

# **SPOKANE EDUCATION ASSOCIATION BYLAWS**

## **ARTICLE I – MEMBERSHIP**

- 1.1 All members of the recognized bargaining units are eligible for membership.

## **ARTICLE II – DUES, FEES, AND ASSESSMENTS**

- 2.1 Association members shall pay dues in accordance with the SEA/WEA/NEA dues structure.
- 2.2 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.
- 2.3 The dues of a full-time certificated SEA member shall be .45 of 1% of the average Spokane teachers' base salary for the preceding year as computed by the school district accountant and rounded off to the nearest dollar.
- 2.4 The dues of certificated members working less than full-time shall be prorated according to the length of the members' contract with Spokane Public Schools.
- 2.5 The dues of an SEA member employed after September 30 shall be prorated for the remaining months of the year at the same monthly dues as defined in the appropriate section above.
- 2.6 The dues of an SEA member working as a substitute certificated employee shall be .45 of 1% of the daily rate of pay for a substitute.
- 2.7 The dues of ESP members will be on a sliding scale based on yearly salary.

## **ARTICLE III – MEETINGS**

- 3.1 There shall be at least nine (9) Executive Board meetings per school 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.
- 3.2 The president shall call at least four (4) 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. Another meeting shall be held in February for the purpose of nominating officers.

- 3.3 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.
- 3.4 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.
- 3.5 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**

- 4.1 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. Delegate and charge committees/task forces with their duties. Be responsible for supervision and coordination of these committees/task forces.
  - 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 Board does not reflect Article VII, Section 4 and 5, in the Constitution, 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.

- h. Prepare and submit an annual report of the association activities to the June Executive Board meeting and make available to the general membership by August of that year.

**4.2 The Vice President shall:**

- a. Assist the president and shall act in the absence of the president.
- b. Assume other duties as delegated by the President.
- c. Serve as a delegate to the WEA and NEA Representative Assemblies.

**4.3 The Recording Secretary shall:**

- a. Record minutes of all Representative Council, Special, and Executive Board meetings and submit to the president and associate staff at SEA.
- b. Have available at all meetings, copies of the Constitution, Bylaws and Standing Rules.

**4.4 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 or vice president.
- d. Work with SEA associate staff assigned to the budget.
- e. Report and distribute the previous monthly budget at each Rep. Council meeting.
- f. In October, report and distribute the yearly budget at Rep. Council meeting.
- g. Review reconciliation of monthly bank account statements from associate staff.

**ARTICLE V – DUTIES OF THE EXECUTIVE BOARD**

- 5.1 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.

- 5.2 The Executive Board shall see that the budget is prepared and submitted for approval at the November meeting of the Representative Council.
- 5.3 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.
- 5.4 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.
- 5.5 The Executive Board shall maintain regular and continuing contact with the worksites and personnel in the respective areas of responsibility by participating fully in assigned activities and zone meetings when appropriate.
- 5.6 The Executive Board shall require a majority of the voting members to constitute a quorum.

#### **ARTICLE VI – DUTIES OF THE REPRESENTATIVE COUNCIL**

- 6.1 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 in November
  - d. Approve or ratify the establishment of paid positions in the Association
  - e. Create new 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.

**6.2 Building Rep Roles and Responsibilities: Building Representatives would be designated to focus on three areas of responsibility: Membership, Advocacy, and Communications. The responsibilities are:**

**a. Membership:**

- 1. Sign up new members**
- 2. Welcome new members/employees**
- 3. Check roster monthly for PM/transfers/new hires**
- 4. NHO follow-ups**
- 5. Attend monthly building membership meetings**
- 6. Mobilize (as issues arise)**

**b. Advocacy:**

- 1. Track and respond to CBA violations**
- 2. Provide representation at discipline meetings**
- 3. Establish regularly scheduled meetings with administration**
- 4. Provide support/resources for member concerns**
- 5. Attend monthly building membership meetings**
- 6. Welcome new members/employees**

**c. Communications:**

- 1. Run monthly building membership meetings—using a variety of modalities**
- 2. Construct building member home email/personal cell phone list**
- 3. Maintain updated bulletin boards**
- 4. Build interest in members of union activities**
- 5. Provide updates from admin meeting/labor management**
- 6. Welcome new members/employees**

**6.3 Building Reps not fulfilling Section 6.2 duties may be Removed as a Building Rep by the President with Approval of the Executive Board.**

**6.4 Any Building Rep on administrative leave may not hold any Association office or continue as a Building Rep during the duration of administrative leave.**

**ARTICLE VII- NOMINATIONS AND ELECTIONS OF OFFICERS, EXECUTIVE BOARD MEMBERS AND WEA/ NEA REP ASSEMBLY DELEGATES (Amended and passed by the Building Reps on 5/18/16)**

**7.1 The president, with the approval of the Executive Board, shall appoint a nomination and election committee consisting of five (5) members who shall complete a slate of candidates for the Association officers, Zone Directors, and ESP Directors-This slate shall be no later than the February Representative Council 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. Candidates cannot campaign for a SEA office during contract time.

- 7.2 In addition to the provisions of Section 1 above, nominations from the floor shall be called for and received at the January and February Representative Council meeting. Following the adjournment of the February meeting, the nominations shall be closed.
- 7.3 The slate of officers shall include candidates for all association office whose terms have expired. All officers shall be elected by the full membership.
- 7.4 Educational Support Professional Directors have alternating three-year terms. ESP Directors cannot be from the same job/classification group within a bargaining unit. Both ESP Directors shall be elected by ESP members only.
- 7.5 The election shall be held by secret ballot or electronic vote depending on cost and approved by the Executive Board.
- 7.6 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.
- 7.7 The election of WEA and NEA Representative Assembly delegates shall follow the election procedures outlined by WEA and NEA. These delegates shall be elected at-large.
- 7.8 The election of WEA Board of Directors shall follow the election procedures outlined by WEA.

#### **ARTICLE VIII – NOMINATION AND ELECTION OF BUILDING REPS**

- 8.1 Nominations will be called for Building Reps during the last two weeks of May except during the 2021-2022 election cycle. Nominations for the 2021-2022 election cycle will take place during October of 2021.
- 8.2 Elections shall be by secret ballot facilitated by the SEA office.
- 8.3 Elected Building Reps will be determined in order by highest percentage of “yes” votes until all positions are filled within that school/site.

8.4 Elected Building Rep will be notified within a week of the election ending.

#### **ARTICLE IX – MEMBERSHIP AND FISCAL YEAR**

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

#### **ARTICLE X – RATIFICATION OF AGREEMENT AND AUTHORIZATION FOR STRIKE (Amended and approved by SEA Building Reps on 4/20/16)**

10.1 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 recommendation from the bargaining team
- b. A recommendation from the Executive Board
- c. A written report of the proposed agreement or changes provided to all members in attendance at the ratification meeting from the bargaining teams
- d. Discussion by the membership
- e. A majority (50% plus one) affirmative vote by secret ballot of the total active membership present and voting

10.2 Ratification of amendments to the negotiated agreement shall occur at a general membership meeting. Ratification will be a majority (50% plus one) affirmative vote by secret ballot of the total active membership present and voting.

10.3 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.

10.4 Strike action must be authorized by an 80% majority vote of those members present and voting at a special meeting, which can be a general membership meeting.

#### **ARTICLE XI – QUORUOM**

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

## **ARTICLE XII – AMENDMENTS**

- 11.1 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**

- 12.1 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.