

# Kennewick Education Association Bylaws

**Ratified 01-13-24**

## **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***

Barring exceptional circumstances, there will be a minimum of 11 Executive Board meetings per year. All Executive Board meetings will be called by the President, with at least 10 days' written notice, or by a majority vote of the Executive Board, with at least 10 days' written notice.

### ***Section 2***

Barring exceptional circumstances, the President will conduct a minimum of nine (9) meetings of the membership of the Representative Assembly each year. The annual budget will be adopted at the October meeting. Nominations for officers and representatives will open at the meeting in March and close at the meeting in April.

### **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 meetings, will be announced to members at least 14 days in advance of the 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:

- preside at all official meetings and will perform such duties as are customarily associated with the office,
- 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,
- charge committees with their duties,
- notify the appropriate members of the time and place of Executive Board, Representative Assembly, and General Membership meetings within the time limits in the Constitution and Bylaws,
- represent the Association at meetings with school district management, and,
- 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 act in the absence of the President.

In addition to these duties, the Vice President will

- advise the President about the makeup and duties of committees;
- assist the President in publicizing Executive Board, Representative Assembly, General Membership, and Special Committee meetings;

- communicate regularly with the president and, at the request of the president, attend district-related meetings, based on the vice president's availability;
- collect and review the minutes for and oversee paid committees; and
- be a member of the Scholarship Committee.

### **Section 3**

The Secretary of Communications will:

- with the approval of the Executive Board, manage all social media-related correspondence on behalf of the Association;
- keep accurate minutes of all Executive Board, Representative Assembly, and General Membership meetings;
- distribute minutes to Executive Board members and Representative Assembly members at the next meeting and minutes to the general membership within 30 days after a General Membership meeting;
- assist the Membership Organizing Program;
- organize Association volunteer opportunities in the community; and
- manage social events for Association members.

### **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 are to:

- establish Association policies and objectives,
- establish guidelines and hear continuing reports on bargaining,
- adopt the annual budget,
- approve or ratify the establishment of paid positions in the Association,
- approve or ratify the establishment of committees,
- adopt rules and agendas for its meetings, and
- enact other measures as may be necessary to achieve the goals and objectives of the Association that are not covered in the Constitution and Bylaws.

## **Section 2**

The duties of the Representative Assembly members at each work site, or with their special constituencies, will be to:

- call meetings of the Association members to discuss Association business in their buildings,
- appoint committees required by the Association,
- organize and oversee the elections of Representative Assembly members and enrollment of new members, and
- maintain two-way communication about Association issues within the building or among 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 the 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. The budget approved by the Representative Assembly at the October meeting will remain intact for the remainder of the school year.

### **Section 3**

The Executive Board will supervise the expenditure of funds 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 arrangements for annual and special meetings.

### **Section 5**

The Executive Board will approve the appointment and discharge of all standing and special committee members every two years, except for the bargaining team and extracurricular bargaining team; approve the creation of and changes to all committees and special committees; and review the activities of all committees.

## ***Section 6***

The Executive Board will employ paid staff in the service of the Association.

# **Article VII: At-Large Representatives on the Executive Board**

## ***Section 1***

Four at-large representative positions on the Executive Board will be nominated and elected by the entire membership.

Two positions will be voted on annually. Balloting for these positions will take place after elections for the other Executive Board positions are complete.

## ***Section 2***

The pool of candidates for At-Large positions will be candidates who chose to run for the positions and candidates who did not win in that year's elections for other Executive Board positions.

## ***Section 3***

A vacancy in the position of At-Large representative will be filled by a special election of the entire membership within 30 working days of the vacancy.

# **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 open positions will be announced in the March Representative Assembly Meeting and closed at the April Representative Assembly meeting. Nominees must be members in good standing and give consent to appear on the ballot.

## ***Section 2***

All elections for open Executive Board positions will be voted on by the entire membership via electronic ballot through a secure third-party balloting service.

## ***Section 3***

Unless they run unopposed, officers will be elected by the entire membership via electronic ballot through a secure third-party balloting service.

The Representative Assembly may elect an unopposed candidate by acclamation.

#### **Section 4**

Members can be nominated for one job-specific or level-specific Executive Board position if they work all, or part, of their day in that job or at that level.

#### **Section 5**

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

#### **Section 6**

Elections of WEA and NEA Representative Assembly delegates will follow procedures outlined by WEA and NEA and be elected at-large by the membership.

#### **Section 7**

Delegates to the Washington Education Association Southeast (WEA-SE) Council will be elected in the September Representative Assembly. The WEA will determine the number of delegates, who must be Association members in good standing.

### **Article IX: Committees**

#### **Section 1**

Committees are authorized in the Bylaws. Special committees are established by the Executive Board. Committee members are appointed by the President, with the approval of the Executive Board. Terms will be established by the committee members, President, or Executive Board.

#### **Section 2**

Committees can include, but are not limited to:

- Bargaining Team – funded, as determined by the Executive Board
- Extracurricular Bargaining Team – funded, as determined by the Executive Board
- Bargaining Support Team – funded, as determined by the Executive Board
- Equity Team – funded, as determined by the Executive Board
- Membership Organizing Program – funded, as determined by Executive Board
- Calendar Committee – unfunded
- Scholarship Committee – unfunded

### **Section 3**

Minutes of committee meetings will be filed with the Association's Secretary of Communications, who will keep records on file for each committee. All committees will report to the Representative Assembly regularly.

All committees will report to the Executive Board and Representative Assembly regularly by request of either the committee or the Executive Board.

### **Section 4**

Unless otherwise determined by the Executive Board, compensation for individual members of Association Committees will be \$30 per meeting, up to a total of 10 meetings per school year.

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

The membership and fiscal year will 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 will be authorized to sign a legal, binding, yearly or multi-year agreement with the employing board only after completing the following procedure at a general membership meeting:

- a report and recommendation by the Bargaining Team,
- a report and recommendation by the Executive Board,
- a written digest of the proposed agreement or changes provided to all members in attendance of the ratification meeting,
- discussion by the membership, and
- a majority affirmative vote by secret ballot of the total active membership present and voting, to include those who join the Association at the ratification meeting.

### **Section 2**

Amendments to the collective bargaining agreement (CBA) 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 affect the entire membership. After Letters Of Agreement are approved by the Executive Board, they will be presented to and voted on by the membership group they affect.

### ***Section 3***

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

### ***Section 4***

A strike authorization requires a 50% +1 majority vote of members present in a General Membership Meeting.

## **Article XII: Quorum**

### ***Section 1***

Members attending any duly-authorized meeting of the Association will constitute a quorum.

### ***Section 2***

The quorum at any duly-authorized meeting of the Executive Board, the Representative Assembly, or any committee will be a simple majority of the attending members.

## **Article XIII: Amendments**

Proposals to amend these Bylaws may be made by the Executive Board, or by a petition of 20% of the membership. These Bylaws will be amended by a 50% +1 secret ballot vote of the members voting. Notice of the proposed amendments must be 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. Unless otherwise provided, amendments will become effective immediately.