

# **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 will 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 2/3's vote of the Representative Assembly, provided they include a termination of the special assessment in either dollar amount or specific date.

## **Article III: Meetings**

### ***Section 1***

There will be at least eight Executive Board meetings per year. All Executive Board meetings will be called by the President, with at least 10 days' written note or by a majority of the Executive Board with at least 10 days' written notice.

### ***Section 2***

The President will call at least two meetings of the membership of the Representative Assembly each year. One will be in October for the purpose of adopting a budget and another will 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 14 days of the receipt of a petition to the President signed by 10% of the members.

#### **Section 4**

All meetings of the membership, except emergency special meetings, will be announced by a written notice to each member at least 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 will:

- A. preside at all official meetings and will 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 Assembly, 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, and
- F. prepare and submit an annual report of the Association to the Executive Board at the May meeting at the closing of his or her office.

#### **Section 2**

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

#### **Section 3**

The Secretary/Treasurer will:

- A. handle all correspondence on behalf of the Association that are not the responsibility of the Office Administrator,
- B. keep accurate minutes of all Executive Board, Representative Assembly, and General Membership meetings. He or she will distribute minutes to Executive Board members and Representative Assembly members at the next meeting, and minutes to the general membership within 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, and
- 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 proportional to the number of ethnic-minority members of the Association.

### **Article V: Duties of Representative Assembly**

#### **Section 1**

The duties of the Representative Assembly will 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 Assembly members at each work site, or with their special constituencies, will 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 Assembly 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 will conduct and manage the affairs and business of the Association, including interpretation of this Constitution and Bylaws.

### **Section 2**

The Executive Board will see that the budget is prepared and submitted for approval at the October meeting of the Representative Assembly.

### **Section 3**

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

### **Section 4**

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

### **Section 5**

The Executive Board will approve the appointment and discharge of all standing and special committee members, will approve the creation of all special committees, and will 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 will be nominated and elected by the Representative Assembly. These representatives will be elected by a vote of the entire Representative Assembly.

### **Section 2**

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

### **Section 3**

Terms of office will be two years.

**Section 4**

The Executive Board will annually review the number of at-large representative positions and will recommend to the Representative Assembly 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 opened in the March Representative Assembly Meeting. Nominations will be closed at the April Representative Assembly meeting. Each nominee must be a member in good standing and give his or her consent to appear on the ballot.

**Section 2**

All specified representatives for a grade level or special constituency will be elected by members of their constituency at the April Representative Assembly.

**Section 3**

Officers will 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 will follow the election procedures outlined by WEA and NEA. These delegates will be elected at-large by the membership.

**Section 6**

Delegates to Washington Education Association Southeast (WEA-SE) Council will be elected in the September Representative Assembly. 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 will be appointed by

the President with the approval of the Executive Board. Terms will be established by the committee members, the President, or the Executive Board.

## **Section 2**

Committees will include, but are not limited to:

- A. Bargaining Team – funded, as determined by the Executive Board
- B. Extracurricular Bargaining Team – funded, as determined by the Executive Board
- C. Bargaining Support Team – funded, as determined by the Executive Board
- D. Equity Team – funded, as determined by the Executive Board
- E. Membership Organizing Program – funded, as determined by Executive Board
- F. Calendar Committee – unfunded
- G. Scholarship Committee – unfunded

## **Section 3**

Minutes of the proceedings of each committee will be filed with the Secretary/Treasurer of the Association, who will keep a record on file for each committee. All committees report to the Representative Assembly regularly.

## **Article X: Membership and Fiscal Year**

The membership and fiscal year will be Sept. 1 through Aug. 31.

## **Article XI: Ratification of Agreement and Authorization for Strikes**

### **Section 1**

The President and the chairperson of the Bargaining Team will 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**

Amendments to the collective bargaining agreement must be developed as a Memorandum Of Understanding (MOU) and presented at a General Membership Meeting.

All Memoranda of Understanding must be approved by secret ballot or via the Association's official secure voting service, as determined by the Executive Board.

The Executive Board will manage and vote on all Letters of Agreement (LOA), which are negotiated agreements that do not change the collective bargaining agreement and do not affect the entire membership.

## **Section 3**

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

## **Section 4**

Strike authorization must be authorized by a 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 will constitute a quorum.

### **Section 2**

Quorum at any duly-authorized meeting of the Executive Board or the Representative Assembly or any committee will 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 20% of the membership. These Bylaws will be amended by a 50% +1 secret ballot vote of the members voting. Notice of this election and the proposed amendments will have been delivered to each member at least 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 will become effective immediately, unless otherwise provided.