

# BREMERTON EDUCATION ASSOCIATION

## BYLAWS

### ARTICLE I MEMBERSHIP AND FISCAL YEAR

**Section 1** All certificated employees of the recognized bargaining unit who are under contract, on *paid leave*, and/or covered by another basis of compensation are eligible for local association membership. Exceptions to this will be certificated employees assigned at West Sound Technical Skill Center and all administrative, supervisory and confidential employees. Active members of the BEA shall also be members of the WEA, WEA Olympic Council (UniServ) and the NEA.

**Section 2** The membership and fiscal year shall be September 1 through August 31.

### ARTICLE II DUES AND ASSESSMENTS

**Section 1** Association members and agency shop fee payers shall pay dues in the amount of \$35.00 per month. Any change to the dues amount will require a a vote by a simple majority of all members present at a general membership meeting.

**Section 2** 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 an Executive Board meeting on the first Wednesday of each school month unless changed by the Executive Board, at the call of the president, or at the request of three (3) members of the Executive Board. Executive Board agendas will be provided for building representatives upon request.

**Section 2** The Representative Council shall meet on the third Wednesday of each school month from September through May unless changed by the Executive Board. The president shall prepare the agenda for each meeting. The minutes of the Representative Council meetings shall be published, sent to members' home emails, and at least one copy will be placed in each building.

**Section 3** Special meetings of the Representative Council may be held at the call of the President, three (3) members of the Executive Board, or five (5) building representatives. Business to come before a

special meeting of the Representative Council must be stated in the call which shall be sent in writing to each building representative five (5) days in advance of said meeting.

**Section 4** All regularly scheduled meetings of the membership shall be published in the minutes of the September Representative Council meeting.

**Section 5** The Executive Board or Representative Council by a majority vote, may call an emergency meeting of any governance body at any time.

**Section 6** The annual Representative Assembly shall be held in May for the purpose of receiving and acting upon annual reports and budget requests of all standing committees and such other business as would be proper at a regular Representative Council meeting. The number of building representatives to which each building is entitled for this meeting may be double the usual number to reflect the representation of the outgoing and the incoming representatives. Copies of each committee report shall be included in the May Representative Council minutes. The duly elected officers shall be voting members of the Assembly. All elected representatives or their alternates shall have voting rights. The regular Representative Council quorum rule is applicable at the annual Representative Assembly.

#### **ARTICLE IV DUTIES OF THE EXECUTIVE BOARD**

**Section 1 The duties of the Executive Board shall consist of the following:**

- a. Conduct and manage the affairs and business of the Association, including the interpretation of the Constitution and Bylaws;
- b. Recommend any changes to dues amount and see that the budget is prepared and submitted for approval at the Annual Bremerton Education Association Representative Assembly in May;
- c. Implement motions and resolutions approved by the membership 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;
- d. 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;
- e. Will review and help process grievances;
- f. Review the budget at all Exec Board meetings;
- g. Employ an accounting firm for the purposes of filing all required tax documents; and

- h. Review for accuracy, on an annual basis, the tax documents prepared by the accounting firm who keeps the Association's financial records.

**Section 2 The duties of the Executive Board Members shall consist of the following:**

- a. Use discretion with respect to all discussions brought before the Executive Board; and
- b. Act as public relations liaisons in all matters pertaining to public education.

**ARTICLE V DUTIES OF THE REPRESENTATIVE COUNCIL**

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

- a. Establish association policies and objectives;
- b. Establish guidelines and hear continuing reports on bargaining and other standing committees;
- c. Approve any changes to dues amount and adopt the annual budget at the Annual Representative Assembly;
- d. Approve agenda for its meetings;
- e. Attend each meeting of the Representative Council. When a Representative is unable to attend Council meetings, an alternate elected by the faculty within the building shall fill the vacancy;
- f. Elect the five (5) At-large Representatives to the Executive Board at the first Representative Assembly meeting of the school year; and
- 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 the Bylaws.

**Section 2 The duties of the Representative Council 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 shall require;

- c. Organize and oversee the subsequent elections of Representative Council members in May, prior to the Annual Representative Assembly;
- d. Maintain two-way Association communication within the building;
- e. Conduct any and all elections/voting as directed by the election process contained in the Bylaws;
- f. Act as the union point of contact for new members, and
- g. Attend monthly meetings with building administrators.

**ARTICLE VI                    DUTIES OF OFFICERS**

**Section 1    The President shall:**

- a. Preside over all meetings of the Executive Board and the Representative Council;
- b. Confirm and assist the chairpersons and members of standing committees;
- c. Appoint special committees;
- d. Be an ex-officio member of all committees;
- e. Be the executive officer of the Bremerton Education Association;
- f. Represent the Association before the public, at meetings with school district management, and at all school board meetings, either personally or through designee;
- g. Prepare and submit an annual report of the Association activities to the Annual Representative Assembly;
- h. File Nonprofit Corporation Annual Report to the Secretary of State by March 1 of each calendar year;
- i. Assure that non-profit Organization Status 990 Forms are filed with the IRS by January 15 of each calendar year;
- j. Collect membership forms of new members and submit annual dues distribution forms to Olympic UniServ Council and Bremerton School District Payroll Office on a monthly basis;
- k. Maintain a roll of the membership;
- l. Be bonded by the Bremerton Education Association;

- m. Assist the Treasurer in a review for accuracy, on an annual basis, the tax documents prepared by the accounting firm who keeps the Association's financial records, and
- n. Perform all other functions usually attributed to this office.

**Section 2 The Vice-President/Secretary shall:**

- a. Become familiar with the duties and responsibilities of the President as well as the policies and procedures, Constitution and Bylaws of the Association;
- b. Assume all duties of the President in case of absence or resignation of the President.
- c. In the event the President is unable to perform Association duties for a period of time exceeding two weeks, the Vice-President will work with District administration to secure release-time for the duration of the President's absence, and
- d. If the Vice-President is unable to fulfill the duties of President, an interim President will be appointed by the Executive Board.
- e. Be the President's liaison in any matters as directed by the President;
- f. Obtain and distribute the annual committee reports from all chairpersons for the Annual Representative Assembly;
- g. Keep accurate minutes of all meetings of the Executive Board and Representative Council and file standing committee reports for reference by chairpersons for the ensuing year;
- h. Maintain official files;
- i. Assist with association correspondence;
- j. Assist the President with new membership orientation; and
- k. Be bonded by the Bremerton Education Association.

**Section 3 The Treasurer shall:**

- a. Hold the funds of the Bremerton Education Association;
- b. Disburse the funds within the guidelines of the budget or upon authorization of the Executive Board;
- c. Keep accurate accounts of receipts and disbursements;
- d. Report on the financial condition of the Association at each meeting of the Executive Board and Representative Council;
- e. Maintain monthly bookkeeping records;

- f. Prepare an annual financial statement for publication to members as directed by the Executive Board;
- g. Be bonded by the Bremerton Education Association; and
- h. Assist the employed accounting firm with tax reports as required by Federal and State regulations, and
- i. Review for accuracy, on an annual basis, the tax documents prepared by the accounting firm who keeps the Association's financial records.

**Section 4 The Immediate Past President shall:**

- a. Assist in transition process.

**ARTICLE VII NOMINATIONS AND ELECTION OF OFFICERS, EXECUTIVE BOARD REPRESENTATIVES, AND WASHINGTON AND NATIONAL EDUCATION ASSOCIATION DELEGATES**

**Section 1** The President shall appoint an Election Committee in September/October of each year. The committee shall consist of one (1) member from each major teaching level. The Election Committee shall be responsible for:

- a. Announcing open positions;
- b. Nominations from General Membership;
- c. Consent of individuals nominated;
- d. Balloting;
- e. Following all timetables provided by Bremerton, Washington and National Education Associations for electing officers and delegates;
- f. Preparing, distributing and supervising secret ballots for a period of three (3) working days (except for election of Executive Board Representatives);
- g. Collecting the secret ballots; and
- h. Meeting at the end of the three (3) working days election period to tally the ballots.

**Section 2** The active members of the Association in each building may nominate candidates as follows:

- a. Nominations for President, Vice-President/Secretary, and Treasurer shall take place in April and May with elections in May; and

- b. Nominations for Delegates to the National Education and Washington Education Association Representative Assemblies shall take place between the months of September and November with elections no later than January; and
- c. Nominations and election for Delegates to the UniServ Olympic Representative Council shall take place at the first BEA Representative Council of each school year.

**Section 3** In all elections for Delegates, candidates failing to be elected may become Successor Delegates in order of most votes attained for the corresponding position.

**Section 4** In the event of an emergency, an election for any of the Delegate positions mentioned in the immediate preceding paragraph may be conducted at the discretion of the Rep Council or Executive Board.

**Section 5** Any active member may be nominated for any elective position.

**Section 6** It is the duty of the Association to make reasonable efforts to achieve ethnic minority representation that is proportionate to that population within the association. The Association may not specify that a particular position be open only to minorities. All positions must be elected.

#### **ARTICLE VIII COMMITTEES**

**Section 1** There shall be four (4) standing committees responsible for specific functions outlined below. Each committee may, with the approval of the Executive Board, organize from the membership of the Association special subcommittees and task forces for specific activities.

**Section 2** Each standing committee may meet regularly according to a calendar approved by the Executive Board and may hold special meetings at the call of the chairperson.

**Section 3** Chair persons report regularly to the Representative Council. They shall prepare an annual report summarizing items such as: objectives, action programs, gains, future goals and/or proposed budget recommendation two (2) weeks prior to the Annual Representative Assembly of the Association.

**Section 4** The Executive Board shall assist the President in appointing members to standing committees and to fill unexpired terms as vacancies occur and shall require and assist committees in defining their immediate and long-range objectives. It shall review committee plans as necessary and shall decide any jurisdictional argument between committees.

**Section 5** Standing committees shall include, but shall not be limited to:

1. Collective Bargaining Committee
2. Political Action Committee
3. Nominations and Elections Committee
4. Social Committee

**Section 6** Annual reports from each committee shall be recorded in the minutes of the May Representative Council meeting. All committees shall report to the membership as directed by the President or the Executive Board.

**ARTICLE IX RATIFICATION OF COOPERATIVE WORKING 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 recommendation by the Executive Board or Representative Council;
- c. A written digest of the proposed agreement shall be sent to all members for consideration before vote.
- d. Discussion by the membership; and
- e. A majority affirmative vote, by secret ballot, of the total active membership at each work site, administered by BEA Building Representatives and the BEA Elections Committee.

**Section 2** Ratification of amendments to the negotiated agreement shall occur after a General Membership meeting by secret ballot vote conducted at each work site or at a designated site determined by the Executive Board and administered by BEA Building Representatives and the BEA Elections Committee.

**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 actions must be authorized by a fifty-one (51) percent majority vote of those members present and voting in a special meeting.



**ARTICLE X QUORUM**

**Section 1** A quorum for regular and special Representative Council meetings shall consist of a majority of the regularly elected Faculty Representatives or their designated Alternates.

**Section 2** Quorums for an Executive Board meeting shall consist of a majority of the voting members of the Executive Board.

**Section 3** A quorum at a general membership meeting shall consist of one-tenth (1/10) of the active membership of the Association.

**ARTICLE XI AMENDMENTS**

**Section 1** Amendments to the Bylaws may be ratified by a two-thirds (2/3) majority vote at any regular meeting of the Representative Council provided that proposed amendments have been previously studied by the Executive Board, or ample time for a thorough study (120 days) by the Board has passed, and that copies have been sent to Faculty Representatives ten (10) days in advance of the meeting.

**Section 2** Revised documents must be dated and signed by the elected board of officers and the original copies filed at the BEA office.

Gregory Raymond  
**President**

May 18, 2018  
**Date**

Laura Callender  
**Vice President/Secretary**

May 18, 2018  
**Date**

Jeff Barton  
**Treasurer**

May 18, 2018  
**Date**