

SELAH EDUCATION ASSOCIATION CONSTITUTION and BY-LAWS

The following is hereby adopted as the Constitution for the Selah Education Association, a non-profit corporation:

ARTICLE I

Membership

Section I: Active Membership

A. Active membership in the Selah Education Association, herein referred to as the S.E.A., shall be open to all personnel employed to do the work of a professional nature in the schools of Selah School District #119 who:

1. Agree to abide by the Code of Ethics of the Education Profession;
2. Holds a bachelor's or higher degree and/or
3. Hold a valid teaching, educational staff associate, vocational or technical certificate and;
4. Whose dues are paid by September payroll. (New employees by November payroll.)

B. Active members have these privileges:

1. To hold office;
2. To nominate active members to elective office;
3. To vote for the election of Executive Secretary, President-Elect, Secretary-Treasurer, and Building Representatives;
4. To receive negotiated benefits;
5. To attend all general meetings;
6. To attend meetings of the S.E.A. Representative Council as non-voting participants;
7. To receive printed or electronic communications (e-mail) of the S.E.A.
8. To request and be allowed to submit a written and signed absentee ballot or an electronic communication (e-mail) stating the specific item / issue and their vote in favor of, against, or their abstention regarding a current agenda item to a building representative or an S.E.A. officer within the 24 hours prior to a scheduled meeting. The ballot will be valid if the vote taken is as stated on the absentee ballot.

C. Active membership shall be continuous until a member discontinues employment in Selah School District #119, resigns from S.E.A., or is removed from membership.

D. Active members of S.E.A. shall also be members of the Washington Education Association, hereinafter referred to as the W.E.A., and the National Education Association, hereinafter referred to as the N.E.A.

E. Active membership resignations from the S.E.A. for the following school year must take place between July 15 and September 10.

F. Non-members will be excluded from holding office, nominating, and voting. They will receive negotiated benefits, be able to attend meetings of the S.E.A. Representative Council, and will receive printed or electronic communications (e-mail) of S.E.A.

Section II: Membership Year

The membership year and the fiscal year shall be coincident, September 1 to August 31 inclusive of each year.

Section III. Revocation of Membership

Revocation of membership shall be done according to the following procedure. The Executive Board may censure, suspend, or expel any member for cause, after due notice and hearing. The Executive Board shall hold a hearing and recommend to the Representative Council disciplinary actions against the member for violation of the Code of Ethics of the Education Profession as adopted by S.E.A. However, any member who stands convicted by a court learned in the law of a crime involving moral turpitude shall be automatically suspended from membership in the S.E.A. The Representative Council shall have the power to reinstate any suspended or expelled member.

Section IV. Active Membership General Meetings

A. The Executive Board shall arrange general meetings of the members of the Association each year as needed.

B. Notice of such general meetings shall be communicated by electronic communication (e-mail) to each active member at least three (3) calendar days prior to the meeting.

C. Emergency meetings may be called by the President or upon the recommendation of the Executive Board as needed. Notice of the emergency meetings to the membership will be made as expediently as possible.

D. The members present shall constitute a quorum at any general or emergency meeting of the Association.

ARTICLE II

Officers

Section I. Executive Secretary

The Executive Secretary shall be a continuing position and a paid position. The purpose of this office is to maintain stability in the organization by preserving a continuity of policy. The Executive Secretary shall:

- A. Attend meeting of the S.E.A. Executive Board, Representative Council and general membership meetings.
- B. Give training and assistance to the Representative Council and Executive Board of S.E.A.
- C. Be responsible for all records of S.E.A. affairs including financial records and records of minutes of the Executive Board and Representative Council and general meetings.
- D. Be the Chief negotiator of the Association.
- E. Perform all other duties assigned or requested by the President.
- F. Attend special workshops and conferences relating to Association business.
- G. Examine and report to the Executive Board and/or Representative Council on School District budgetary items of concern to the Association.
- H. Maintain and update all membership reports and records. This includes:
 - 1. New member enrollment.
 - 2. New membership orientation.
 - 3. Monthly membership report from W.E.A.
- I. Assist Treasurer in disbursement of funds.
- J. Act as the registered agent for Association correspondence.
- K. Work with the President to assure proper representation at School Board meetings.
- L. Act as a member of the Midstste UNISERV Council.
- M. Act as the Grievance Chairman.
- N. Act as Elections Officer.

Section II. President

The President shall:

- A. Preside over meetings of the S.E.A. Executive Board, Representative Council and the general membership.
- B. With assistance from the Executive Board, prepare the agenda for all meetings of the general membership and shall circulate it to the members prior to the meeting through electronic communication (e-mail).
- C. Be the executive officer of the Association before the public either personally or through appointed delegates.
- D. Appoint the chairpersons of special committees.
- E. Act as a member of the Negotiating Team.
- F. Attend special workshops and conferences relating to Association business.
- G. Act as a member of the Midstate UNISERV Council.
- H. Provide current Association information to the members.
- I. Assist the Executive Secretary with Association correspondence.
- J. Assure proper representation at School Board meetings.
- K. Act as a member of the Grievance Committee.

Section III. President-Elect

The President-Elect shall:

- A. Serve as the Vice-President of the S.E.A. for one year before assuming the office of President.
- B. Be ready to assume the office and duties of the President in case of absence.
- C. Assist the President and perform such special duties as assigned by the President.
- D. Act as a member of the Executive Board and Representative Council.
- E. Act as a member of the Midstate UNISERV Council.
- F. Act as a member of the Grievance Committee.
- G. Act as a member of the Negotiating Team.

Section IV. Secretary/Treasurer

The Secretary/Treasurer shall:

- A. Keep accurate minutes of all meetings of the Executive Board, Representative Council, and the general membership.
- B. Maintain an accurate and complete file of all actions taken in meetings of the Executive Board, Representative Council, and general membership.
- C. Disburse funds of the S.E.A. upon authorization by the Executive Board.
- D. Keep accurate accounts of receipts and disbursements.
- E. Keep the President, Executive Secretary, and Executive Board informed of the financial conditions of S.E.A.
- F. Prepare an annual financial statement for publication to members as directed by the Executive Board.
- G. Complete reports as required of the corporation.
- H. Perform all other duties assigned by the President.
- I. Act as a member of the Executive Board.
- J. Act as a member of the Negotiating Team.

Section V. Past President

- A. Serve as a member of the Executive Board and Representative Council.
- B. Act as a member of the Negotiating Team.
- C. Perform all other duties assigned by the President.

Section VI. Terms and Succession of Elected Officers

- A. The elective term shall be for one (1) year except for the Executive Secretary and the Secretary/Treasurer whose terms shall be for two (2) years.
 - B. When a vacancy occurs in the office of President, the President-Elect shall assume the duties of the President.
 - C. Should the offices of Executive Secretary, Secretary/Treasurer, Past President and/or President-Elect be vacated, the vacancy/vacancies shall be filled within one (1) month of the vacancy/vacancies. Nominations may be made by written notice or electronic communication (e-mail). The elections shall be completed at either a general membership meeting or by electronic
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format of online confidential poll voting (Survey Monkey) as determined by the Representative Council.

D. After completion of the term as President he/she will serve as the Past President for one (1) year.

E. Newly elected officers will assume duties on June 1st.

Section VII. Nomination of Elective Officers

A. Candidates must be current members of the S.E.A. prior to their nomination.

B. Active members of the S.E.A. in each building may nominate candidates for elective positions.

C. Building representatives shall deliver all nominations in writing or through electronic communication (e-mail) to the Elections Officer one (1) week prior to elections in April.

D. All elected officers may run for the same or different elective offices in successive years.

Section VIII. Balloting

A. On the last school Tuesday in April, active members shall vote by electronic format of online confidential poll voting (Survey Monkey) for the elective offices of S.E.A.

B. In case no candidate receives a majority of votes cast for any position, a run-off election shall be held for the two (2) candidates who received the greatest number of votes for the position.

Section IX. Payment for Services Rendered

A. The Executive Secretary shall be paid .16 (16%) of the base.

B. The President shall be paid .13 (13%) of the base

C. The Secretary/Treasurer shall be paid .10 (10%) of the base.

D. The President-Elect shall each be paid .06 (6%) of the base.

E. The Past-President shall be paid .06 (6%) of the base.

F. Building Representatives shall be paid .01 (1%) of the base.

Section X. Dues

A. Dues shall be paid to the N.E.A. as determined and approved by the N.E.A.

B. Dues shall be paid to the W.E.A. as determined and approved by the W.E.A.

C. Dues to the S.E.A. shall be 1/2 of 1% (.005) of the base.

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ARTICLE III

Executive Board

Section I. Membership

The members of the Executive Board shall be:

- A. Executive Secretary
- B. President
- C. President-Elect
- D. Secretary/Treasurer
- E. Past President

Section II. Duties and Powers

- A. Carry out Association business as determined by the Representative Council.
- B. The Executive Board shall represent the Association in negotiating policies with the governing and appropriate bodies of the school system.
- C. Approve all minor expenditures (\$500.00 or less).

ARTICLE IV

Representative Council

Section I. Membership

The members of the Representative Council shall be:

- A. Executive Board
- B. Building Representatives
- C. Special Committee Chairmen (appointed)

Section II. Meetings

- A. The Representative Council shall hold at least one (1) regular meeting each school month or at such time or intervals as the Executive Board shall determine.
- B. The Representative Council shall hold special meetings at the call of the President.
- C. A quorum of the Representative Council shall be a majority of its members present. The voting members present shall constitute a quorum.

Section III. Duties and Powers

The Representative Council shall:

- A. Be the administrative body responsible for the management of S.E.A.
- B. Carry out the policies established by the S.E.A.
- C. Suggest policies to the S.E.A.
- D. Report its transactions to the S.E.A.
- E. Approve all major expenditures (in excess of \$500.00).
- F. Assist the Executive Board by providing direction.
- G. In case of rejection of the negotiating agreement by the membership, the Representative Council may appoint another Negotiating Team.

ARTICLE V

Building Representatives

Section I. Membership

Building Representatives elected by the active members within each school building shall be elected as follows:

- A. 1 representative from Robert Lince Early Learning Center
- B. 2 representatives from John Campbell Primary School
- C. 2 representatives from Selah Intermediate School
- D. 2 representatives from Selah Middle School

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E. 2 representatives from Selah High School

F. 1 representative from Selah Academy

Section II. Duties and Powers

A. Building Representatives represent their grade levels in all S.E.A. business except where otherwise prohibited in this Constitution.

B. Building Representatives shall:

1. Call meetings of the Association members in the building to discuss Association business.
2. Be responsible for two-way communications within the building and the Representative Council.
3. Attend all general membership meetings.

Section III. Term of Office and Election

A. Building Representatives are elected for a two (2) year term.

B. Elections shall take place in April with the newly elected building representatives assuming duties on June 1st.

C. If a Building Representative vacancy occurs, the Executive Secretary shall call a special election to select a replacement to complete the current term.

D. Elections may take place through an electronic format of online confidential poll voting (Survey Monkey).

Section IV. S.E.A. Representative Council Attendance

A. Building Representatives or alternates shall attend all Representative Council meetings.

B. After two (2) consecutive absences or the neglect of duties, the President shall inquire if a replacement is needed, therefore he/she may declare the position unfilled and direct the building to hold an election to fill the vacant seat.

C. Payment of Services Rendered shall be distributed to Building Representatives in good standing (attendance and building service) in tri-annual (1/3) payments.

Article VI

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 Council),
- 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, and
- e. a majority affirmative vote by electronic format of online confidential poll voting (Survey Monkey) of the total active membership.

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 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 75 percent majority vote of those members present and voting in a special meeting.

ARTICLE VII

Authority

Sturgis Rules of Order, latest revision, shall be the Parliamentary authority for the S.E.A. on all questions not covered by the Constitution of the S.E.A., or by such standing rules as the S.E.A. may adopt.

ARTICLE VIII

Amendment

This Constitution may be amended by a two-thirds (2/3) vote of those members present at any regular meeting of the S.E.A. provided that the proposed amendments have been previously studied by the Executive Board and that copies have been sent to the Building Representatives at least two (2) calendar weeks in advance of the meeting