIP - shall be available to all "classified extra-curricular" members (coaches). These members are delineated by serving in an extra curricular position that is not regularly recognized as a certificated position, paid with extra-curricular funds.
- h) AGENCY SHOP REPRESENTATION - non-members of the bargaining unit must pay a representation fee in accordance with the collective bargaining contracts. These non-members, while represented by the Association are NOT active voting members of WWVEA. They enjoy no rights or privileges of membership except representation as directed by Washington State Law. Classified extra-curricular employees and Substitutes are exempt from this provision.

SECTION 2 - Membership shall be open as provided in these bylaws to all persons who shall agree to:

- a) Subscribe to the goals and objectives of the Association, the Washington Education Association, and the National Education Association;
- b) Abide by their constitutions and bylaws, and;
- c) Engage in teaching or other educational work; and
- d) Be eligible for membership in WEA and NEA.

SECTION 3 - Membership shall not be denied to individuals on the basis of race, ethnic origin, creed, national origin, sex, sexual orientation, or marital status.

SECTION 4 - The membership year shall be from September 1 to August 31, inclusive.

SECTION 5 - Membership shall be continuing from year to year, except upon resignation, retirement, death, expulsion, or discontinuance as provided in these bylaws.

SECTION 6 - Active membership in the Association shall be accompanied by active membership in the Washington Education Association and the National Education Association in all cases where reciprocal arrangements are assured.

SECTION 7 - Only active members shall have the right to vote, to hold office, or to represent the Association in the local, state, or national Association or in any departments thereof.

SECTION 8 - Membership shall be contingent upon the authorization for payment of annual dues in the form of cash payment or authorization through automatic payroll allowances (APA) as provided in these bylaws.

SECTION 9 - Revocation of membership shall be according to procedures adopted by the Building Rep Council. The Executive Board may censure, suspend, or expel any member for cause, after due notice and hearing.

SECTION 10 - Reinstatement of any suspended or expelled member shall be by the Executive Board.

ARTICLE IV - DUES AND ASSESSMENTS

SECTION 1 - Payment of local dues will be accompanied by payment of state and national dues when required.

SECTION 2 - Dues for active members and those represented in Article III, SECTION I (f) shall be paid by Automatic Payroll Authorization (APA) or in cash. Dues for Substitutes and the Classified Extra Curricular group can only be paid by check or cash through the WWVEA office.

SECTION 3 - The annual local Association dues of an active member shall be .675% of the previous year's base salary of the average of the districts' negotiated salary schedules. The Building Rep Council will review the need for dues adjustment (.675% X the average beginning teacher's salary for the previous year) at the April meeting of the Council. The Building Rep Council may raise or lower the .675% rate.

SECTION 4 - The annual local dues of teachers shall be: Full dues for 0.76-1.00 FTE; 75% dues for 0.51-0.75 FTE; 50% dues for 0.26-0.50 FTE; and 25% dues for 0.25 or less FTE.

SECTION 5 - The annual dues of a member employed after the first month of the school year (September 1 - September 30) shall be the regular dues prorated by the number of months remaining in the school year.

SECTION 6 - Associate and Reserve members will pay dues in cash.

SECTION 7 - Student members and retired members shall be assessed no local dues.

SECTION 8 - The Agency Shop Representation fee shall be an amount equal to NEA, WEA, UniServ and Local membership dues.

SECTION 9 - Special Association assessments may be levied by a simple majority vote of the active members.

SECTION 10 - The local, state, and national dues and special assessments of all members shall be payable to the Association.

SECTION 11 - Substitute members shall pay a combination of NEA, WEA and Local dues for days worked on a 90-day prorated basis. Daily Local Substitute dues shall be 1/2 the yearly local dues amount divided by 180.

SECTION 12 - The Classified Extra-Curricular Excluded members dues shall consist of a combination of NEA, WEA and at least \$10.00 for local dues. If a classified Extra Curricular member is currently a member of WWVEA, he/she pays no additional dues.

ARTICLE V - OFFICERS

SECTION 1 - Officers of the Association shall consist of the President, Vice-President, and Secretary-Treasurer, elected to serve terms in accordance with these bylaws except in the case of removal, resignation, or death prescribed in these bylaws.

SECTION 2 - The term of office will be two years, concurrent with the membership year. The President will be elected in odd years and the Vice-President and Secretary/Treasurer will be elected in even years.

SECTION 3 - All officers will be elected by secret ballot following open nominations by the general membership. Election of officers shall be held in April. In the event the president is unable to serve his/her full term of office, the vice-president will assume the office of the president for the balance of the unexpired term. If a vacancy occurs in any other office, the representative assembly will call a special election to fill that vacancy for the balance of the unexpired term.

SECTION 4 - The President shall serve for a two year term, elected in the odd years, and is the executive officer of the Association and shall:

- a) Preside over meetings of the Executive Board, the Building Rep Council, and the general membership;
- b) Appoint chairpersons of standing committees subject to approval by the Building Rep Council;
- c) Be a non-voting, ex-officio member of all committees, except the President shall not be a member of the Nominations and Elections Committee or the Financial Review Committee.
- d) Co-sign financial transactions undertaken by the Association.
- e) Appoint task force committees with the approval of Executive Board;
- f) Represent the Association before the public either personally or through delegates;
- g) Meet with the appropriate officials of the school districts to inform and to exchange ideas on matters of concern;
- h) Initiate action to implement policy as established by the Building Rep Council with the advice of the Executive Board;
- i) Approve payment and sign vouchers for all invoices and bills submitted;
- j) Employ all staff subject to Executive Board ratification;
- k) Formulate the tentative budget of the Association for approval by the Executive Board;
- l) Provide policy advice to the Executive Board;

- m) Serve as administrator of the Association and supervise the headquarters office and staff;
- n) Submit a monthly report to the Executive Board and Building Rep Council;
- o) Submit Weekly Activity Reports (WAR reports) to office manager by the 15th of the following month;
- p) Serve as a member of the UniServ Council. The President may appoint a designee to serve in his/her position as WEA Southeast UniServ Council Representative.
- q) Perform all other functions usually attributed to office.

SECTION 5 - The Vice-President shall serve a two (2) year term, elected in even years, and shall:

- a) Serve as Vice President of the Association and shall perform the functions usually attributed to that office, and other duties prescribed in these bylaws;
- b) Be a non-voting, ex-officio member of all committees, except that the Vice- President shall not be a member of the Nominations and Elections Committee;
- c) Serve on the Financial Review Committee.
- d) Become President when the presidency becomes vacant except as prescribed in these bylaws. (Article XII section 1 a.)
- e) Co-sign financial transactions undertaken by the Association when the President or Secretary/Treasurer is not available.
- f) Chair the Special Events Committee to organize and carry out any special events as may serve the needs of the members.
- g) Serve as a member of the UniServ Council.
- h) Submit a monthly report to the Executive Board and the Building Rep Council.
- i) Perform all other functions usually attributed to office.

SECTION 6 - The Secretary-Treasurer shall serve a two (2) year term, elected in even years, and be responsible for:

- a) Recording minutes of the Executive Board, the Building Rep Council, and general membership meetings, and submitting them to the WWVEA office manager for distribution.
- b) Co-signing financial transactions undertaken by the Association, ensuring that all vouchers have supporting documents attached prior to payment disbursements.

- c) Overseeing the following responsibilities of the Association office manager:
 - 1. Holding the funds of the Association and distributing them upon authorization by the President.
 - 2. Depositing dues received to the WWVEA checking account.
 - 3. Keeping accurate accounts of receipts and disbursements.
 - 4. Keeping the President, Executive Board, and the Association informed of the financial status of the Association.
 - 5. Submitting the annual budget after conferring with the President and the budget committee.
- d) Serve as a member of the UniServ Council
- e) Perform all other functions usually attributed to office.

SECTION 7 - The President, Vice-President, and the Secretary-Treasurer shall be bonded by the Association. Bonding fees shall be paid by the Association.

ARTICLE VI - EXECUTIVE BOARD

SECTION 1 - The Executive Board shall consist of:

- a) The President, Vice-President, Secretary-, and **5** Members-At-Large representing grades Pre-5, 6-8, 9-12 in the Walla Walla School District and grades Pre-3 and 4-8 in the College Place School District elected to serve in accordance with these bylaws except in the case of removal, resignation, or death.
- b) Additional Representatives for ethnic-minority and non-classroom teacher members shall be elected as at-large members according to the election procedures in these bylaws in order to comply with the proportional representation requirements of the National Education Association constitution and bylaws;
- c) The chief negotiator (**s**), and the immediate past president will be non-voting, ex-officio members of the board except when they are duly elected Executive Board members;
- d) Any local member who is elected to a state and/or national Association office shall be a non-voting, ex-officio member of the Board except when the person has been a duly elected Executive Board member.

SECTION 2 - Executive board members with the exception of the President, Vice-President, and Secretary Treasurer, shall serve one (1) year terms concurrent with the membership year.

SECTION 3 - The officers of the Association shall be the officers of the Executive Board.

SECTION 4 - The Executive Board members shall be the trustees of the corporation.

SECTION 5 - The Executive Board shall:

- a) Exercise all the corporate powers of the Association, and supervise its business affairs, subject only to limitations and restrictions provided by law and these bylaws;
- b) Under personnel policies adopted by the Building Rep Council and within the annual budget, employ a staff, and provide office space and necessary furniture and fixtures for the efficient administration and management of the Association;
- c) Appoint and remove all employees of the Association, determine their compensation, prescribe duties in addition to those specified in these bylaws, and require such agreements and bonds as may be necessary to ensure faithful service;
- d) Authorize the execution of contracts and other agreements necessary for the efficient conduct of the business of the Association;
- e) Approve at its regular meeting in September a budget to be presented to the Building Rep Council at its regular meeting in September for the Council's action;
- f) Authorize expenditures and/or transfer of funds consistent with the budget and do likewise for any purpose not contained in the budget in case of emergency with the approval of the Building Rep Council;
- g) Incur indebtedness in the name of the Association for such sums as are necessary for current operations and any sums for a major protection of the Association provided that approval of the Building Rep Council has been granted;
- h) Carry out the program and policies of the Building Rep Council and exercise the general authority of the Building Rep Council between its meetings;
- i) Have the authority to interpret the bylaws;
- j) Recommend policies and goals to the Building Rep Council;
- k) Hear reports of committees;
- l) Develop workshops and training conferences as the Board may find necessary;
- m) Propose to and receive from each committee, including subcommittees, special committees, and task force study groups, written goals and purposes of such committees;

- n) Represent the Association in bargaining with the school districts. It may delegate its power to bargain with the approval of the Building Rep Council;
- o) Exercise such other powers and perform such other duties as may be prescribed elsewhere in these bylaws;
- p) Hold meetings with a quorum of voting members present to conduct business in accordance with these bylaws.

ARTICLE VII - BUILDING REP COUNCIL

SECTION 1 - The Building Rep Council shall serve a term of 1 year concurrent with the membership year and shall consist of:

- a) All Executive Board members;
- b) Representatives from each building unit elected in accordance with the election procedures of these bylaws;
- c) Association members who are members of the National Education Association, or Washington Education Association committee, commission, and district or divisional officers, will serve as non-voting ex-officio member of the Building Rep Council;
- d) A Representative from the Substitute members;
- e) A Representative from the Classified Extra-Curricular members.

SECTION 2 - Any member of the Association who is not a member of the Building Rep Council may attend its meetings and shall sit apart from the voting body, but may receive permission to speak.

SECTION 3 - Each named school or office complex in which active members work shall be considered a building unit provided there are five or more members. In any named school or office complex where there are less than five active members, the members will be assigned to another unit.

SECTION 4 - The officers of the Association shall be the officers of the Building Rep Council.

SECTION 5 - The Building Rep Council of the Association shall:

- a) Determine any change in local Association dues, as prescribed by these bylaws;

- b) Approve the budget;
- c) Approve appointment of committee chairpersons;
- d) Approve resolutions and other policy statements;
- e) Adopt procedures to be followed by the Executive Board for censuring, suspending, or expelling members (such procedures shall include provisions for appeal);
- f) Adopt procedures to be followed for filling an office declared vacant because of illness or dereliction of duty;
- g) Adopt such rules governing the employment of Association staff, the conduct of the Association, and the conduct of meetings as are consistent with these bylaws;
- h) Act on committee recommendations for Association action;
- i) Assume such responsibilities not otherwise delegated to the Board, the officers, or other groups in the Association;
- j) Hold meetings with a quorum present to conduct business in accordance with these bylaws.

SECTION 6 - Each Building Representative to the Council shall represent active Association members from his/her building. These Building Representatives shall represent approximately ten but no less than five, nor any more than fifteen active Association members. These members shall be named, and lists of those members, together with the name of the Building Representative who represents them shall be submitted to the President. It shall be the duty of the Representative to poll his/her list of members and vote according to the results of the poll on all matters concerning finances and policy.

SECTION 7 - Each Building Rep Council member shall attend the regular meetings of the Building Rep Council. If a Building Representative is unable to attend a Council meeting, the alternate elected by the members in the building unit will attend the meeting. If the alternate is unable to attend, the Building Representative will designate a substitute from that building to attend in the Representative's place (preferably someone from the Building Representative's list).

SECTION 8 - The President shall notify a building unit when any of its Building Representatives have two absences without a substitute. The building unit shall have the option of holding an election to replace that Building Representative for the remainder of the person's term. The other Building Representatives and/or the alternate shall carry out this election and inform the President of the name of the new Representative. A building unit will be notified if it is not represented at a regular Building Rep Council meeting.

SECTION 9 - If a building fails to elect a representative to the Building Rep Council, one will be appointed by the Executive Board and/or the President.

SECTION 10 - For voting purposes, each Building Representative to the Council shall have one vote. The Building Representative or his/her substitute must be personally present at the Building Rep Council to cast a vote.

SECTION 11 - The Building Representatives, with the Head Building Representative as chairman shall:

- a) Call meetings of the Association members in the building to discuss Association business;
- b) Appoint such committees within the building as the Association may require;
- c) Assist in the enrollment of new members;
- d) Establish two-way Association communication within the building;
- e) Perform all other functions usually attributed to that position.

SECTION 12 - There shall be one substitute representative elected by other represented substitutes. This representative shall be responsible to bring to the rep council meetings concerns of his/her represented group.

SECTION 13 - There shall be one Extra-Curricular "classified" representative elected by the Extra-Curricular "classified" group. This representative shall be responsible to bring to the rep council meetings concerns of his/her represented group.

ARTICLE VIII - MEETINGS

SECTION 1 - The Executive Board shall:

- a) Meet monthly prior to the Representative Council on the 3rd Monday during the months of September through May;
- b) Hold special meetings when called by the President or at the request of three members of the Executive Board.

SECTION 2 - The Building Rep Council shall:

- a) Meet on the fourth Monday during the months of September through May (negotiated day and time);
- b) Hold special meetings when called by the President or upon a written request to the Executive Board from five Building Rep Council members. The request must state the business to come before the special meeting.

SECTION 3 - A General membership meeting shall:

- a) Be called by the President when it is deemed necessary or as prescribed in these bylaws;
- b) Be called by a majority vote of the Building Rep Council;
- b) Be called when the President receives a written petition which is signed by fifty bona fide active members. The petition must state the business to come before the general meeting.
- c) General membership meetings called in accordance with these bylaws shall be held with a quorum present to conduct business as prescribed in the bylaws (Article XIV Quorum, Section 3).
- d) Ratification in accordance with the bylaws by the general membership shall be required for acceptance of the package for the new contract presented by the Negotiations Committee.

SECTION 4 - Committees (standing committees, ad hoc committees, task forces) shall meet:

- a) According to a calendar which may be developed by the Executive Board;
- b) When called by the President;
- c) When called by the committee chairperson.

ARTICLE IX - COMMITTEES

SECTION 1 - Committees may be authorized by the Building Rep Council or by the Executive Board.

SECTION 2 - These shall be standing committees:

- a) Negotiations
- b) Financial Review
- c) Scholarship
- d) Nominations and Elections

SECTION 3 - These may be standing committees:

- a) Professional Development
- b) Public Relations
- c) Special Services and Retirement
- d) Legislative and Candidate Review
- e) Survey
- f) Special Events

SECTION 4 - All committee chairpersons shall be appointed by the President subject to the approval of the Building Rep Council for a term as designated in these bylaws.

SECTION 5 - The President, with the approval of the Executive Board, shall appoint ad-hoc committees as necessary and shall discharge them upon completion of their duties.

SECTION 6 - The structure of committees shall be the following, except where otherwise prescribed in these bylaws:

- a) Each committee shall have, in addition to the chairperson, at least two members, selected jointly by the President and chairperson, to represent, when feasible, different groups and educational levels;
- b) Each committee may, with the approval of the Executive Board, organize special sub-committees and task forces for special activities;
- c) Each committee shall choose a secretary who shall keep a continuing record of activities;
- d) Any member of a state or national committee shall automatically be a non-voting, ex-officio member of the local corresponding committee.

SECTION 7 - Proportional representation for ethnic-minority and non-classroom teacher members will be assured on committees as prescribed in these bylaws.

SECTION 8 - Each standing committee and ad hoc committee shall meet with a quorum present to conduct business as prescribed in these bylaws. (Article XIV, SECTION 4) When notification has been given, those present at a committee meeting (standing committees, ad hoc committees, task forces) shall constitute a quorum.

SECTION 9 - Each chairperson shall report as necessary, or upon request by the President, the Executive Board, or the Building Rep Council. Each chairperson shall prepare an annual written report summarizing goals, objectives, action programs, gains, and unreachd goals; and this shall become a part of the continuing committee record in the Association files. A summary or annual report may be made available to the membership.

SECTION 10 - Negotiations Committees

- a) There shall be three Negotiations Committees (or teams): One for Walla Walla School District, one for College Place School District, and one for the WWSD Excluded Extracurricular Classified Employees in the bargaining unit holding supplemental contracts that do not require OSPI teaching certification (Coaches).
- b) The selection of the Negotiations Committee members must be approved by the Building Rep Council.
- c) The WWSD and CPPS Negotiations Teams shall consist of the head negotiator and up to six (6) members from each district selected jointly by the President and the head negotiator to represent each grade level configuration in the districts;
- d) The WWSD Extracurricular Coaches Negotiations Team shall consist of up to six (6) coaches representing the grade level configurations in the district.
- e) Ratification in accordance with the bylaws by the general membership shall be required for acceptance of the package for the new contract presented by the Negotiations Committee.
- f) Negotiations Committees shall:
 1. Legally represent the Association in bargaining proposals which have become the position of the Association;
 2. Develop expertise in the field of collective bargaining;
 3. Communicate regularly with the Association President and Building Rep Council;
 4. Determine individual roles on the team;
 5. Survey the active Association members to determine their needs prior to preparing the bargaining proposal;
 6. Present the tentative agreements achieved at the bargaining table to the Association membership for ratification;
 7. Present proposals involving the Association and the district to the Association members through the Building Rep Council duly convened. Decisions thus made by the Building Rep Council will become the position of the Association.

SECTION 11 - Financial Review Committee shall:

- a) Consist of the Vice President with two (2) additional active members.
- b) Meet on or before the first week in October to review WWVEA's financial records of the previous year.
- c) Submit a report of all findings, including any inconsistencies, and recommendations to the Executive Board and the Building Rep Council.

SECTION 12 - Scholarship Committee shall:

- a) Develop and revise, as needed, a scholarship application;
- b) Publicize and distribute scholarship applications;
- c) Evaluate and interview applicants and select scholarship recipients.

SECTION 13 - Nominations and Elections Committee

- a) The Nominations and Elections Committee shall be appointed by the President with the approval of the Executive Board. The committee shall be composed of three active members who are not officers of the Association and are not currently running for office.
- b) The Nominations and Elections Committee shall:
 - 1. Notify each building unit by the first Monday in February of vacancies for the offices of President, Vice President, Secretary/Treasurer.
 - 2. Solicit nominations from each building unit for the vacant offices.
 - 3. In the event that there are not two nominations for each vacant office by March 2nd, the Nominations and Elections Committee shall attempt to provide at least two candidates for each office prior to the regular Building Rep Council meeting in March;
 - 4. Report all nominations to the Building Rep Council at the first regular Council meeting in March;
 - 5. Publish and distribute to the members brief information on each candidate in the Association newsletter prior to the March council meeting;
 - 6. The election shall be held in April. Members shall vote as prescribed in these bylaws at each building unit (see Article X).
 - 7. Ballots shall be given to the Nominations and Elections Committee for tabulation and the results of the voting shall be reported to

the President who shall have them published in the Association newsletter;

SECTION 14 - Professional Development Committee shall:

- a) Work for improvement of the instructional program;
- b) Promote the improvement of instruction through conferences, conventions, and institutes;
- c) Explore and develop action programs to raise and maintain standards for certification, employment, and assignment;
- d) Improve opportunities for pre-service, continuing and in-service professional education;
- e) Create and maintain rapport between the Association and closely related institutions of higher education;
- f) Work closely with the Washington Education Association instruction and professional development committee.

SECTION 15 - Public Relations Committee shall:

- a) Seek to promote public understanding of the purpose and programs of the Association, the values and importance of education, and the educational philosophy and programs of the schools;
- b) Develop procedures by which the Association can work cooperatively with parents and public in civic, fraternal, and social organizations, and through all available channels of communications.

SECTION 16 - Special Services and Retirement Committee shall:

- a) Explore such programs as group insurance, group purchasing, investments, and credit;
- b) Act in an advisory capacity for informing Association members of Washington Education Association sponsored special services programs and where to get information concerning such programs;
- c) Be responsible for securing state evaluation of locally proposed insurance programs;
- d) Counsel with and advise teachers on retirement problems;
- e) Act as a liaison contact with the Washington State Teachers' Retirement system;
- f) Assist in the promotion of Washington Education Association supported legislation in the retirement field.

SECTION 17 - Legislative and Candidate Review Committee shall:

- a) Plan and conduct legislative candidate interviews;
- b) Contact state officials and legislators on school issues;
- c) Inform Association members about legislative matters through official Association publications;
- d) Send Association questionnaires to School Board Candidates and share responses with the Executive Board, Building Rep Council and members.
- e) Not endorse any candidate or issue in the name of the local Association.

SECTION 18 - Survey Committee shall:

- a) Prepare, disseminate and evaluate surveys for Association issues
- b) Report survey findings to the Executive board, Building Rep Council and appropriate committees and/or member groups.

SECTION 19 - Special Events Committee shall:

- a) Plan the New Teacher Dinner
- b) Plan American Education Week recognition in November
- c) Plan School Board Appreciation recognition in January
- d) Plan National Teacher Day recognition in May
- e) Plan Retirement recognition
- f)** Plan other special events as requested by the Executive Board

ARTICLE X - NOMINATIONS, ELECTIONS AND VOTING

SECTION 1 - The nominations, elections, and voting for all elective positions within the Association shall follow these requirements, except when otherwise prescribed in these bylaws:

- a) Only active members are eligible to vote or hold office;
- b) Any member may nominate any other eligible member with their permission;
- c) Elections must be decided by majority vote;
- d) Should no candidate receive a majority of the votes a run-off election will be held between the two candidates receiving the largest plurality;
- e) Elections will be conducted by secret ballot, and a write-in slot must be provided for each individual office;
- f) Categories for proportional representation shall be defined as:
 - 1. Ethnic-minority is defined as: American Indian, Alaska Native, Asian/Pacific Islander, Black, Hispanic.
 - 2. Classroom teacher is defined as: "any person who is certificated, and who spends the major part of his/her time in direct contact with students or who performs allied work which places him/her on the salary schedule for teachers."
 - 3. Non-classroom teacher is defined as: "any person (active member) who does not fall within the 'classroom teacher' definition."
- g) It shall be permitted to use one ballot to elect a person to two or more offices in the following manner: the person elected will hold the offices independently of each other. Ballots used for this purpose when electing delegates must state the following:

"The officer elected shall serve as a delegate to the Washington Education Association and/or National Education Association (depending on the officer) Representative Assembly, and delegate status shall not be conditional upon holding the affiliate office."

SECTION 2 - The election of officers shall follow these additional guidelines:

- a) A Nominations and Elections Committee shall be appointed by the President with the approval of the Executive Board. The committee shall be composed of three active members who are not officers of the Association.
- b) Each Building Rep Council unit shall be notified by the first Monday of February of the vacancies for the offices of President and Vice President and Secretary/Treasurer, and shall solicit nominations from each building unit for the vacant offices;

- c) Nominations will be sent in writing to the Nominations and Elections Committee by March 1st;
- d) In the event that there are not two nominations for each vacant office by March 2nd, the Nominations and Elections Committee shall attempt to provide at least two candidates for each office prior to the regular Building Rep Council meeting in March;
- e) The Nominations and Elections Committee shall report all nominations to the Building Rep Council at the first regular Council meeting in March;
- f) Nominations may be made from the floor at the first regular meeting in February of the Building Rep Council by a Council member. The written acceptance must accompany the nomination;
- g) The Nominations and Elections Committee shall publish and distribute to the members brief information on each candidate in the Association newsletter prior to the March Council meeting;
- h) The election shall be held in April. Members shall vote as prescribed in these bylaws at each building unit;
- i) For Election of WWVEA officers, Building Reps will deliver ballots to all members and have them sign the voter registration sheets. Building Reps will return the ballots and registration sheets to the WWVEA Nominations & Elections Committee.
- j) Ballots shall be given to the Nominations and Elections Committee for tabulation. The results of the voting shall be reported to the President who shall have them published in the Association newsletter.

SECTION 3 - The at-large members of the Executive Board shall be:

- a) Any active member of the Association;
- b) Nominated and elected by the members of the Building Rep Council at the first regular meeting of the Council in September;
- c) Elected in accordance with these bylaws except as prescribed herein.

SECTION 4 - The nomination and election of the Association Representatives to the Building Rep Council shall be conducted in the following manner:

- a) Each Building Association Representative will be elected for a one year period concurrent with the membership year;
- a) There shall be a Building Association Representative elected for each 10 members or major fraction thereof from each building unit;
- b) There shall be at least one Building Association Representative elected from each building unit;
- d) There shall be an alternate Building Association Representative elected for each building unit to serve a one-year term;

- e) Before the first Building Rep Council meeting the President shall inform each building unit of the number of Association Representatives the building is entitled to based on the current year membership;
- f) Association Representatives will be nominated and elected in a meeting of each building unit prior to the first Building Rep Council meeting in September. Any active member in that building unit shall be eligible for nomination;
- g) Only active members of that building unit shall vote;
- h) It shall be the responsibility of the previous year's head Building Representative to conduct such elections in compliance with these bylaws and report the results of the elections to the President;
- i) Where more than one Association Representative is elected in a building, the Association Representatives shall appoint one of their members to be the head Building Representative and shall report their choice to the President;
- j) Newly elected Association Representatives shall officially take their seats at the September Building Rep Council meeting;
- k) Additional Association Representatives may be elected at-large in compliance with these bylaws to meet the requirements for ethnic-minority and non-classroom members.
At-large Association Representatives shall take office upon their election and serve a one year term.

SECTION 5 - A vote of the general membership shall be required to ratify a collective bargaining agreement in accordance with these provisions:

- a) A general meeting of which all members have received written notification shall be called to discuss the merits of such action as prescribed in these bylaws (Article XIV SECTION 3);
- b) Only active members shall vote;
- c) Voting shall be done by secret ballot at the general meeting;
- d) There shall be no absentee voting.

ARTICLE XI - TERM OF OFFICE OR APPOINTMENT

SECTION 1 - Officers

The President, the Vice-President and Secretary-Treasurer shall serve a two (2) year term, concurrent with the membership year except as prescribed in these bylaws. The President will be elected in odd years and the Vice-President and Secretary/Treasurer will be elected in even years.

SECTION 2 - Executive Board

The officers of the Executive Board shall serve terms as prescribed in these bylaws. The other members of the Executive Board shall serve a term of one year, concurrent with the membership year.

SECTION 3 - Building Rep Council

Building Rep Council members shall serve a term of one year, concurrent with the membership year.

SECTION 4 - Standing committee chairpersons and members shall serve a term defined by the President with the approval of the Executive Board.

SECTION 5 - Other committee chairpersons and members shall serve a term defined by the President with the approval of the Executive Board.

ARTICLE XII - REMOVAL OR VACANCY

SECTION 1 - In the event that an officer:

- a. Has been found by the Executive Board to be grossly negligent in the performance of the duties defined in these bylaws, the Executive Board shall recommend to the Building Rep Council that the office be declared vacant. If the Council so votes by a two-thirds (2/3) majority, it shall direct an immediate election to be held to fill the unexpired term except as prescribed in these bylaws;
- b. Resigns or dies, the Executive Board shall call for an immediate election to fill the unexpired term except as prescribed in these bylaws. If the office of President becomes vacant the Vice-President shall assume the duties of President for the unexpired term. An election shall be held to fill the office of Vice-President. (Article V SECTION 3 c).

SECTION 2 - In the event that a non-officer member of the Executive Board:

- a) Has been found by the Executive Board to be grossly negligent in the performance of the duties defined in these bylaws, the Executive Board shall recommend to the Building Rep Council that the position be declared vacant. If the Council so votes by a two-thirds (2/3) majority, it shall immediately elect a replacement to fill the unexpired term;
- b) Resigns or dies, the Building Rep Council shall elect a replacement to fill the unexpired term at its next regularly scheduled meeting.

SECTION 3 - In the event that a committee (standing committee, ad hoc committee, task force) chairperson:

- a) Has been found by the Executive Board to be grossly negligent in the performance of the duties defined in these bylaws, the Executive Board shall recommend to the Building Rep Council that the position be declared vacant. If the Council so votes by a two-thirds (2/3) majority, the Executive Board shall name a replacement to fill the unexpired term with the approval of the Building Rep Council;
- e) Resigns or dies, the President shall name a replacement to fill the unexpired term with the approval of the Executive Board.

SECTION 4 - In the event that an Association Representative:

- a) Is judged by a majority vote of his/her building unit to be grossly negligent in the performance of the duties defined in these bylaws, the alternate will become the Association Representative for the remainder of the term. Should an election be necessary to fill the vacancy it will be conducted by the remaining Association Representative(s) as prescribed in these bylaws;
- b) Resigns or dies, the alternate shall become the Association Representative for the remainder of the term and should an election be necessary to fill the vacancy it will be conducted by the remaining Association Representative(s) as prescribed by these bylaws.

ARTICLE XIII - DELEGATES

SECTION 1 - Delegates and alternates to the Washington Education Association Representative Assembly must be elected. When elected, the order of preference depending on Representative apportionment and the need for compliance to guarantees for ethnic-minority and non-classroom teacher representation shall be:

- a) The President, Vice-President, Secretary-Treasurer, alternate position number one and alternate position number two;
- b) And should the Association be entitled to greater representation, an election will be held to fill the position(s) plus an alternate;
- c. And should one of the duly elected delegates resign his/her delegate position, the alternate will attend.

SECTION 2 - Delegates and alternates to the National Education Association Representative Assembly must be elected. When elected, the order of preference depending on Representative apportionment and the need for compliance guarantees for ethnic-minority and non-classroom teacher representation shall be:

- a) The President and the Vice-President;
- b) And should the Association be entitled to greater representation, an election will be held to fill the position(s);
- c) And should a duly elected delegate resign his/her delegate position, an election will be held to fill the position, provided the resignation creates an open position.

SECTION 3 - Delegates to the Washington Education Association and/or National Education Association Representative Assembly, who are Association officers, shall serve delegate terms coinciding with their terms as officers of the Association. Alternate delegates to the Washington Education Association and/or National Education Association Representative Assembly shall serve a term of one year.

SECTION 4 - Delegates to specific workshops shall be appointed by the President. The President shall seek recommendations, when appropriate, of the committee chairperson of the specific area covered by the workshop.

SECTION 5 - The President, Vice President, and Secretary/Treasurer shall act as WEA Southeast UniServ Council Representatives. The President may appoint a designee to serve in his/her position as WEA Southeast UniServ Council Representative. And should the Association be entitled to greater representation, an election will be held to fill the position(s).

ARTICLE XIV - QUORUM

SECTION 1 - An Executive Board quorum shall consist of a simple majority of the members present when a written notice was delivered to the Executive Board members home or school building at least three (3) days prior to the meeting, or summer address at least three (3) days prior to the meeting. The written notice will contain an agenda with action items identified as such.

SECTION 2 - A Building Rep Council quorum shall consist of a simple majority of the members present when a written notice was delivered to the Building Reps' home or school building at least three (3) days prior to the meeting, or summer address at least three (3) days prior to the meeting. The written notice will contain an agenda with action items identified as such.

SECTION 3 - At a general membership meeting, when a written notice was delivered to the members' school and/or building at least three (3) school days prior to the meeting, or summer address at least three (3) business days prior to the meeting, a quorum shall consist of those present and voting. The written notice will contain an agenda with action items identified as such. If one-third (1/3) of the membership is not at such a meeting no action items can be added to the agenda. If no written notice was given of the meeting, a quorum shall consist of one third (1/3) of the total membership.

SECTION 4 - When notification has been given, those present at a committee meeting (standing committees, ad hoc committees, task forces) shall constitute a quorum.

ARTICLE XV - PARLIAMENTARY AUTHORITY

SECTION 1 - Sturgis Rules of Order shall be the authority on questions of parliamentary law.

ARTICLE XVI - AMENDMENTS

SECTION 1 - These bylaws may be amended by a majority vote of the general membership. Proposed amendments must have been previously studied by the Executive Board. Copies of the amendment must have been sent to Association Representatives two calendar weeks in advance of the voting. Voting must be by ballot.

SECTION 2 - Any active member of the Association may propose amendments to these bylaws through his/her Association Representative.

SECTION 3 - These bylaws shall be reviewed once every three years, or as otherwise needed for amendment.

ARTICLE XVII - WWVEA ACCOUNTING PROCEDURES

SECTION 1 - WWVEA shall:

- a) Use a double-entry accounting system with ledger accounts related to the budget categories.
- b) Operate with a Voucher system.
- c) Have financial records available for inspection by the Executive Board or Building Rep Council at any time.
- d) Present the financial records to the Financial Review Committee on or before October 1 of each year.
- e) Prepare a monthly budget to actual report for the Executive Board and the Building Rep Council meetings.

SECTION 2 - Accounts

- a. All elected officers of the Association shall be signers on the WWVEA financial accounts.
- b. Checks require 2 signatures.
- c. No checks will be issued until the vouchers have been approved by the President (or by the Vice-President if the President is not available).
- d. Checks will be signed by the President and the Treasurer. In the event the Treasurer or the President is not available, checks with approved vouchers may be signed by the Vice President.

SECTION 3 - All Vouchers submitted for payment must:

- a) Be accompanied by receipts.
- b) Be filled out completely and include appropriate budget code number.
- c) Be signed by the President (or by the Vice President if the President is not available) prior to a check being signed.

SECTION 4 - Reimbursements:

- a) Will be made for expenses incurred in the course of official WWVEA duty.
- b) Must be accompanied by the original receipt, except mileage expenses.
- c) Must be accompanied by a complete voucher.
- d) Must be submitted within 60 days.

SECTION 5 - Mileage:

- a) Will be reimbursed at the current IRS mileage rate.

- b) Must be for WWVEA business
- c) No portion of the cost of operating an automobile that is attributable to personal use is reimbursable.

SECTION 6 - Travel Reimbursement:

- a) All travel expenses must be approved by the President prior to the trip, unless they are already in the Association budget.
- b) Must be for WWVEA business.
- c) Travel expenses are limited to mileage, airfare, hotel and meals up to the amount authorized by the budget.
- d) Travel advances are not permitted.
- e. Alcohol is not a reimbursable expense.

SECTION 7 - WWVEA Credit Card Usage:

- a) Credit cards will be issued to the President and Vice President.
- b) Credit cards may only be used for WWVEA approved purchases.
- c) Receipts for credit card purchases and an explanation of purchase must be submitted to the WWVEA office manager as soon as possible, but no later than the last working day of each month.

ARTICLE XIII - WWVEA OFFICE STAFF

SECTION 1 - Hiring

- a)** The Executive Board shall appoint and remove all employees of the Association, determine their compensation, prescribe duties in addition to those specified in these bylaws, and require such agreements and bonds as may be necessary to ensure faithful service;
- b)** The office manager shall not be an immediate family member of the current Association president, Vice President or Secretary/Treasurer.
- c)** When a staff member position is vacant, an advertisement will be placed in the local newspaper.
- d)** The Executive Board shall approve changes to the salary and hours of all employees.

SECTION 2 - Supervising and Evaluating

- a) Office staff shall report directly to the President.
- b) A yearly evaluation for each employee will be performed by the President.
- c) Completed evaluations will be presented to the Executive Board.

SECTION 3 - Duties - The office manager shall:

- a) Act as receptionist for the WWVEA office.
 - 1) Greet visitors
 - 2) Answer phone
 - 3) Take messages
 - 4) Arrange appointments
- b) Prepare documents and copies
 - 1) Prepare meeting materials.
 - 2) Prepare and distribute PROBE newsletter.
 - 3) Type letters for President
 - 4) Copy documents as needed.
- c) Maintain office equipment
- d) Maintain the accounting records for the Association
 - 1) Maintain and balance check register.
 - 2) Maintain accounting records using Quicken.
 - 3) Prepare budget and financial reports.
 - 4) Prepare Agency Fee documentation.
 - 5) Prepare checks to be signed.
- e) Maintain official calendar for Association
- f) Perform clerical duties for the Association.
 - 1) Maintain WWVEA file system
 - 2) Organize membership drive materials.
 - 3) Process memberships.
 - 4) Maintain updated member database.
 - 5) Distribute materials to members
 - 6) Assist with special events.
- g) Maintain office.
- h) Order and inventory office supplies.
- i) Process incoming and outgoing mail
 - 1) Prepare and send mailings to members.
- j) Maintain confidentiality