

**SPOKANE EDUCATION ASSOCIATION
BYLAWS**

ARTICLE I – MEMBERSHIP

Section 1. All members of the recognized bargaining units are eligible for membership.

ARTICLE II – DUES, FEES, AND ASSESSMENTS

Section 1. Association members and agency shop fee payers shall pay dues in accordance with the SEA/WEA/NEA dues structure.

Section 2. Special assessments may be levied by a two-thirds (2/3) vote of the Representative Council, 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 nine (9) Executive Board meetings per year. All Executive Board Meetings shall be called by the president with at least 3 days notice except in emergency situations when telephone or email notice will be given.

Section 2. The president shall call at least two (2) meetings of the Representative Council with notice to the membership. One meeting to be held in November will be held for the purpose of adopting the budget. The second meeting shall be held in March for the purpose of nominating officers.

Section 3. Special meetings of the membership may be called by the president and/or the Executive Board, or within ten (10) days of the receipt of a petition to the president signed by ten (10) percent of the members.

Section 4. All meetings of the membership, except emergency special meetings, shall be announced by a written notice sent to Association Representatives and posted on the SEA bulletin board.

Section 5. **The Executive Board (and/or Representative Council) by a majority vote, may call an emergency meeting at any time.**

ARTICLE IV – DUTIES OF THE 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. Appoint and/or discharge all committee/task force members with the approval of the Executive Board and serve as an ex-officio member of all committees or designate someone to do so, but shall not be the chairperson of any commission or committee.**
- c. Charge committees/task forces with their duties.**
- d. Represent the Association at meetings with school district management.**
- e. Serve as a delegate to the WEA and NEA Representative Assemblies.**
- f. If after taking office, the new Executive does not reflect Article VII, Section 2, Representation, the president shall appoint representation within thirty (30) days for the purpose of bringing the Executive Board into compliance. Appointments will be approved by the Executive Board.**
- g. Appoint representation to any mid-term vacancy subject to approval by the Executive Board.**

Section 2. **The Vice President shall:**

- a. Assist the president and shall act in the absence of the president.**
- b. Be responsible for supervision and coordination of the work commissions and committees.**
- c. Assume other duties as delegated by the President.**

- d. Serve as a delegate to the WEA and NEA Representative Assemblies.
- e. Have available, a complete list of all commission and committee appointments.

Section 3. The Recording Secretary shall:

- a. Handle all correspondence for the Association.
- b. Record minutes of all SEA regular, special, and Executive Board meetings and submit to the SEA associate office for typing and distribution. All minutes shall be signed by an Executive Board officer and dated.
- c. Have available at all meetings, copies of the Constitution, Bylaws and Standing Rules.
- d. Have access to an up-to-date list of all paid members.
- e. Have available a complete list of all commission and committee appointments.

Section 4. The Financial Secretary shall:

- a. Submit and report budget updates for Executive Board and Representative Council at the scheduled meetings.
- b. Work in the cooperation with the Executive Board in preparing and presenting a preliminary budget to the Representative Council.
- c. Sign all checks along with the president.
- d. Prepare an annual financial report which shall be distributed once each year.
- e. Work with SEA associate staff assigned to the budget.

ARTICLE V – DUTIES OF THE EXECUTIVE BOARD

- Section 1. a. Between meetings of the Representative Council, the Executive Board shall 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 November meeting of the Representative Council.
- Section 3. The Executive Board shall implement motions and resolutions approved by the Representative Council and the membership 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 meetings.
- Section 4. With the exception of committees established by the membership or the Representative Council, the Executive Board shall approve the appointment and discharge all of standing and special committee members, shall approve the creation of all special committees, and shall review the activities of committees.
- Section 5. The Executive Board shall maintain regular and continuing contact with the worksites and personnel in the respective areas of responsibility by participating fully in release day assigned activities and zone meetings when appropriate.
- Section 6. The Executive Board shall not meet less than once a month during the school year with a majority of the voting members constituting a quorum.

ARTICLE VI – DUTIES OF THE REPRESENTATIVE COUNCIL

- Section 1. The duties of the Representative Council shall consist of 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

- 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 Bylaws.
- h. Approve or ratify any amendments in the Constitution or 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. Appoint such committees as the Association may require
- c. Organize and oversee the subsequent elections of Representative Council members and the enrollment of new members
- d. Maintain two-way Association communication within the building or with their special constituencies

ARTICLE VII- NOMINATIONS AND ELECTIONS OF OFFICERS, EXECUTIVE BOARD REPRESENTATIVES AND WEA AND NEA

Section 1. The president, with the approval of the Executive Board, shall appoint a nomination committee consisting of five (5) members who shall complete a slate of candidates for the Association officers, Zone Directors, and ESP Directors for the March Executive Board Representatives. This slate shall be prepared for the March annual meeting with recommendations for the time 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 annual meeting. Following the adjournment of the April meeting, the nominations shall be closed.

Section 3. The slate of officers shall include candidates for all association office whose terms have expired. All officers shall be elected by the full membership. Zone and ESP Directors may not be from the same bargaining unit.

- Section 4. Educational Support Professional Directors have alternating two-year terms. ESP Directors may not be from the same bargaining unit.
- Section 5. The election shall be by secret ballot.
- Section 6. 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.
- Section 7. The election of WEA and NEA Representative Assembly delegates shall follow the election procedures outlined by WEA and NEA.
- Section 8. The election of WEA Board of Directors shall follow the election procedures outlined by WEA.

ARTICLE VII – MEMBERSHIP AND FISCAL YEAR

- Section 1. The membership and fiscal year is September 1 through August 31.

ARTICLE IX – RATIFICATION OF AGREEMENT AND AUTHORIZATION FOR STRIKE

- Section 1. The president and the chairperson(s) of the bargaining team shall be authorized to sign a legal, binding, yearly or multi-year agreement with the employing board only after completing of the following procedure at a general membership meeting:
- a. A report and recommendation from the bargaining team
 - b. A report and recommendation from 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
 - e. A majority affirmative vote by secret ballot of the total active membership present and voting
- Section 2. Ratification of amendments to the negotiated agreement shall occur at a general membership meeting. Ratification will be 50% plus one of attending members.

Section 3. Except in a work stoppage situation, at least twenty-four (24) 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 an 80% majority vote of those members present and voting at a special meeting.

ARTICLE X – QUORUOM

Section 1. Quorum at any duly authorized meeting of the Executive Board or Representative Council or any committee shall be a majority of its members.

ARTICLE XI – AMENDMENTS

Section 1. Proposals to amend these Bylaws may be made by the Executive Board or by petition of ten (10) percent of the membership. These Bylaws shall be amended by a majority secret ballot of the Representative Council. Notice of this election and the proposed amendment(s) shall be delivered to each Representative council member at least twenty (20) days in advance. Amendments shall become effective immediately unless otherwise provided.

ARTICLE XII – STANDING RULES

Section 1. The Standing Rules of SEA shall provide such additional procedures and information as may be necessary to provide for the interpretation and administration of these Bylaws.