

Contents- Bylaws

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Definitions

- BIPOC – black, indigenous, people of color
- Commission: body that can act on behalf of the organization
- Site – work location, physical or virtual
- UniServ – group of local unions with offices at one location
- Negotiations – bargaining
- SOP – Standard operating procedures

BYLAWS BETHEL EDUCATION ASSOCIATION

ARTICLE 1: TERMS OF OFFICE

Section 1.

Officers and Executive Board

A. Two-year terms

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Chief Bargainer (appointed & ex-officio)

Executive Board

B. Two-year terms

1. **Elementary Representatives**
2. **Secondary Representatives**



3. **BIPOC At-large Representative**

4. **At-large Representative**

5. ~~Executive Board Elementary and Secondary Representatives shall serve for a period of two (2) years.~~

6. ~~**BIPOC At-large Representative and At-large Representative shall serve for a period of two (2) years.**~~

ARTICLE 2: ELECTIONS

Section 1

For each Bethel site, the faculty who are active members of the Association shall be entitled to one (1) faculty representative for each fifteen (15) members or fraction thereof on the Representative Council.

- A. The Association Representatives will adjust for the current year if the number of faculty changes or an elected Representative is no longer a member of BEA.
- B. Member count at each site is determined by FTE **(Full-time equivalent)**. A staff member will be assigned to the site where they spend the majority of their time. If ~~a member is~~ members are split equally among locations, they will be assigned to the smaller site.

Section 2

Executive Board, UniServ Delegates, WEA Delegates-at-Large, and NEA Delegates-at-Large.

- A. Any member of the Association may file for the office of President, Vice President, Secretary, Treasurer, Elementary **three (3)** positions, Secondary **two (2)** positions, BIPOC At-Large **one (1) position**, or At-Large Representative **one (1) position**. No member may hold more than one (1) office.

Elections for the Offices of President and Secretary shall be held during odd-numbered years. Elections for the Vice President and Treasurer shall be held during even-numbered years. Elections for the 1st and 2nd Elementary Representative positions, the 1st Secondary Representative, and the BIPOC At-Large positions shall be held in odd-numbered years. Elections for the 3rd Elementary Representative position, the 2nd Secondary Representative position, and the At-Large Representative position shall be held in even-numbered years.

UniServ, WEA, and NEA Representative Assembly positions are also open for any member. If any position remains open with no candidate filed, the



Representative Assembly may nominate candidates to fill these positions, or the President may appoint delegates to the Summit UniServ Council RA (SUC), WEA Representative Assembly (WEA RA), and NEA Representative Assembly (NEA RA).

- B. If no BIPOC members have filed for at least one (1) WEA delegate position, then one (1) delegate position shall be designated for BIPOC representation in accordance with the rules and regulations of the Washington Education Association.
- C. Elections for UniServ Representatives at large (positions #5-11) shall be held during even-numbered years. Elections for WEA and NEA Representatives at large shall be held each year no later than six (6) weeks prior to the WEA RA or according to the WEA or NEA requirements. The results shall be reported at the next Representative Assembly meeting.
- D. Newly elected officers shall assume their roles upon completion of NEA-RA.

ARTICLE 3: RESPONSIBILITIES OF THE EXECUTIVE BOARD

Section 1

The Executive Board, by majority vote, shall have the power to censure, suspend, or expel members according to due process.

Section 2

The Executive Board shall develop a budget for the financial operation of the Association and present it to the Representative Assembly.

Section 3

The Executive Board shall have the power to approve emergency non-budget expenditures and shall report all such approvals to the Representative Assembly for inclusion in a revised budget.

Section 4

The Executive Board shall carry out the program and policies of the Representative Assembly, WEA, and NEA.

Section 5

The Executive Board shall report all pertinent actions to the membership.

Section 6

The Executive Board shall certify all items negotiated with the District.



Section 7

The Executive Board shall recommend certified items to the membership at large.

Section 8

The Executive Board shall be responsible ~~to see~~ **for seeing** that the members of the Representative Assembly function adequately on behalf of their constituents.

Section 9

The Executive Board shall certify the election of officers and Association representatives.

Section 10

The Executive Board shall empower the President to establish committees.

Section 11

The Executive Board shall approve the appointment of all commission and committee chairpersons.

Section 12

The Executive Board shall confirm Presidential pro-tem appointments.

Section 13

The Executive Board shall review all requests for arbitration (or mediation-arbitration) made by members of the bargaining unit and shall issue a final and binding decision on whether or not to submit the grievance to arbitration.

If the Executive Board receives a written request from a grievant to appeal a decision made by the Grievance Commission not to submit ~~his/her~~ **the** grievance to arbitration, the Executive Board shall schedule a hearing on the matter within ten (10) days after receiving the request and shall issue a decision on the appeal within ten (10) days of the hearing.

If the Executive Board denies a request by the Grievance Commission to submit a grievance to arbitration, the grievant may appeal the Executive Board's decision **in person or via telecommunication** in the same manner as mentioned in the previous paragraph.

Section 14



The Executive Board may authorize the President to sign waivers or Memoranda of Understanding (MOUs) pertaining to the Collective Bargaining Agreement.

Section 15.

The President will provide ~~to~~ the Executive Board **with** an agenda for each meeting as determined by the previous Representative Assembly and Executive Board meetings. New business may be on the agenda or added by a motion from the floor.

A majority of the members shall constitute a quorum for the Executive Board.

Section 16.

A. After two (2) consecutive unexcused absences or a total of any three (3) unexcused absences from the Executive Board and/or Representative Assembly meetings in any school year, the President may declare the position vacant.

B. An officer may be removed for cause.

ARTICLE 4: RESPONSIBILITIES OF OFFICERS

Section 1

The President shall:

- A. Preside over the General Membership, Executive Board, Representative Assembly, and other special meetings of the membership.
- B. Appoint a parliamentarian and all committees and commissions chairpersons subject to the approval of the Executive Board.
- C. Appoint the members of the negotiating team and designate the chief negotiator, subject to the approval of the Representative Assembly.
- D. Appoint the members of the Grievance Commission and designate the chairperson, subject to the approval of the Executive Board.
- E. Appoint pro-tem officers in the event of any office being vacated.
- F. Be an ex-officio member of all committees.
- G. Before leaving office, compile a "State of the Association" report for the incoming President. Such report shall include, at a minimum:
 - 1) Current matters under discussion with the District;
 - 2) Outstanding grievances;
 - 3) Current areas of concern within the Association; and
 - 4) A chronological guideline of job responsibilities.
- H. Represent the Association before the public and at all School Board meetings, either personally/electronically or through a designee (s).
- I. Perform all other functions usually attributed to this office.



- J. Upon taking office, assume position number one (1) of the WEA Representative Assembly, the NEA Representative Assembly, and the Summit UniServ Representative Assembly delegations from the Bethel Education Association.

Section 2

The Vice President shall:

- A. Become familiar with the duties and responsibilities of the President, including a working knowledge of the Constitution and Bylaws.
- B. Assume the duties of the President in the President's absence, resignation, or death.
- C. Be an ex-officio member of all committees.
- D. Coordinate committee activities.
- E. Assist the President at the President's request.
- F. Upon election, assume position number two (2) of the WEA Representative Assembly, the NEA Representative Assembly, and the Summit UniServ Assembly delegations from the Bethel Education Association.

Section 3

The Secretary shall:

- A. Keep accurate minutes of all General Membership, Executive Board, and Representative Assembly meetings.
- B. Keep and maintain the official files of the Association, **which shall be maintained in three (3) formats, one of which shall be a hard copy. Records will be retained at the BEA office.**
- C. Chair the Balloting Commission and direct all balloting procedures.
- D. Upon election, assume position number three (3) of the WEA Representative Assembly, the NEA Representative Assembly, and the Summit UniServ Representative Assembly delegations from the Bethel Education Association.

Section 4

The Treasurer shall:

- A. Receive, report, and be responsible for all monies of the Association.
- B. Keep an accurate account of receipts and expenditures.
- C. Pay all duly authorized bills.
- D. Keep the books open for inspection by any member.
- E. Arrange for an audit of the previous fiscal year's books to be conducted by an outside professional Auditor in compliance with WEA guidelines. The report of the audit shall be presented to the Executive Board.
- F. Attend Representative Council meetings and give a Treasurer's Report at each meeting.
- G. File such reports as required by law.
- H. Oversee scholarship administration.



- I. Upon election, assume position number four (4) of the WEA Representative Assembly, the NEA Representative Assembly, and the Summit UniServ Representative Assembly delegations from the Bethel Education Association.

Section 5

If the Immediate Past President qualifies as a member of the bargaining unit, they may:

- A. Advise the Executive Board.
- B. Assist the President at the President's request.

Section 6

The remaining members of the Executive Board shall:

- A. Automatically assume positions five (5), six (6), seven (7), eight (8), nine (9), ten (10), eleven (11), and twelve (12) of the WEA Representative Assembly delegation from the Bethel Education Association and the NEA Representative Assembly up to the number of open delegate positions each year.
- B. Perform all duties of the Executive Board as outlined in Article 3 of the Bylaws.

Section 7

President-Elect

- A. Upon certification of election results for the office of President, the prevailing candidate may participate in BEA matters until the next presidential term begins.
- B. ~~On~~ In election years, the president-elect will have the option to attend NEA RA.

ARTICLE 5: RESPONSIBILITIES OF THE REPRESENTATIVES-ASSEMBLY

Section 1

Propose local dues for membership approval.

Section 2

Approve the annual budget of the Association before November 1.

Section 3

Approve the Bylaws of the Association.

Section 4

Establish and maintain committees.

Section 5

Act on reports of committees.



Section 6

Propose New Business items by submitting said items in writing prior to the Representative Assembly meeting or make a motion directly from the floor of the Representative Assembly.

Section 7

Powers not delegated to the Executive Board or other groups within the Association shall be vested in the Representative Assembly.

ARTICLE 6: DUTIES OF ASSOCIATION REPRESENTATIVES

Section 1

Association ~~Site~~ Representatives shall attend the regular monthly meeting of the Representative Assembly. If no Association Representatives are available from a site, they may designate a substitute from within their own site or group to attend in their absence.

Section 2

The Association/~~Itinerant~~ Representative shall:

- a) call faculty meetings of the Association's members to discuss Association business;
- b) appoint such committees as the Association may require;
- c) oversee elections for their site or staff;
- d) enroll new members;
- e) assist faculty membership in initiating the grievance procedure; and
- f) facilitate two-way Association communication within the building/specialty area.

ARTICLE 7: COMMISSIONS

Section 1

Bargaining Team Commission

- A. Shall represent the Association in all matters of negotiations with the Bethel School Board as prescribed by the laws of the state of Washington.
- B. Shall consist of Association members appointed by the President with the approval of the Representative Assembly.
- C. May utilize any resource person the Chief Negotiator suggests.
- D. Shall make recommendations to the Executive Board pertaining to waivers to the Collective Bargaining Agreement.
- E. Chief Negotiator will be an ex-officio member of the Executive Board.

Section 2



Balloting Commission

- A. Shall conduct/organize all balloting according to the standard operating procedures (S.O.P.s) of the Bethel Education Association as determined by the Representative Assembly.
- B. Shall be chaired by the Secretary, except when the Secretary's name is on the ballot.
- C. Shall consist of at least three (3) members appointed by the chairperson, and not on the ballot.
- D. Shall prevent any member running for an office from ~~to~~ counting ballots.

Section 3

Grievance Commission

- A. Shall coordinate the processing of all grievances and complaints.
- B. Shall maintain a grievance file of all grievances filed at any step of the grievance procedure.
- C. Shall communicate regularly with the Executive Board.
- D. Shall consist of the President and the UniServ Director.
- E. Shall make recommendations concerning arbitration(s) to the Executive Board.

Section 4

Summit UniServ Representative Assembly Commission

- A. The BEA UniServ Council Representatives shall consist of BEA President, Vice President, Secretary, Treasurer, and additional representative (s).
- B. The total number of delegates from BEA shall be determined by the Bylaws of the Summit UniServ Council.
- C. Representatives-at-large are to be elected by the membership.

Section 5

WEA Representative Assembly

- A. The WEA Representative Assembly delegation shall consist of the following officers in order of occurrence:
 - 1. President – position #1
 - 2. Vice President – position #2
 - 3. Secretary – position #3
 - 4. Treasurer – position #4
 - 5. Executive Board positions #5-11
 - 6. Chief Bargainer – position #12
- D. If additional representatives are needed, delegate positions will be filled with Members-at-Large through an election.

Section 6

NEA Representative Assembly

- A. The NEA Representative Assembly delegation shall consist of the President and additional delegate(s) elected by the membership in



accordance with these Bylaws and all requirements of the National Education Association.

- B. If additional representatives are needed, delegate positions will be filled with remaining members of the Executive Board.

ARTICLE 8: DISBURSEMENT OF FUNDS

Section 1

The Treasurer is hereby authorized and directed to reimburse the Bethel Education Association, **Summit UniServ Council**, Washington Education Association, and National Education Association dues for the individuals currently holding the elected office of President and members of the Bargaining Team. Such payment is to be made from the Association's treasury.

Section 2

The Association will, at the discretion of the Executive Board, pay the annual percentage rate as approved by the IRS per mile for travel to any Association members for the use of their vehicle while on Association business. Request for such payment shall state: date of trip, distance traveled, reason for the trip, list of passengers, amount to be paid, and signature of the driver. If funds are limited, first priority will be paid to drivers of carpools.

ARTICLE 9: MEETINGS

Section 1

- A. The Representative Assembly shall meet monthly on the third working Wednesday of each school month except December and June.
 - 1. The minutes of the Representative Assembly shall be sent to all Association Representatives.
 - 2. A list of regular meetings for the year shall be published at the beginning of the school year.
- B. The Executive Board shall meet on the first working Wednesday of each school month.
 - 1. A list of regular meetings for the year shall be published at the beginning of the year.
- C. Special meetings of the Representative Assembly, Executive Board, or General Membership may be called at the direction of the President, with the consent of the majority of the Executive Officers.

Section 2

- A. Except as stipulated in the Constitution and Bylaws, the Association shall be governed by Sturgis Standard Code of Parliamentary Procedure.
- B. A quorum shall consist of at least one (1) representative from a simple majority of eligible sites.



Section 3

- A. Any recordings of meetings must be preapproved by the meeting body.

ARTICLE 10: SCHOLARSHIPS

Section 1

The Association shall make an annual contribution of ~~\$2,500.00~~ **\$5,000** to the B.E.S.T. Scholarship Fund, to be dispersed in five (5) scholarship awards in the amount of ~~\$500.00~~ **\$1000** each to recipients selected by the B.E.S.T. selection committee. The Association's Treasurer shall coordinate with the B.E.S.T. representative to ensure that this contribution is made with the understanding that these scholarships are made available to any graduating **high school** senior of the Bethel School District entering a post-secondary program in the field of education, regardless of their parent's affiliation or non-affiliation with the Association.

ARTICLE 11: RATIFICATION OF THE COLLECTIVE BARGAINING AGREEMENT

Section 1

The General Membership of the Bethel Education Association approves collective bargaining agreements. The membership-at-large must be notified and have access to the content of those agreements twenty-four hours before a vote is taken.