

RIVERVIEW EDUCATION ASSOCIATION

BYLAWS

ARTICLE I: RULES OF ORDER

Robert's Rules of Order is the authority on all questions of procedure not specifically stated in this constitution and bylaws.

ARTICLE II: MEMBERSHIP

All members of the recognized bargaining unit are eligible for membership in the Riverview Education Association (REA).

ARTICLE III: DUES, FEES, AND ASSESSMENTS

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

ARTICLE IV: GENERAL MEMBERSHIP MEETINGS

- Section 1. There will be at least one general membership meeting a year to approve the next year's budget.
- Section 2. At least one week's notice shall be given before a general meeting. The notice shall include the date, time, and location of the meeting.
- Section 3. The order of business is set in an agenda before the meeting by the President, or her/his designee. Additional items may be added, by consent of the members, at any general meeting.
- Section 4. Meetings are to end by 6:00 pm unless there is a simple majority vote of the members present to extend the meeting.
- Section 5. Special meetings are held at the call of the President, Executive Board, or upon written petition of twenty (20) members.

ARTICLE V: EXECUTIVE BOARD MEETINGS

- Section 1. The Executive Board shall meet monthly during the school year at a mutually acceptable time and day. The meeting schedule for the year shall be set at the first meeting.
- Section 2. The Executive Board may also meet when called by the President or a majority of the Executive Board members.
- Section 3. A quorum at any duly authorized meeting shall be a majority of its members.
- Section 4. Executive Board meetings except for personnel and grievance issues are open to all members. Members will sit apart from the Board and may receive permission to speak, but may not vote on any issue before the Executive Board.

ARTICLE VI: EXECUTIVE BOARD

- Section 1: The Executive Board shall be responsible for the management of the Association, approve all expenditures, act on reports of committees, approve resolutions and conduct all the business of the Association that isn't covered in a General Membership meeting and isn't in conflict with the Constitution or Bylaws.
- Section 2. The Executive Board may, at any time, refer any matter to the entire membership for consideration.
- Section 3. The Executive Board shall see that the budget is prepared and submitted to the General Membership for approval.
- Section 4. The Executive Board may adopt such rules governing conduct of the meetings as are consistent with these bylaws.
- Section 5. With the exception of committees established by the membership, the Executive Board shall approve the appointment and discharge of all standing and special committees except as restricted in the bylaws.

ARTICLE VII: OFFICERS AND BUILDING REPRESENTATIVES

- Section 1. The President shall:
- a. preside at all official meetings and shall perform such duties as are customarily associated with the office,
 - b. represent the Association as required either personally or through delegates,
 - c. keep Executive Officers apprised of Association issues,
 - d. along with the Treasurer co-sign all checks and oversee investments,
 - e. along with the Secretary, maintain the official files of the Association,

- f. appoint and/or discharges all committee members with the approval of the Executive Board, and serves as an ex-officio member of all committees or designates someone to do so.
- g. assist the Secretary with the writing and distribution of the monthly newsletter,
- h. attend the Sammamish UniServ council meetings or delegates someone to attend as directed by the Executive Board,
- i. be encouraged to attend the annual WEA Leadership Academy and the WEA President Workshop prior to taking office,
- j. along with the Vice President set the agenda for the Executive Board and Superintendent meetings.
- k. not be an active negotiator at the bargaining table in full contract negotiations.
- l. continue to serve as President until a tentative agreement has been ratified if the President's term would otherwise expire and if the President-elect is on the Negotiation Committee.

Section 2. The Vice President shall:

- a. be the parliamentarian,
- b. chair the Variance Committee,
- c. co-sign all Association checks with the Treasurer when the President is unable to do so or the check is to the President,
- d. attend the School Board meetings and reports back to the Executive Board
- e. attend the Superintendent's meetings along with the President,
- f. assume the duties of President when the President is unable to do so,
- g. assist the President in setting the agenda for Executive Board, Superintendent, and General membership meetings,
- h. be encouraged to attend the annual WEA Leadership Academy,
- i. become President upon resignation or removal of the President.

Section 3. The Secretary shall:

- a. handle all correspondence for the Association,
- b. keep accurate minutes of meetings of the Executive Board and the General Membership. These minutes are to be distributed to the Executive Board within ten (10) school days,
- c. notify appropriate members as to the time and place of the Executive Board and membership meetings within the time limits set forth in the Constitution and the Bylaws,
- d. along with the President maintain the records and files of the Association,
- e. along with the President write and distribute the monthly newsletter,
- f. distribute copies of all proposed amendments to the Constitution and Bylaws,
- g. make, distribute, and collect the ballots for all elections,
- h. be encouraged to attend the WEA Leadership Academy.

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 as approved by the Executive Board or the General Membership.
- e. co-sign all checks along with the President or the Vice President,
- f. develop the annual budget for the upcoming school year to be approved by the Executive Board and the General Membership before the end of the current school year. The budget year is from September through August,
- g. file the appropriate federal and state forms,
- h. present monthly budget and financial reports to the Executive Board,
- i. with the assistance of the Executive Board and the Audit Committee prepare the books to be audited in October of every year, for the past year.
- j. be encouraged to attend trainings provided for Association Treasurers.
- k. provide an annual report of current budget year expenditures to members present at a General Membership meeting held in the spring.

Section 5. The Building Representatives shall:

- a. be elected by the members at each individual buildings every May to represent that building to the Executive Board (CHS, TMS, CE, CV, SW). Members at each individual building shall elect two (2) Representatives. Buildings with 45 or more members may elect a third Representative.
- b. include one (1) Representative-At-Large elected to represent programs within the district as directed by the Executive Board. These programs may include but are not limited to ERMA, PARADE and CLIP. Members working in these programs shall elect the Representative-At-Large to represent them.
- c. hold monthly building meetings to discuss Association business,
- d. recruit such committee members as the Association may require,
- e. meet with the building principal once a month and as necessary,
- f. attend monthly Executive Board meetings,
- g. maintain two-way Association communication, including but not limited to:
 - 1. distributing information and ballots for voting
 - 2. assisting with the WEA-PAC drive
 - 3. distributing copies of Collective Bargaining Agreement
 - 4. distributing copies of REA Constitution and Bylaws
- h. coordinate with the Grievance Chair as necessary,
- i. perform other duties as directed by the Executive Board,
- j. be encouraged to attend the WEA Leadership Academy or other training provided by the UniServ Council.

ARTICLE VIII

COMMITTEE CHAIR RESPONSIBILITIES:

Section 1. Member Awareness Chair (MAC) shall:

- a. be appointed by the Executive Board,
- b. coordinate the WEA-PAC drive annually along with the President,
- c. report to the Executive Board on matters and activities relating to legislation, political action, and community organizing projects,
- d. be actively involved in local school levy and bond campaigns.

- Section 2: Grievance Chair shall:
- a. be appointed by the Executive Board,
 - b. coordinate with the Building Representatives on all grievances at the building level
 - c. follow the procedures for grievances as outlined in the CBA,
 - d. establish a committee with Executive Board approval to process and handle all grievances on behalf of the Association or the individual,
 - e. provide representation for teachers in situations including disciplinary actions, probation, suspension, censure, termination, and contract compliance. That includes coordinating representation from the Sammamish UniServ and WEA as appropriate.
 - f. be encouraged to attend the WEA Leadership Academy for training or other training as provided by UniServ or WEA.

- Section 3: Negotiation Chair shall:
- a. be selected by the members of the Negotiations Committee,
 - b. be responsible for bargaining,
 - c. represent the Negotiations Committee at Executive Board meetings, and give monthly updates to the Executive Board concerning negotiations,
 - d. call a meeting of the committee at least once a month during a negotiation year,
 - e. be responsible for surveying members prior to bargaining,
 - f. attend Superintendent's Meetings as necessary or as directed by the Executive Board,
 - g. be responsible for understanding the contract and shall respond to questions regarding the contract,
 - h. sign tentative agreements during the bargaining process,
 - i. keep appropriate records of negotiations and ensure the President and/or Secretary have these records for the Association,
 - j. along with the Negotiations Committee send regular newsletters to the membership regarding negotiations,
 - k. along with the Negotiations Committee and the Executive Board present the tentative agreement to the General Membership prior to ratification and in accordance with the Constitution and the Bylaws,
 - l. gather data as necessary for negotiations.
 - m. be encouraged to attend the WEA Leadership Academy for training or other training as provided by UniServ or WEA.

- Section 4: When the Executive Board establishes a committee, they must also generate a written purpose, timeline, and guidelines for the chair and the committee.

ARTICLE IX COMMITTEES

- Section 1. General
- a. There shall be two standing committees:
 1. Budget Audit

2. Grievance

- b. They shall have a minimum of three members, selected from different groups in the Association.
- c. Other committees may be formed as necessary with approval of the Executive Board.
- d. With the exception of the Negotiations Committee, the Executive Board shall appoint the Chairperson of the committee.

Section 2. The Budget Audit Committee shall:

- a. be overseen by the Treasurer,
- b. send representatives to the district Budget Advisory Committee as approved by the Executive Board,
- c. audit the Association's books every fall.

Section 3. The Grievance Committee shall:

- a. be chaired by the Grievance Chair,
- b. coordinate with the Building Representatives on all grievances at the building level,
- c. assist the Grievance Chair in processing grievances according to the CBA.
- d. maintain appropriate records of all grievances for the Association.

Section 4. The Negotiations Committee shall:

- a. in years when the Association is negotiating a fully open contract, consist of two elected elementary representatives, one elected middle school representative, one elected high school representative, and one elected representative for specialists,
- b. during years when the contract is not fully open, be established by approval of the Executive Board and consist of Negotiations Committee members approved by the Executive Board,
- c. have the opportunity to be assisted by a larger group selected with the approval of the Executive Board to assist the Negotiations Committee,
- d. serve as negotiators for the Association at all negotiation sessions,
- e. have Power of Attorney to represent the Association in an official capacity over the summer months.
- f. upon reaching tentative agreement on all matters in negotiations, prepare and submit its report and recommendation to the members of the Association in the bargaining unit for ratification,
- g. assist the Negotiations Chair with appropriate surveying of the members
- h. assist the Negotiations Chair with all matters pertaining to negotiations.
- i. in the event a member of the Negotiations Committee is unable to continue serving on the Committee (due to retirement, resignation, moving, illness, etc.), prior to June 1st, an election shall be held following procedures in Article X in these Bylaws. After June 1st, the replacement member shall be appointed by the President with approval of the Executive Board. Every effort shall be made to replace the Negotiations Committee member with an Association member from the group represented by the original Committee member.
- j. Based on recommendations of the Negotiations Committee, the Executive Board may appoint one additional member to the Negotiations Committee.

Section 5: The Variance Committee shall be established as needed. It shall be chaired by the Vice-President or her/his designee as approved by the Executive Board. No one from the building or program requesting the variance may sit on the committee.

ARTICLE X NOMINATIONS AND ELECTIONS

Section 1. The Building Representatives will poll the members of their building in April and record the names of any willing to be nominated and for what office.

Section 2. The Executive Board will take nominations for all Association offices from the Building Representatives at the May meeting

Section 3. Any active member may nominate her/himself by telling any member of the Executive Board that she/he is a candidate.

Section 4. After the May meeting, the Secretary will prepare an official ballot with all nominees' names plus spaces for write in candidates.

Section 5. Balloting will be conducted by secret ballot in each of the buildings. This process will be coordinated by the Secretary through the Building Representatives.

Section 6. Completed ballots will be forwarded to the Secretary for tabulation within five (5) days of the election.

Section 7. To win, a candidate must receive a majority of the votes cast. In the event of a tie or no one candidate receives a majority of the votes, the Executive Board shall hold a run-off election within fifteen (15) working days of the original election between the two (2) candidates receiving the most votes.

Section 8. Building Representatives shall also be elected in this process.

Section 9. Should a special election be necessary, the Executive Board shall approve the timeframe for nominations and the election.

Section 10. The election of WEA and NEA Representative Assembly delegates shall follow the election procedures outlined by the WEA and NEA. These delegates shall be elected at-large.

ARTICLE XI MONTHLY MEETING WITH SUPERINTENDENT

Section 1. A meeting between the Superintendent, the President, and the Vice-President shall occur monthly at a mutually convenient time.

- Section 2. Additional people will be invited to the meeting as appropriate and necessary.
- Section 3. Association issues to be discussed at this meeting shall be generated by the Executive Board and the President.
- Section 4. Notes from this meeting will be shared with the Executive Board at the next monthly meeting.

ARTICLE XII RATIFICATION OF CBA AND AUTHORIZTION FOR STRIKES

- Section 1. The President and the Negotiations Chair shall be authorized to sign a legal, binding, agreement with the employing School Board only after completion of the following procedures at a General Membership meeting called for this purpose.
- a. delivering a report and recommendation by the Bargaining Team,
 - b. delivering a report and recommendation by the Executive Board,
 - c. delivering a written digest of the proposed agreement or changes to all members in attendance at the ratification meeting,
 - d. providing an opportunity for discussion by the membership, and
 - e. receiving a majority affirmative vote by secret ballot of the total active membership present at the meeting and voting.
- Section 2. Except in a work stoppage situation, at least 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 3. Strike action must be authorized by a 75% majority vote of those members present and voting in a special meeting called for this purpose.

ARTICLE XIII QUORUM

- Section 1: At a General Membership meeting a quorum shall be 25% of the Association's membership.
- Section 2. Quorum at any duly authorized meeting of the Executive Board shall be a majority of its members.

ARTICLE IVX STIPENDS

- Section 1: Officer and Executive Board member stipends shall be paid on or before the last day of the school year. They may also have the option of being paid twice during the year by following the procedure set up by the Treasurer with Executive Board approval.
- Section 2: Officers and Building Representatives are eligible to receive 100% local dues rebate at the end of the school year under the following conditions:
1. attendance at 90% of the regular Executive Board meetings,

2. follow through with the responsibilities as provided above.

ARTICLE XV **AMENDMENTS**

- Section 1. These Bylaws may be amended by the General Membership where two-thirds (2/3) of the General Membership that choose to vote cast a yes vote in an election called for this purpose. If the proposed amendment is approved by a two-thirds (2/3) vote, then the amendment shall become effective immediately unless otherwise provided. If there is not a two-thirds affirmative vote then these bylaws remain unchanged.
- Section 2. Proposals to amend the bylaws may be made to the Executive Board or at any General Membership meeting.
- Section 3. Notice of the amendment election and the proposed amendment in writing shall be delivered to each active member at least twenty (20) days in advance of voting.
- Section 4. Voting, at the discretion of the Executive Board, may be part of an annual meeting or special meeting or through other established election procedures.

ARTICLE XVI **FINANCIAL SAFEGUARDS**

- Section 1. The Treasurer is authorized to write and sign checks up to \$100. These single signature checks shall be reported to the Executive Board along with the monthly budget report. Said checks, payee and amount, shall be entered into the Executive Board minutes along with the monthly Treasurer report. All checks in excess of \$100 shall be signed by two (2) authorized signatures, neither of which can be the signature of the person receiving the check.
- Section 2. The Executive Board shall cause an audit of the Association's books of account to be made each year. This may be an internal audit by the Budget Audit Committee or an external audit.

Revised and approved June, 2011