

Tumwater Education Association Bylaws

Article I MEMBERSHIP

All members of the recognized bargaining unit are eligible for local membership.

Article II DUES, FEES AND ASSESSMENTS

Section 1

The annual dues for Association members, agency shop fee payers, and religious objectors shall be determined according to the following schedule, with WEA, NEA and UniServ dues being in addition to this. All percentages are of the base salary for certificated personnel:

- a. For Association members, agency shop fee payers, and religious objectors who are contracted to the district for .76 - 1.00 FTE, dues shall be 0.0079 x the base salary;
- b. For Association members, agency shop fee payers, and religious objectors who are contracted to the district for 0.51 - .75 FTE, dues shall be 0.05925 x the base salary;
- c. For Association members, agency shop fee payers, and religious objectors who are contracted to the district for .26 - 0.50 FTE, dues shall be 0.00395 x the base salary; and
- d. For Association members, agency shop fee payers, and religious objectors who are contracted to the district for .25 FTE or less, dues shall be 0.1975 x the base salary.

Section 2

Special provisions may be made for members of other locals transferring into this local during the membership year.

Section 3

Special assessments may be levied by a two-thirds (2/3) vote of the active members, provided they include a termination of the special assessment in either dollar amounts or a specific date.

Article III MEETINGS

Section 1

There shall be at least ten (10) Executive Board Meetings per year. All Executive Board Meetings shall be called by the President with at least five (5) days written notice or by a majority of the Executive Board with at least five (5) days written notice, except when matters of immediate urgency are to be considered or when all members of the Board are previously aware of the nature of the matters to be considered.

Section 2

The President shall call at least nine (9) meetings of the Representative Council each year. One (1) shall be in September for the purpose of adopting the budget and another shall be in March for the purpose of nominating officers and representatives. These meetings shall be held on the third or fourth Wednesday of the month unless the third or fourth Wednesday of a month falls within a scheduled vacation period. The Council will then fix an alternative date for that month's meeting.

Section 3

General or special meetings of the membership may be called by the President or the Executive Board or within ten (10) days of the receipt of a petition to the President signed by twenty-five (25) percent of the members.

Section 4

All meetings of the membership, except emergency special meetings, shall be announced by a written notice to each member at least five (5) days in advance of said meeting.

Section 5

The Executive Board or Representative Council by a majority vote, may call an emergency meeting of any governance body at any time.

Article IV DUTIES OF OFFICERS

Section 1

The President shall:

- a. preside at all official meetings and shall perform such duties as are customarily associated with the office;
- b. call special meetings of the Representative Council, the Executive Board, and the general membership;
- c. charge committees with their duties;

- d. represent the Association at meetings with school district management and the school board, and report to the Executive Board and the Representative Council on those proceedings;
- e. initiate and sustain action to implement policy as established by the Representative Council, subject to guidance of the Executive Board;
- f. be responsible for advising officers of the Association in the conduct of their duties; and
- g. hold the position of "delegate" to the WEA Representative Assembly, which takes place during the President's term of office.

Section 2

The Vice President shall assist the President, perform such duties that may be assigned by the President pursuant to the provisions of these Bylaws, and shall act in the absence of the President.

Section 3

The Secretary shall:

- a. handle correspondence for the Association when requested by the President;
- b. coordinate with the President to notify the appropriate members as to the time and place of the Executive Board, Representative Council, and special membership meetings within the time limits set forth in the Constitution and Bylaws;
- c. keep accurate minutes of all Executive Board, General and/or Special Membership, and Representative Council Meetings, distribute copies of the Executive Board Minutes to Executive Board Members following meetings, distribute minutes of General and/or Special Membership Meetings to all members within thirty (30) days following meetings and distribute minutes of the Representative Council Meetings to Representative Council Members within thirty (30) days following the meetings;
- d. maintain the records and files of the Association;
- e. have copies of the latest Constitution and Bylaws available to members of the Association; and

- f. distribute copies of all proposed amendments to the Constitution and Bylaws.

Section 4

The Treasurer shall:

- a. receive and disburse all funds of the Association. Disbursement of funds shall be done only upon authorization by the President or the Executive Board. Disbursements made upon authorization by the President shall be reported to the Executive Board at its next meeting;
- b. prepare and submit such financial reports as are required by law;
- c. prepare and distribute such financial reports as are deemed necessary by the Executive Board or Representative Council;
- d. provide the financial bookkeeping of the Association;
- e. report at each Representative Council Meeting; and
- f. sign all checks along with either the President or Vice President.

Article V DUTIES OF THE REPRESENTATIVE COUNCIL

Section 1

The duties of the Representative Council shall consist of all the following:

- a. establish Association policies and objectives;
- b. establish guidelines and hear continuing reports on bargaining;
- c. adopt the annual budget;
- d. approve or ratify the establishment of paid positions in the Association;
- e. approve or ratify the establishment of committees not established in the Bylaws;
- f. adopt rules and agenda for its meetings; and
- g. enact such other measures as may be necessary to achieve the goals and objectives of the Association, which are not in conflict with this Constitution and the Bylaws.

Section 2

The duties of the Representative Council Members at each work site shall consist of the following:

- a. call meetings of the Association members to discuss Association business;
- b. organize and oversee all elections;
- c. maintain two-way Association communication within the building;
- d. attend Representative Council Meetings;
- e. collect surveys and questionnaires;
- f. serve as a member advocate at the site;
- g. distribute Association materials; and
- h. serve as a consultant on the contract.

Article VI DUTIES OF THE EXECUTIVE BOARD

Section 1

Between meetings of the Representative Council, the Executive Board shall administer the corporate powers of the Association and conduct and manage the affairs and business of the Association, including interpretation of this Constitution and Bylaws.

Section 2

The Executive Board shall see that the budget is prepared and submitted for approval at the September meeting of the Representative Council.

Section 3

The Executive Board shall incur indebtedness in the name of the Association for such sums or a project of the Association provided that approval of the Representative Council has been granted.

Section 4

The Executive Board shall execute and administer the acquisition, management and/or disposal of properties and other investments in the name of the Association.

Section 5

The Executive Board shall implement motions and resolutions approved by the Representative Council and put into operation other measures consistent with the Constitution, Bylaws and policies of the Association. It shall fix the time and place and shall make all necessary arrangements for annual and special meetings.

Section 6

The Executive Board shall provide for maintenance of a complete record of the meetings of the Executive Board, the Representative Council, the membership, of agreements and business transacted in the name of the Association, and or records as required by law.

Section 7

With the exception of the committees established by the membership or the Representative Council, the Executive Board shall approve the appointment and discharge of all standing and special committee members, shall approve the creation of all special committees, and shall review the activities of all committees.

Section 8

The Executive Board shall exercise such other powers and perform such other duties as may be prescribed elsewhere in these bylaws or by the Representative Council.

Article VII MEMBERS-AT-LARGE ON THE EXECUTIVE BOARD

Section 1

The members shall elect three (3) Member-At-Large positions.

Section 2

The duties of the Member-At-Large shall be assigned by the President or the Executive Board.

Section 3

Term of office shall be for one (1) year and commence on June 1.

Article VIII MEMBER ADVOCATE ON THE EXECUTIVE BOARD

Section 1

One (1) Member Advocate shall be appointed by the President and subject to approval by the Representative Council.

Section 2

The duties of the Member Advocate shall be:

- a. assist members of the Association to resolve conflicts with the District, building administrators, and other members of the Association.
- b. serve as a member of the Association's Article 2 Committee.

Section 3

Term of office shall be for one (1) year and commence on June 1.

Article IX NOMINATIONS AND ELECTIONS OF OFFICERS, EXECUTIVE BOARD MEMBERS, REPRESENTATIVE COUNCIL MEMBERS, AND WEA AND NEA DELEGATES

Section 1

The President, with the approval of the Executive Board, shall appoint a Nominations Committee who shall complete a list of candidates for the Association officers and for the Executive Board Members. This list shall be prepared for the April Representative Council Meeting with recommendations for the time and place of the election and an election procedure that guarantees fairness. Each nominee must be a member in good standing and give his/her consent to appear on the ballot.

Section 2

In addition to the provisions of Section 1 above, nominations from the floor shall be called for and received at the March and April Representative Council Meetings. Following the close of the April Representative Council Meeting, nominations shall be closed.

Section 3

The Association recognizes the importance of having a full leadership team. Every effort will be made to ensure that all leadership positions are filled.

Section 4

The election shall be made by secret ballot, observing the one person, one vote principle. To win, a candidate must receive a majority of the votes cast. In the event of a plurality or a tie, the Executive Board shall hold a run-off election within fifteen (15) days between the two (2) candidates receiving the most votes. In the event that a nominee is unopposed, the President shall ask the Representative Council at the May Meeting to declare that candidate elected.

Section 5

Representative Council Member(s) shall be elected by secret ballot by members assigned to each site. The top vote getters up to the number of positions allotted each site shall be declared elected. Each site will submit to the Secretary, in writing, the name(s) of the representative(s) at their site.

Section 6

The election of the WEA and NEA Representative Assembly Delegates shall follow the election procedures outlined by the WEA and NEA. These delegates shall be elected at-large. In the event that a nominee is unopposed, the President shall ask the Representative Council to declare that candidate elected.

Article X COMMITTEES

Section 1

Committees are authorized by the Bylaws. Special committees may be established by the Executive Board and/or Representative Council. Committee members shall be appointed by the President with the approval of the Executive Board and/or Representative Council. Committee members shall serve for one (1) year or until discharged by the President with the approval of the Executive Board and/or Representative Council.

Section 2

Standing committees may include, but shall not be limited to:

- a. Bargaining Committee
- b. Article 2 Committee, and
- c. Nominations and Elections Committee.

Section 3 Article 2 Committee

- a. The Article 2 Committee shall consist of the President, Vice-President, Member Advocate, and any other appointed members by the President.
- b. The Article 2 Committee shall serve as the Association's UniServ Representatives.
- c. The Article 2 Committee shall meet with the Article 2 Group to review and discuss current school problems and practices and the administration of, and compliance with, the Association's contract with the District.

- d. The Article 2 Committee shall have the authority to approve and sign Letters of Agreement (1st level) with the District on behalf of the Association, with the following parameters;
 - (i) The Article 2 Committee members shall have the authority to sign Letters of Agreement (1st level) with the District on behalf of the Association when they deem it appropriate to do so.
 - (ii) The Article 2 Committee members shall have the authority to determine when a Letter of Agreement requires approval by the Representative Council, rather than simply being approved by the Article 2 Committee. It shall also have the authority to determine whether the Representative Council can take immediate action on the Letter (2nd level), or whether it must hold a First Reading and then a Second Reading before action can be taken (3rd level).
 - (iii) All Letters of Agreement approved by the Article 2 Committee shall be presented at the next Representative Council Meeting for the members' information as an action taken by the Article 2 Committee.
 - (iv) Any Letters of Agreement approved by either the Article 2 Committee or the Representative Council may be overturned by a majority vote at a General Membership Meeting when a quorum is present, provided that this action takes place within thirty (30) days of the presentation to the Representative Council of approved first level Letters of Agreement, or within thirty (30) days of the Representative Council approve of second and third level Letters of Agreement.
 - (v) Any approved Letter of Agreement shall be printed and distributed to all Representative Council Members, members of the Executive Board, and members of the Bargaining Team within thirty (30) days of its approval by the Article 2 Committee and thirty (30) days of its approval by the Representative Council with an accompanying explanation, if appropriate.

Section 4

All committees shall report to the membership as directed by the President and/or the Executive Board and/or Representative Council.

Article XI MEMBERSHIP AND FISCAL YEAR

The membership and fiscal year shall be September 1 through August 31.

Article XII RATIFICATION OF AGREEMENT AND AUTHORIZATION FOR STRIKES

Section 1

The President and the chairperson of the Bargaining Team shall be authorized to sign a legal, binding, yearly, or multi-year agreement with the employing board only after completion of the following procedure at a General Membership Meeting.

- a. a report and recommendation by the Bargaining Team,
- b. a report and recommendation by the Executive Board,
- c. a written digest of the proposed agreement or changes provided to all members in attendance at the ratification meeting,
- d. discussion by the membership, and
- e. a majority affirmative vote by secret ballot of the total active membership present and voting. A quorum must be present to constitute a vote.

Section 2

Ratification of amendments to the negotiated agreement shall occur at Representative Council Meetings.

Section 3

Except in a work stoppage situation, at least a twenty-four (24) hour written notice of the ratification meeting is required. The notice shall specify the date, time, place and purpose of the meeting.

Section 4

Strike action must be authorized by a 60 percent majority vote of those members present and voting in a General Membership Meeting.

Article XIII QUORUM

Section 1

A quorum for all General Membership Meetings shall be a majority of the total membership, and each proxy shall be counted as a member present.

Section 2

A quorum at any duly authorized meeting of the Executive Board shall consist of four (4) members of the Executive Board. There shall be no proxies for the Executive Board Meetings.

Section 3

A quorum at any duly authorized meeting of the Representative Council shall be those Representatives present, including duly authorized substitutes. There shall be no proxies at the Representative Council Meetings.

Article XIV AMENDMENTS

These Bylaws may be amended by a simple majority of those present and voting at any regular meeting of the Representative Council; provided that the proposed amendments have been introduced at the previous regular meeting of the Council. The Representative Council may, by a majority vote of those present, determine that a General Membership vote should be used for particular amendments.

Amended: May 15, 2002
 December 17, 2003
 March 15, 2006
 March 27, 2013

Amended March 27, 2013