

Kennewick Education Association Bylaws

Article I: Membership

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

Article II: Dues, Fees and Assessments

Section 1

Association members shall pay dues in the amount of .0932 of the lowest base salary amount. Part time employees will be assessed for the percentage of the contract they work.

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-third (2/3) vote of the Representative Council provided they include a termination of the special assessment in either dollar amount or a specific date.

Article III: Meetings

Section 1

There shall be at least eight Executive Board meetings per year. All Executive Board meetings shall be called by the President with at least ten (10) days written note or by a majority of the Executive Board with at least ten (10) days written notice.

Section 2

The President shall call at least two (2) meetings of the membership of the Representative Council each year. One shall be in October for the purpose of adopting a budget and another shall be in March for the purpose of nominating officers and representatives.

Section 3

Special meetings of the membership may be called by the president or Executive Board or within fourteen (14) days of the receipt of a petition to the president signed by ten percent (10%) 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 fourteen (14) days in advance of said meeting.

Section 5

The Executive Board 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. Appoint and/or discharge all committee members with the approval of the Executive Board and serve as an ex-officio member of all committees or designate someone to do so.
- C. Charge committees with their duties
- D. Notify the appropriate members of the time and place of Executive Board, Representative Council, and General Membership Meetings within the time limits set forth in the Constitution and Bylaws.
- E. Represent the Association at meetings with school district management
- F. Prepare and submit an annual report of the Association to the Executive Board May meeting at the closing of his or her office.

Section 2

The Vice President shall assist the President and shall act in the absence of the President.

Section 3

The Secretary/Treasurer shall:

- A. Handle all correspondence on behalf of the Association that are not the responsibility of the Office Manager.
- B. Keep accurate minutes of all Executive Board, Representative Council and General Membership meetings. S/he will distribute minutes to Executive Board members and Representative Council members at the next meeting, and minutes to the general membership within thirty (30) days following a general membership meeting.
- C. Maintain the records and files of the Association with the assistance of the Office Manager.

- D. Distribute copies of all proposed amendments to the Constitution and Bylaws.
- E. Oversee the collection, transmittal and disbursement of dues.
- F. Deposit monies in the bank in the name of the Association.
- G. Prepare an annual financial report with the Kennewick Education Association Administrative Assistant and distribute it to the Executive Board and the Representative Assembly.
- H. Report at each membership meeting.

Section 4

The Association will strive to recruit and maintain a percent of ethnic-minority members on the Executive Board that are proportional to the number of ethnic-minority members of the Association.

Article V: Duties of 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 by the Bylaws.
- F. Adopt rules and agendas for its meetings and
- G. Enact other measures as may be necessary to achieve the goals and objectives of the Association which are not covered with this Constitution and Bylaws.

Section 2

The duties of the Representative Council members at each work site, or with their special constituencies shall consist of the following:

- A. Call meetings of the association members to discuss association business in their buildings
- 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, and
- D. maintain two-way Association communication within the building or among their special constituencies.

Article VI: Duties of the Executive Board

Section 1

Between membership meetings, 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 October meeting of the Representative Council.

Section 3

The Executive Board will supervise the expenditure of funds as specified in the budget.

Section 4

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

Section 5

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 6

The Executive Board will employ staff to be engaged for compensation in the service of the Association.

Article VII: At-Large Representatives on the Executive Board

Section 1

Two at-large representatives shall be nominated and elected by the Representative Council. These representatives shall be elected by a vote of the entire Representative Council.

Section 2

A vacancy in the position of at-large representative shall be filled by a special election within thirty (30) working days.

Section 3

Terms of office shall be two years.

Section 4

The Executive Board shall annually review the number of at-large representative positions and shall recommend to the Representative Council at the March meeting any changes necessary to provide at-large representatives consistent with the Constitution and Bylaws.

Article VIII: Nominations and Elections of Executive Board, Officers, and WEA and NEA Delegates

Section 1

Nominations for officers and representatives to Executive Board for positions that are open will be announced and open in the March Representative Council Meeting. Nominations will be closed at the April Representative Council meeting. Each nominee must be a member in good standing and give his/her consent to appear on the ballot.

Section 2

All specified representatives (for a grade level or special constituency) shall be elected by members of their constituency at the April Representative Council.

Section 3

Officers shall be elected by secret ballot by the entire membership unless they are unopposed. The Representative Assembly may choose to elect an unopposed candidate by acclamation.

Section 4

To win, a candidate must receive a majority (50% +1) of votes cast.

Section 5

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 by the membership.

Section 6

Delegates to Washington Education Association Southeast will be elected in the September Representative Council meeting. The number of delegates is set by WEA, and must be members in good standing of the Association.

Article IX: Committees

Section 1

Committees are authorized by the Bylaws. Special committees may be established by the Executive Board. Committee members shall be appointed by

the president with the approval of the executive board. Terms will be at the choosing of the committee members, the president or the Executive Board.

Section 2

Committees will include, but are not limited to:

- A. Bargaining Committee / Labor Management
- B. Extracurricular Bargaining Committee / Labor Management
- C. Calendar
- D. Professional development

Section 3

Minutes of the proceedings of each committee shall be filed with the secretary of the Association. The secretary shall keep a record on file for each committee. All committees report to the Representative Council regularly.

Article X: Membership and Fiscal Year

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

Article XI: 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 of 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.

Section 2

Ratification of amendments to the negotiated agreement shall occur at a general membership meeting.

Section 3

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

Section 4

Strike authorization must be authorized by a fifty-one percent (51%) majority vote of those members present and voting in a special meeting.

Article XII: Quorum

Section 1

The membership in attendance at any duly authorized meeting of the association membership shall constitute a quorum.

Section 2

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

Article XIII: Amendments

Proposals to amend these Bylaws may be made by the Executive Board or by petition of twenty percent (20%) of the membership. These Bylaws shall be amended by a fifty plus one percent (50%+1) secret ballot vote of the members voting. Notice of this election and the proposed amendments shall have been delivered to each member at least twenty (20) days in advance. Voting, at the discretion of the Executive Board, may be part of an annual or special meeting or through other established election procedures. Amendments shall become effective immediately unless otherwise provided.