Constitution and Bylaws of the

Ephrata Education Association



Approved April 1965

Revised March 1968

Revised May 1972

Revised March 1982

Revised June 2014

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| **Constitution** |

**Article I – Name**

The name of this association shall be the Ephrata Education Association.

**Article II – Purpose**

Section 1. To work for the advancement of education and the improvement of instructional opportunities for all.

Section 2. To develop and promote the adoption of such ethical practices, personnel policies, and standards of preparation and participation as mark ---- a profession.

Section 3. To unify and strengthen the teaching profession and to secure and maintain the provision of the negotiated contract.

Section 4. To enable members to speak with a common voice on matters pertaining to the teaching profession.

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| **Bylaws** |

**Article I—Membership**

Section 1.All members of the recognized bargaining unit are eligible for local association membership.

Section 2. Active membership shall be continuous until the member leaves the bargaining unit, resigns from the Association in writing, or fails to pay membership dues.

Section 3. Active members of the Association shall also be members of the Washington Education Association and the National Education Association.

Section 4. Retired Members – Persons previously employed by, or working within the bargaining unit, who are not eligible to become active members may upon payment of dues enroll as retired members with all the rights and responsibilities of an active member except the right to vote, to hold office, or to represent the Association.

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

Section 1. Association members and scholarship fund/agency shop fee payers shall pay dues fees in the amount of $8.50 for local dues.

Section 2. Part-time Teachers - Annual dues shall be ½ that of full-time certified personnel.

Section 3. Retired Members - Annual dues shall be ½ that of active members ($51 per year). The retired member shall have the option to join as a lifetime member of the bargaining unit. Dues fee for lifetime membership shall be $150. These dues do not include membership in Washington Education Association/National Education Association Retired.

Section 4. Special provisions may be made for members of other locals transferring into this local during the membership year.

Section 5. Special assessments may be levied by a two-thirds (2/3) vote of the active members, provided they include a termination of the special assessment in either dollar amounts or a specific date.

**Article III—Meetings**

Section 1. There shall be at least eight (8) Regular Executive Board meetings per year. The dates shall be provided to the Executive Board in writing at least ten (10) days before the September meeting. Any additional Executive Board meetings shall be called by the president with at least two (2) days written notice or by a majority of the Executive Board with at least two (2) days written notice.

Section 2. The president shall call at least eight (8) meetings of the Representative Council each year. The dates shall be provided to the Representative Council in writing at least ten (10) days before the September meeting. Any additional Representative Council meetings shall be called by the president with at least two (2) days written notice or by a majority of the Representative Council with at least two (2) days written notice. One meeting shall be in September, for the purpose of adopting the budget, and another meeting shall be in the April for the purpose of nominating officers and representatives. Any member of the Association who is not a member of the Representative Council, may attend its meetings, shall sit apart from the voting, body, but may receive permission to speak.

Section 3. The President shall call at least two (2) meetings of the membership each year. One shall be in the Fall and another meeting shall be in the Spring.

Section 4. All meetings of the membership, except emergency special meetings, shall be announced by 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—Communications**

Section 1. Correspondence with members will be provided in an electronic format

 unless a member expressly requests a paper copy. This request should

be made to the member’s building representative who will then provide a

copy to the Executive Board and Representative Council.

**Article V—Balloting**

Section 1. All voting shall be by secret ballot, observing the one (1) person, one (1) vote principal. Electronic ballots and voting are expressly allowed.

**Article VI—Duties of Officers**

Section 1. The president shall:

1. preside at all official meetings and shall perform such duties as are

customarily associated with the office,

1. appoint and/or discharge all committee members with the approval of

the Executive Board and Representative Council and serve as an ex-officio member of all committees or designate someone to do so,

1. charge committees with their duties,
2. represent the Association at meetings with school district management, and
3. prepare and submit an annual report of the Association activities to the Fall annual meeting following his/her term of office,
4. if after taking office, the new Executive Board and Representative Council, combined, does not have ethnic-minority representation at least proportionate to the total local ethnic-minority member ratio, the president shall call an election within thirty (30) days for the purpose of electing an at-large ethnic-minority member to bring the Executive Board and Representative Council into compliance with Washington Education Association requirements.

Section 2. The Vice-President shall assist the president and shall act in the absence of the president.

Section 3. The secretary shall:

1. handle all correspondence for the Association;
2. notify the appropriate members as to the time and place of the Executive Board, Representative Council, and membership meetings within the time limits set forth in the Constitution and Bylaws;
3. keep accurate minutes of all Executive Board, Representative Council, and membership meetings, distribute copies of Executive Board minutes to Executive Board members following meetings, distribute minutes of the Representative Council meetings to Representative Council members within the thirty (30) days following meetings, and distribute minutes of general membership meetings to all members within thirty (30) days following meetings;
4. maintain the records and files of the Association; and
5. distribute copies of all proposed amendments to the Constitution and Bylaws, including electronic copies.

Section 4. The treasurer shall:

1. oversee the collection, transmittal, and disbursement of dues;
2. deposit all monies in a bank in the name of the Association;
3. notify the Association of the name of the bank in which dues are deposited;
4. hold all funds and disburse them accordingly upon the approval of the Executive Board. Electronic submission of reimbursement requests and approval is expressly allowed;
5. sign all checks, with the exception of checks made payable to the treasurer, in which case the president will sign;
6. prepare an annual financial report which shall be distributed once each year to Executive Board members and one to each work site;
7. assist the Budget Committee in the initial drafting of the annual budget;
8. provide a report for each membership meeting;
9. prepare the books for an audit; and
10. file the appropriate federal and state forms.

**Article VII—Duties of the Representative Council**

Section 1. The duties of the Representative Council shall consist of the following:

1. establish Association policies and objectives,
2. establish guidelines and hear continuing reports on bargaining,
3. adopt the annual budget,
4. approve or ratify the establishment of paid positions in the Association,
5. approve or ratify the establishment of committees not established in the Bylaws,
6. adopt rules and agenda for its meetings, and
7. 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 the Bylaws.

Section 2. The duties of the Representative Council members at each work site shall consist of the following:

1. call meetings of the Association members to discuss Association business,
2. appoint such committees as the Association may require,
3. organize and oversee the subsequent elections of Representative Council members,
4. enrollment of new members, and
5. maintain two-way Association communication within the building.

**Article VIII—Duties of the Executive Board**

Section 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.

Section 2. The Executive Board shall see that the budget is prepared and submitted for approval at the May meeting of the Representative Council.

Section 3. The Executive Board shall implement motions and resolutions approved by the membership and/or Representative Council, 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 annual and special meetings.

Section 4. With the exception of committees established by the membership or the Representative Council, 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 IX—Area Representatives on the Executive Board**

Section 1. Area representatives shall be elected by the members located at each work site on the basis of one (1) area representative for every fifteen (15) members located at the work site.

Each work site shall be guaranteed at least one (1) area representative. At the beginning of each membership year, the Executive Board shall be responsible for developing a list of the membership at each work site.

Section 2. A vacancy in the position of area representative shall be filled by a special election by those members located on the respective work site affected by the vacancy within thirty (30) working days.

Section 3. Term of office shall be for one (1) year and commence on June 1st.

Section 4. The Executive Board shall annually review the number of area representative positions and the jurisdiction of the area representatives and shall recommend to the Representative Council at the Spring meeting any changes that are necessary to provide area representatives consistent with the Constitution and Bylaws.

**Article X—Nominations and Election of Representative Council Members, Executive Board Officers, and WEA and NEA Delegates**

Section 1. The president, with the approval of the Executive Board and/or Representative Council, shall appoint a nominations committee consisting of three (3) members who shall complete a slate of candidates for the Representative Council and Executive Board officers. This slate shall be prepared for the Spring 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 received at the Spring annual meeting. Following the Spring annual meeting, nominations shall be closed.

Section 3. The slate of officers shall include candidates for all Representative Council and Executive Board positions. All Representative Council and Executive Board officers shall be elected by their constituencies.

Section 4. The Executive Board and Representative Council 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 5. 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.

Section 6. 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 XI—Committees**

Section 1. Committees are authorized by the Bylaws. Special committees may be established by the Executive Board and Representative Council. Committee members shall be appointed by the president with the approval of the Executive Board and Representative Council. Committee members shall serve until May 31st of the year for which they are appointed or until discharged by the president with the approval of the Executive Board and Representative Council. Special committee members shall serve until their committee is dissolved by the Executive Board and Representative Council or until discharged by the president with the consent of the Executive Board and Representative Council.

Section 2. Committees may include but shall not be limited to:

1. Bargaining Committee;
2. Grievance Committee;
3. Nominations and Elections Committee;
4. Public Relations Committee; and
5. Budget 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, Executive Board, and/or Representative Council.

**Article XII—Membership and Fiscal Year**

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

**Article XIII—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:

1. a report and recommendation by the bargaining team,
2. a report and recommendation by the Executive Board and Representative Council,
3. a written digest of the proposed agreement or changes provided to all members, electronic correspondence is expressly allowed,
4. discussion by the membership at a general membership meeting, and
5. a majority affirmative vote by secret ballot of the total active membership voting. Electronic ballots and voting are expressly allowed.

Section 2. Ratification of amendments to the negotiated agreement shall occur after a majority affirmative vote by secret ballot. Electronic ballots and voting are expressly allowed.

Section 3. Except in a work stoppage situation, at least a twenty-four (24) hour written notice of the 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. Electronic ballots and voting are expressly disallowed.

**Article XIV—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, Representative Council, or any committee shall be a majority of its members.

**Article XV—Amendments**

Proposals to amend these Bylaws may be made by the Executive Board or by petition of sixty-seven (67) percent of the membership. These Bylaws shall be amended by a majority of members voting by secret ballot. Notice of this election and the proposed amendment(s) shall have been delivered to each member at least fourteen (14) 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.