

## Sumner Education Association

### Constitution

#### Article I—Name and Incorporation

- Section 1. The name of this organization shall be the Sumner Education Association hereafter referred to as the Association.
- Section 2. The Association shall be incorporated as a nonprofit corporation under the laws of the State of Washington.

#### Article II—Purpose

The purpose of the Association shall be to represent all members in bargaining, grievances, and in all matters relating to terms and conditions of employment with the Sumner School District No. 320.

#### Article III—Affiliation

The Association shall affiliate with the Washington Education Association and the National Education Association.

#### Article IV—Membership

- Section 1. All Sumner School District certificated employees who meet the active membership requirements of the Washington Education Association and National Education Association may, upon payment of dues as herein provided, become active members of this Association with full rights and privileges of membership.
- Section 2. Active members of this Association shall also be members of the Washington Education Association and the National Education Association.
- Section 3. Except for nonpayment of dues and assessments, no member shall be fined, censured, suspended, expelled, or otherwise disciplined, except as provided in the WEA Constitution and Bylaws.
- Section 4. All members of the Association shall have equal rights and privileges within the Association which include:
- a. to nominate candidates,
  - b. to vote in elections or on referenda of this Association,
  - c. to hold office,
  - d. to participate in the deliberations of the organization and to vote on contract ratification, and
  - e. to attend general membership and/or Sumner Representative Assembly meetings.
- Section 5. Unless otherwise expressly provided by law, persons who tender agency shop fees shall have no rights or privileges within this Association.

#### Article V—Membership and Fiscal Year

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

**Article VI—Dues, Fees, and Assessments**

- Section 1. Association members and agency shop fee persons shall pay dues fees in the amount of .75 percentage of salary—\$10 minimum per year for local dues. The dues shall be payable through monthly payroll deductions.
- Section 2. Special provisions may be made for members of other locals transferring into this local during the membership year.
- Section 3. The Association may levy special assessments on its membership by a majority vote of the general membership voting by secret ballot, provided they include a termination of the special assessment in either dollar amounts or a specific date.

**Article VII—Officers**

- Section 1. The officers of the Association shall consist of a President, Vice-President, Secretary and Treasurer.
- Section 2. Nominations of officers shall be closed at the January general membership and/or Representative Assembly following notice to all members and an open period for nominations. Specific requirements concerning this notice are contained in Article XVI. The election shall be held not less than fifteen (15) nor more than thirty (30) days after nominations have been closed.
- Section 3. The term of office for officers shall be one year, beginning July 1.
  - a. Term of President shall be limited to five successive terms. There must be an interim of two years before another term may begin.
  - b. Term of Vice-President shall be limited to five successive terms. There must be an interim of two years before another term may begin.
- Section 4. In the event of vacancy in the office of President, the Vice-President shall become President for the balance of the term.
- Section 5. An elected officer may be removed from office for cause by a recall election, which may be initiated by the general membership.
  - a. A general membership meeting will be scheduled prior to the recall election within thirty (30) days after receipt of the recall petition. Following the general membership meeting, the recall election shall be by secret ballot of the entire membership.
  - b. The Executive Board shall notify in writing any officer who has been recommended for recall.

**Article VIII—Recall or Removal:**

- Section 1. Any officer may be recalled or removed, with or without cause, at any election called for the purpose by a two-thirds (2/3) vote of all members voting. The Representative Assembly by a two-third (2/3) vote may recommend a recall election to the general membership.

**Article IX—Executive Board**

- Section 1. The Executive Board shall be comprised of the officers, the Chief Negotiator, the Chief Grievance person, and the Member Awareness Coalition (MAC) Chair.
- Section 2. The Executive Board shall be the body through which the general administrative and executive functions of the Association shall be carried out.
- Section 3. Vacancies of Vice President, Secretary or Treasurer shall be filled as follows: a) if six (6) months or more remain in the term, then by general membership special election; and b) if less than six (6) months remains, then by appointment of the Executive Board.
- Section 4. Vacancies of Chief Negotiator, Chief Grievance person, Extra-Curricular Chief Negotiator, or Extra-Curricular Chief Grievance person shall be filled as follows: a) if six (6) months or more remain in the term, then by expedited appointment through a Representative Assembly election; and b) if less than six (6) months remains, then by appointment of the Executive Board.

**Article X—Representative Assembly**

- Section 1. The Representative Assembly shall be the legislative and policy making body of the Association.
- Section 2. The Representative Assembly shall consist of the Executive Board and one or more representatives from each school or work location.
- Section 3. Members at each school or work location shall elect for a term of one year one Representative Assembly member for each ten (10) members or major fraction thereof. There shall be at least one member per work site. Where more than one Building Representative is selected in a voting unit, one representative shall be elected as Head Building Representative.
- Section 4. The composition of the Representative Assembly must reflect ethnic-minority representation at least proportionate to the total ethnic-minority membership of the Association.
- Section 5. Each member of the Representative Assembly shall attend regular meetings of the Representative Assembly or provide an elected substitute with full voting privileges unless he/she receives an excuse by the president. After two (2) unexcused absences of a Representative, the President may declare the seat unfilled and call for an election to fill out the term.
- Section 6. A recall election shall be held after the receipt of a petition bearing the signatures of at least two-thirds (2/3) of the representative's local constituency. The recall election will then be held within thirty (30) days of the receipt of the petition.
- Section 7. Any member of the Association who is not a member of the Representative Assembly may attend its meetings, may receive permission to speak, but will not have voting privileges.

**Article XI—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 Representative Assembly or any committee shall be a majority of its members.

**Article XII—Parliamentary Authority**

The current edition of Sturgis Standard Code of Parliamentary Procedure governs this organization in all parliamentary situations that are not provided for in the law or in its charter, constitution, bylaws or adopted rules.

**Article XXII—Policy Authority**

A majority vote of the membership present and voting at any duly authorized meeting or of the Representative Assembly shall determine the policies and actions of the Association except as otherwise provided in this Constitution and Bylaws.

**Article XXIII—Amendments**

Proposals to amend this Constitution and Bylaws may be made by the Executive Board, Representative Assembly, or by petition of any active member provided at least ten (10) active members second the proposed amendment. This Constitution shall be amended by a majority secret ballot vote of the members voting. Notice of this election and the proposed amendment(s) 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.

## Sumner Education Association

### Bylaws

#### Article I—Meetings

- Section 1. The President shall call at least two (2) meetings of the membership each year. One shall be as the academic year begins for the purpose of discussion and/or action on Association issues. A second meeting shall be in January for the purpose of nominating officers and representatives.
- Section 2. All meetings of the membership, except emergency special meetings and ratification meetings, shall be announced by a written notice to each member at least thirty (30) days in advance of said meeting.
- Section 3. There shall be at least five (5) Executive Board meetings per year. All Executive Board meetings shall be called by the President with at least seven (7) days written notice or by a majority of the Executive Board with at least two (2) days written notice.
- Section 4. Representative Assembly shall
- a. meet each month during the school year at the call of the President, or at the request of five (5) building representatives, and
  - b. have a written agenda distributed to all members in advance of the meeting.
- Section 5. During non-school months, the Executive Board shall meet at the call of the President or at the request of five (5) members of the Representative Assembly to act on behalf of the Representative Assembly.
- Section 6. Special meetings of the membership may be called by the President and/or the Executive Board or within thirty 30 days of the receipt of a petition to the President signed by ten (10) percent of the members or upon written request to the Representative Assembly from five (5) Building Representatives.
- Section 7. The Executive Board and/or Representative Assembly by a majority vote, may call an emergency meeting of any group governing an identified issue.

#### Article II—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/or Representative Assembly;
  - c. charge committees with their duties;
  - d. represent the Association at meetings with school district management;
  - e. prepare and submit an annual report of the Association activities to the Fall general\_membership annual meeting following his/her term of office;
  - f. prepare and submit Weekly Activity Report monthly to the Executive Board; and
  - g. attend Executive Board, labor and management, Representative Assembly (as a non-voting member), and school board meetings,
  - h. attend as a delegate the Puget Sound UniServ Council meetings, Washington Education Association Representative Assembly, and the National Education Association Representative Assembly.

- i. if after taking office, the new Representative Assembly does not have ethnic-minority representation at least proportionate to the total ethnic-minority member ratio, the President shall call an election within thirty (30) days for the purpose of electing ethnic-minority member(s) to bring the Representative Assembly into compliance.

Section 2. The Vice-President shall:

- a. assist the President;
- b. shall act in the absence of the President; and
- c. attend Executive Board, labor and management, Representative Assembly (as a non-voting member), and Puget Sound UniServ Council meetings unless excused by the president.

Section 3. The Secretary shall:

- a. assist the President with correspondence for the Association;
- b. notify the appropriate members as to the time and place of the Executive Board and membership and/or Representative Assembly meetings within the time limits set forth in the Constitution and Bylaws;
- c. keep accurate minutes of all Executive Board, general membership, and Representative Assembly meetings, distribute copies of Executive Board minutes to Executive Board members following meetings, distribute minutes of general membership meetings to all members within twenty (20) days following meetings, and distribute minutes of the Representative Assembly meetings to Representative Assembly members within the twenty (20) days following meetings;
- d. attend Executive Board and Representative Assembly (as a non-voting member) unless excused by the president,
- e. maintain the records and files of the Association; and
- g. distribute copies of all proposed amendments to the Constitution and Bylaws.

Section 4. The Treasurer shall:

- a. oversee the collection, transmittal, and disbursement of dues;
- b. deposit all monies in a bank in the name of the Association;
- c. notify the Association of the name of the bank in which dues are deposited;
- d. hold all funds and disburse them accordingly upon the submission of vouchers approved by the president;
- e. sign all checks along with either the President or Vice-President;
- f. prepare an annual financial report, which shall be distributed once each year to Executive Board members and one to each work site;
- g. report at each general membership and Representative Assembly meeting;
- h. prepare the books for an audit;
- i. maintain an inventory record of Association physical assets;

- j. assist the President along with the budget committee in the initial drafting of the annual budget;
- k. file the appropriate federal and state forms; and
- l. attend Executive Board meetings and Representative Assembly (as a non-voting member) unless excused by the President.

### **Article III—Duties of the Executive Board**

- Section 1. Between meetings of the Representative Assembly, 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 June meeting of the Representative Assembly.
- Section 3. The Executive Board shall implement motions and resolutions approved by the Representative Assembly and put into operation other measures consistent with the Constitution and Bylaws as well as the policies of the Association. It shall fix the time and place and shall make all necessary arrangements for annual and special meetings.
- Section 4. With the exception of committees established by the membership or the Representative Assembly, 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.

### **Article IV—Duties of the Representative Assembly**

- Section 1. The duties of the Representative Assembly 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 Constitution and 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. submit names of members for Chief Negotiator, Chief Grievance person, Extra-Curricular Chief Negotiator, and Extra-Curricular Chief Grievance person when called for by the President, and
  - i. approve or reject names submitted for appointed positions of Chief Negotiator, Chief Grievance person, Extra-Curricular Chief Negotiator, and Extra-Curricular Chief Grievance person as well as for members of Negotiation Committees and Grievance Committees.
- Section 2. The duties of the Representative Assembly 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,
- d. attend Representative Assembly meetings, and
- e. maintain two-way Association communication within the building.

#### **Article V—Vacate**

- Section 1. Two (2) or more unexcused absences during a term will cause the position to be declared vacant by the Executive Board.
- Section 2. The vacancy will be expediently filled by the Executive Board, Representative Assembly, and/or general membership. Specific requirements concerning this notice are contained in Article IX Section 3 and 4.
- Section 3. When the majority of the Representative Assembly agrees that any committee chairperson, committee/team member, or Building Representative has been negligent in official duties as prescribed by this document, or is incapacitated, it is recommended that the position be declared vacant. If the Representative Assembly votes by a two-third (2/3) vote that such a vacancy does exist, a replacement should be immediately elected or appointed by the appropriate authority.

#### **Article VI—Nominations and Election of Representative Assembly Members, Officers, and WEA and NEA Delegates**

- Section 1. The President, with the approval of the Executive Board and Representative Assembly, shall appoint a Nominations and Elections Committee consisting of three (3) to five (5) members who shall complete a slate of multiple candidates for the Association officers. Included in the slate will be candidates for delegates to WEA and/or NEA Representative Assemblies as per the nomination guidelines set forth by WEA and NEA. This slate shall be prepared for the January annual meeting with recommendations for the time and place 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 added to the slate at the December Representative Assembly and the January general membership meeting. Following the January general membership meeting, nominations shall be closed.
- Section 3. The Executive Board and Representative Assembly shall approve the time and place of nominations and elections and ensure that they are convenient for the greatest possible attendance and/or participation by all active members. The election shall be by secret ballot, observing the one (1) person, one (1) vote principle.
- Section 4. To win, a candidate must receive the most votes cast. In the event of 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 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.



## **Article VII—Committees**

- Section 1. Special committees may be established by the Executive Board and/or Representative Assembly. Committee members shall be appointed by the President with the approval of the Executive Board and/or Representative Assembly. Committee members shall serve until August 31 of the year for which they are appointed or until discharged by the President with the approval of the Executive Board and/or Representative Assembly. Special committee members shall serve until their committee is dissolved by the Executive Board and/or Representative Assembly or until discharged by the President with the consent of the Executive Board and/or Representative Assembly
- Section 2. Committees may include but shall not be limited to:
- a. Negotiation Committee (Bargaining Team),
  - b. Grievance Committee,
  - c. Extra-Curricular Negotiation Committee,
  - d. Budget Committee,
  - e. Nominations and Elections Committee, and
  - f. Member Awareness Coalition Committee
- Section 3. Minutes of the proceedings of each committee shall be filed with the Secretary of the Association. The Secretary shall provide copies of the minutes of standing committees to the committee chairpersons for the ensuing year. All committees shall report to the membership as directed by the President and/or the Executive Board and/or Representative Assembly.

## **Article VIII—Duties of Committees**

- Section 1. The Chief Negotiator shall:
- a. be responsible for conducting the necessary and appropriate negotiations and communication on behalf of the Association.
  - b. become a member of the Executive Board, and
  - c. attend Executive Board and Representative Assembly (as a non-voting member) unless excused by the president.
- Section 2. The Negotiation Committee will assist the Chief Negotiator in investigating and recommending action relative to bargaining issues between the Association and the Sumner School District management.
- Section 3. The Chief Grievance person shall:
- a. process and handle all grievances with the district administration on behalf of the Association or upon the request of an individual member and report to the Representative Assembly the recommendations of the Grievance Committee regarding any Association grievance or individual grievance proceeding at Step 2 of the grievance procedure,
  - b. become a member of the Executive Board, and
  - c. attend Executive Board and Representative Assembly (as a non-voting member) unless excused by the president.

- Section 4. The Grievance Committee members will be responsible for screening, investigating, and recommending action relative to the processing of grievances.
- Section 5. The Extra-Curricular Chief Negotiator shall be responsible for conducting the necessary and appropriate negotiations and communications on behalf of the Association regarding the Extra-Curricular/Coaches contract.
- Section 6. The Extra-Curricular Negotiation Committee will assist the Extra-Curricular Chief Negotiator in investigating and recommending action relative to bargaining issues between the Association and the Sumner School District management.
- Section 7. The Extra-Curricular Chief Grievance person shall process and handle all extra-curricular grievances and report to the Representative Assembly regarding any Association grievance or individual grievance proceeding at Step 2 of the grievance procedure.
- Section 8. The Budget Committee shall work with the President and Treasurer in reviewing and preparing Association budgets.
- Section 9. The Nominations and Elections Committee shall work with the President and the Executive Board in preparing the slate of candidates. Specific requirements concerning this notice are contained in Article XVI.

#### **Article IX—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 and/or Representative Assembly,
  - 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 in a general meeting or through other meeting formats, and
  - e. a majority affirmative vote by secret ballot of the total members voting.
- Section 2. Ratification of amendments to the negotiated agreement shall occur by a secret ballot of the total members voting.
- Section 3. Except in a work stoppage situation, at least a twenty-four (24) hour written notice of a 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 a seventy-five (75) percent majority vote of those members present and voting in a special meeting with a 51 percent minimum quorum of the full active membership.
- Section 5. Political action walk-outs must be authorized by a sixty-five (65) percent majority vote of those members present and voting in a special meeting with a 51 percent minimum quorum of the full active membership.

## Sumner Education Association

### Operating Procedures

#### Dues

Dues payable to the local Association will be set for the subsequent school year no later than May 1<sup>st</sup> by the Representative Assembly based upon the recommendation of the Budget Committee.

#### Stipends

1. Stipends shall be as follows:

Officers:

President – half of the President’s contracted salary and benefits  
Vice-President – three dollars per member  
Secretary – two dollars per member  
Treasurer – three dollars per member  
MAC Chair – one dollar per member

Committees

Negotiation in Full Years

Chief Negotiator – eleven dollars per member  
Member – four dollars per member  
Extra-Curricular Chief Negotiator – five dollars per member  
Extra-Curricular Member – two dollars per member  
Bargaining Support Coordinator – one dollar per member

Negotiation in Reopener Years

Chief Negotiator – eleven dollars per member  
Member – two dollars per member  
Extra-Curricular Chief Negotiator – three dollars per member  
Extra-Curricular Member – one dollar per member

Grievance

Chief Grievance – four dollars per member  
Member – four dollars per member  
Extra-Curricular Chief Grievance – four dollars per member

Building Representatives

Building Reps shall receive a \$200 stipend in June as a “thank you” for their time.

2. Stipends may be revised by the Representative Assembly.

#### Meetings

1. At the first general membership meeting of the school year,
  - a. all newly elected officers shall be introduced.
  - b. the President shall announce committee members and chairpersons.
2. Special meetings must have the agenda stated in the meeting notification and circulated to each voting unit.
3. The Executive Board does not have a vote at the Representative Assembly.
4. The Immediate Past-President does not have a vote on the Executive Board or the Representative Assembly.
5. Ratification meetings will preferably take place during the contracted school year, but not later than seven (7) days following the last student day for the school year and/or earlier than seven (7) days preceding the first student day for a school year.

## **Committees**

1. Chief Negotiator, Chief Grievance person, Extra-Curricular Chief Negotiator, and Extra-Curricular Chief Grievance person shall be selected in the following way:
  - a. The President will announce call for names for consideration at the February Representative Assembly.
  - b. The President will accept names for consideration at the March Representative Assembly.
  - c. The President along with the Executive Board and the newly elected officers will add to, review, and prioritize the list of names submitted for consideration.
  - d. The President will nominate a name for each position at the April Representative Assembly.
  - e. Offices of Chief Negotiator, Chief Grievance person, Extra-Curricular Chief Negotiator, and Extra-Curricular Chief Grievance person are approved when they receive a sixty (60) percent vote of the Representative Assembly.

## **Elections/Balloting**

Secret balloting will be conducted in each voting unit prior to the February Representative Assembly on ballots prepared by the President. Ballots will be delivered to each voting unit to the Head Building Representative. Completed ballots will be delivered to the President's appointees by the time and date specified by the Representative Assembly. Results will be tabulated by the President's appointees. The President shall announce the results at the February Representative Assembly. In the event that no candidate receives a majority of the vote for that office, a special run-off election will be conducted by the Representative Assembly.