

**North Thurston Education Association
Bylaws**

Purpose and NTEA GOALS

The purpose of North Thurston Education Association shall be to represent all members in bargaining, grievances, and in all matters relating to terms and conditions of employment with the North Thurston Public Schools.

Goal I Involve the total NTEA membership.

Goal II Communicate effectively with all stakeholders.

Goal III Advocate for the personal and professional well-being of all members.

ARTICLE I MEMBERSHIP

Section 1 Active Membership shall be open:

- A. To all non-administrative certificated professional personnel employed by the North Thurston Public Schools who pay the required National Education Association (NEA), Washington Education Association (WEA), UniServ and local (NTEA) dues. This restriction shall not affect professional personnel who joined before September 1, 1972.
- B. Until the member leaves the North Thurston Public Schools system or stops paying active member association dues.
- C. To officers of the North Thurston Education Association, an affiliate of Washington Education Association who pays active member dues.

Section 2 Substitutes

- A. Substitutes may join the Association through the process established by the WEA and NEA.
- B. Substitutes that pay required NEA, WEA and Local dues are Active Member as long as they meet the following requirements:
 - 1. Substitutes who have worked in the District for thirty-days (30) within any twelve (12) month period ending during the current or immediately preceding school year.
 - 2. Long-term substitutes who replace any active member's assignment in excess of twenty (20) consecutive days.

Section 3 Reserve Membership

Reserve membership shall be limited to any person who is otherwise eligible for active membership, but is on limited leave of absence from educational employment, or has held active membership in the Association, but whose employment status no longer qualifies that individual for such membership.

Section 4 Discipline

Except for nonpayment of dues and assessments, no member shall be fined, censured, suspended, expelled, or otherwise disciplined, except as provided in the WEA Constitution and Bylaws.

Section 5 Non-Member Employees

Unless otherwise expressly provided by law, any certificated professional who is not in Active Membership (Section 1) or Reserve Membership (Section 3) shall have no rights or privileges within the Association

Section 6 Membership and Fiscal Year

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

ARTICLE II DUES

Section 1

NTEA dues shall not exceed .0080 of the first cell on the Association-District negotiated salary schedule, rounded to the nearest dollar. Association dues rates for any current year shall be assessed on the salary schedule from the previous year.

Section 2

WEA UniServ dues, which reflect state average salary, are assessed by the UniServ Council.

Section 3

Association members shall pay dues/fees as established in the Bylaws. The dues shall be payable within sixty (60) days of September 1 or date of employment, or through monthly payroll deductions.

ARTICLE III OFFICERS AND DUTIES

The Officers of the Association shall consist of a President, one Vice-President, the immediate Past President, for one year following the election of a new President, a Secretary, and a Treasurer.

Section 1 The President shall:

- A. Preside over meetings of the Executive Board and the Representative Council;
- B. Appoint the chairpersons of the standing committees;
- C. Appoint special committees;
- D. Be the executive officer of the Association;
- E. Represent the Association before the public either personally, School Board and District Administration or through a designee;

- F. Nominate the chairperson and members of the negotiation team subject to the advice and consent of the Executive Board and approval of the Representative Council;
- G. Perform all other functions usually attributed to this office, such as complete all required reports to WEA, new teacher orientation, new member enrollment.
- H. If after taking office, the new Executive Board and/or Representative Council does/do not have ethnic-minority representation at least proportionate to the total ethnic minority member ratio, the President shall call an election within thirty (30) days for the purpose of electing ethnic-minority member(s) to bring the Executive Board and/or Representative Council into compliance; and
- I. Be a voting member of the Executive Board.
- J. Advocate for members.

Section 2 The Vice-President shall:

- A. Assist with recommendations for action by the Representative Council;
- B. Perform the functions usually attributed to the office;
- C. Become President should the Presidency become vacant during that term; and
- D. Be a voting member of the Executive Board.

Section 3 The immediate Past President shall:

- A. Advise the Executive Board;
- B. Assist the President at his/her request; and
- C. Be a voting member of the Executive Board.

Section 4 The Secretary shall:

- A. Keep accurate minutes of all Executive Board, Representative Council and General Membership Meetings; and
- B. Be a voting member of the Executive Board.

Section 5 The Treasurer shall:

- A. Oversee the collection, transmittal, and disbursement of dues;
- B. Deposit all monies in a bank or credit union in the name of the Association;
- C. Notify the Association of the name of the bank or credit union in which dues are deposited;
- D. Disburse funds upon the submission of vouchers approved by the President;
- E. Sign all checks along with either the President, or Vice-President;
- F. Prepare an annual financial report at the close of the fiscal year, which shall be distributed to Executive Board members and one to each work site;
- G. Report at each Executive Board and Representative Council Meeting;
- H. Prepare the books for a yearly audit;
- I. File the appropriate federal and state forms; and
- J. Be a voting member of the Executive Board.

Section 6 The Executive Board Members At-Large shall:

- A. Facilitate two-way communication between members and the Association;
- B. Assist Association Representatives with positive resolution of member concerns;
and,
- C. Be a voting member of the Executive Board.

Section 7 Terms and Succession

- A. The Officers and At-Large Executive Board Members shall serve for two years and may be re-elected without an intervening term.
- B. Whenever the offices of both President and Vice-President shall become vacant between elections, the remaining members of the Executive Board shall choose one of their number to serve as President Pro Tempore until the Representative Council can fill the vacancies.
- C. In case a vacancy in an office, except the Office of the President, occurs, it shall be filled by a recommendation by the Executive Board and approved by the Representative Council.
- D. In the case of a vacancy in the Office of President, the Vice-President shall serve as the President for the remainder of the term.

ARTICLE IV EXECUTIVE BOARD AND DUTIES

Section 1

The Executive Board shall consist of the officers and four elected at-large members; one elementary, one middle school, one high school, and one general at-large. The Executive Board shall be the executive authority of the Association.

Section 2

Whenever a majority of the Executive Board shall agree that a member of the Executive Board has been grossly negligent in his duties as defined in the Bylaws, or is incapacitated, they shall recommend to the Representative Council that the office shall be declared vacant. If the Representative Council so votes by a two-thirds majority, it shall immediately elect a replacement to fill the unexpired term.

Section 3

The Executive Board will serve as the Advocacy Committee.

Section 4

Within policies established by the Representative Council, the Executive Board shall be responsible for the management of the Association, approve all expenditures and carry out policies of the Association.

Section 5

It shall report its transactions via the Representative Council to the members, and recommend policies and procedures for approval by the Representative Council.

Section 6

The Executive Board, as necessary, shall assign NTEA Officers or Executive Board Members At-Large to specific buildings to assist faculty representatives in discussions of Association concerns.

ARTICLE V REPRESENTATIVE COUNCIL AND DUTIES & RESPONSIBILITIES

Section 1

The legislative and policy-forming body of the Association shall be the Representative Council.

Section 2

The Representative Council shall consist of the Executive Board and one or more representatives from each worksite. Any Representative unable to attend will provide a substitute who will have the rights and responsibilities of a Representative for that meeting. The Representative will inform the President of the absence.

Section 3

The Representative Council shall approve the budget, set the rate of dues for the Association, act on the reports of the committees, approve resolutions and other policy statements.

Section 4

Any member of the Association who is not a member of the Representative Council may attend its meetings. Said member shall sit apart from the voting body, but may receive permission to speak.

Section 5

The composition of the Representative Council must attempt to reflect ethnic-minority representation at least proportionate to the total ethnic-minority membership of the Association.

Section 6

The duties and responsibilities of the Representative Council members at each work site and during Representative Council meetings are to the union and the members of the collective bargaining unit. Representatives will pursue the following goals:

- A. A working knowledge of the collective bargaining agreement (CBA);

- B. Attempt to resolve perceived or actual CBA violations from the school District and if unresolved, present complaints and/or grievances to the Executive Board (Advocacy/Grievance Committee) or one of its officers;
- C. Attend disciplinary (or pre-disciplinary) meetings upon request of a member-employee or contract-trained advocate;
- D. Communicate with building members about union news and policy changes by calling regular meetings of members;
- E. Attend Representative Council meetings;
- F. Welcome new, certificated employees and encourage NTEA membership;
- G. Confer with the Chair of the Membership Committee to help maintain accurate union membership lists;
- H. Work to establish regular meetings with building administration to discuss member issues of concern.

Section 7

It may adopt such rules governing the conduct of the Association, the conduct of meetings, and Policy and Procedures as are consistent with this set of bylaws.

Section 8

Powers not delegated to the Executive Board, the Officers, or other groups in the Association shall be vested in the Representative Council.

ARTICLE VI AFFILIATION

The Association shall affiliate with the NEA under its rules and the WEA under its rules.

ARTICLE VII MEETINGS

Section 1

The Executive Board shall meet monthly during the school year upon an established date and at an established time, at the call of the President, or at the request of three (3) members of the Executive Board.

Section 2

The Representative Council shall meet on a Wednesday each month at a regularly established time. The Officers shall prepare a tentative agenda for each meeting and shall circulate it to all members of the Council.

Section 3

The Executive Board shall arrange for General Membership Meetings each year as needed.

Section 4

A special meeting of the membership may be called by the President and/or the Executive Board, or by petition of five percent (5%) of the membership. The President shall call a General Membership Meeting within ten (10) days of the request.

ARTICLE VIII QUORUM

Section 1

A quorum for Representative Council and/or General Membership Meetings shall be members present.

Section 2

A majority of their members shall be a quorum of the Executive Board.

ARTICLE IX REPRESENTATIVES

Section 1

In the spring of each year in which the election of NTEA officers is not held, the members of each identified worksite, being in good standing with the association, shall nominate and elect (for a two-year term) one Building Representative to the Representative Council for every twenty (20) worksite members or major fraction thereof.

- A. The representatives shall be confirmed and modified as necessary in the fall.
- B. There shall be at least one Representative from each building site. (In cases where two members 'sharing' the role of Building Representative appears necessary to meet the 'one Representative from each building site' aim, such an accommodation shall be approved by the Executive Board of NTEA.)

Section 2

Representatives shall be members of NTEA, WEA, and NEA. They shall maintain their membership in good standing during their term of service.

Section 3

Each Representative shall have one vote.

Section 4

If a Representative is not performing the duties of a Representative, recall may be instituted by members in the building. The process is to first contact an Executive Board Member with the grievance. The Executive Board will advise the President, who will take the appropriate steps, which may culminate in the replacement of the Representative through an election. Recall of a Representative shall be accomplished by the consent of a simple majority of those constituents represented.

ARTICLE X STANDING COMMITTEES, AD HOC COMMITTEES & LIAISONS

Section 1

Standing committees shall carry out specified functions and goals of the Association. They shall be selected to represent different groups and buildings in the Association. Each committee may, with the approval of the Executive Board, organize special sub-committees or task forces. The members of these standing committees shall be appointed by the President with the approval of the Representative Council by October of the new year.

Section 2

Each standing committee shall meet when necessary as determined by the call of the Chairperson or President of the Association, and shall carry out its assigned charges.

Section 3

Each committee shall keep a continuing record of activities. The Chairperson shall report items of action to the Representative Council and shall prepare an annual written report summarizing charges, actions, programs, gains, and unattained goals. These reports will be filed as a part of the continuing record in the Association files.

Section 4 Titles and Duties

By acceptance of these Bylaws, the membership of the NTEA authorizes the establishment of the listed committees and liaisons. Each year, the President shall appoint any other special committees, liaisons, or task forces as may be necessary and shall discharge them upon completion of their duties. These committees and liaisons shall operate according to rules approved by the Representative Council.

- A. Membership (w/ Chair)
- B. Advocacy/Grievance (Executive Board)
- C. Nominations and Elections (Ad Hoc)
- D. Benefits Liaison
- E. Bargaining
- F. Professional Development Liaisons (Elementary [1] & Secondary [1])

ARTICLE XI NOMINATIONS AND ELECTIONS

Section 1

All elections of officers, delegates, members-at-large, NEA Representative Assembly Delegates, and WEA Representative Assembly Delegates of the Association shall be by secret ballot or secret electronic ballot, with elections by a majority of valid votes cast, following open nominations. The NTEA Policies and Procedures document shall provide uniform rules and procedures to assure compliance with the Constitution and Bylaws of the WEA and the NEA, including those provisions relative to one-person-one-vote, and ethnic-minority representation.

Section 2

The Nominations and Elections Committee shall be appointed in a timely manner prior to the Representative Assemblies. Nominations for delegates to the WEA and NEA Representative Assemblies shall be presented by the committee in writing at a meeting of the Council; nominations may also be made from the floor. At the end of meeting nominations will be closed. A report to the committee shall be sent to each educational unit in a timely manner following the Council meeting. The committee shall conduct the election of delegates by rank order of total votes. In the event that there are fewer candidates than positions available, write-in candidates must receive a vote total at or exceeding ten percent (10%) of the legal ballots cast to be elected.

Section 3

Nominations for President, Vice-President, Secretary and Treasurer, UniServ Council Representatives, and Executive Board At-Large positions shall be presented by the committee in writing at the April meeting, in the election year, of the Council. Nominations may also be made from the floor. At the end of the April Council meeting, nominations will be closed. A report of the committee shall be sent to each educational unit in a timely fashion following the Council meeting. The committee shall conduct the election of officers by secret ballot or secret electronic ballot no later than the last week of May. The Executive Board shall approve the time of the election and ensure it is convenient for participation by all active members.

Section 4

Any election of officers shall be by secret ballot or secret electronic ballot observing the one-person-one-vote principle. The final results shall be announced in each educational unit. NTEA Officers shall be elected in April/May, and shall assume office, with the exception of the President, at the end of the school year or when negotiations are completed. The President's term shall begin immediately following the NEA Representative Assembly.

Section 5

To win, a candidate must receive a majority of the legal votes cast. In the event of a plurality or tie, the Executive Board shall hold a run-off election within fifteen (15) days between the two (2) candidates receiving the most votes. A write-in candidate running unopposed must receive 10% of the legal votes cast to be elected.

ARTICLE XII PARLIAMENTARY AUTHORITY

Sturgis Rules of Order shall be the parliamentary authority for the Association on all questions not covered by the Bylaws and such standing rules as the Representative Council may adopt.

ARTICLE XIII POLICY AUTHORITY

A majority vote of the membership present and voting at any duly authorized meeting or of the Representative Council shall determine the policies and actions of the Association

except as otherwise provided in this Constitution and Bylaws.

ARTICLE XIV AMENDMENTS

These bylaws may be amended by a majority vote at any regular meeting of the Representative Council, provided that the proposed amendment has been previously studied by the Executive Board, and that copies have been sent out to Representatives two calendar weeks in advance of the meeting.

ARTICLE XV RATIFICATION OF AGREEMENTS AND AUTHORIZATION FOR STRIKES

Section 1

After completion of the following procedures, the President and Chairperson of the Bargaining Team shall be authorized to sign a legal; binding agreement with the employing board:

- A. A report and recommendation is made by the Bargaining Team;
- B. A meeting for information and discussion is held in each Zone;
- C. A written digest of the proposed agreement or changes is provided to all members in advance at the ratification meeting;
- D. Members shall vote for ratification by ballot in their buildings or by electronic ballot in accordance with the procedures developed by the Nominations and Elections Committee and approved by the Representative Council; and
- E. A majority affirmative vote is tallied of the active membership voting.

Section 2

The procedure outlined in Section 1 shall be modified in the event bargaining takes place following the end of the work year and an impasse has been declared. The Bargaining Team may call for a General Membership Meeting for the purpose of determining a course of action.

- A. At least twenty-four (24) hours written notice of the meeting is required. The notice shall specify date, time, place, and purpose of the meeting.
- B. In a work stoppage situation, the twenty-four (24) hour written notice shall be waived.

Section 3

Strike action must be authorized by a majority vote of those members present and voting in a special General Membership Meeting.

ARTICLE XVI UNISERV

NTEA Representatives to the WEA Chinook UniServ Council shall be the President, Past President, Vice-President, and At-Large Members elected by the general membership each year.

ARTICLE XVII BUILDING SITES

North Thurston High School	Lakes Elementary School
River Ridge High School	Lydia Hawk Elementary School
South Sound High School	Meadows Elementary School
Timberline High School	Mountain View Elementary School
Aspire Middle School	Olympic View Elementary School
Chinook Middle School	Pleasant Glade Elementary School
Komachin Middle School	Seven Oaks Elementary School
Nisqually Middle School	South Bay Elementary School
Salish Middle School	Woodland Elementary School
Chambers Prairie Elementary School	District Office
Evergreen Forest Elementary School	
Horizons Elementary School	
Lacey Elementary School	

Amended: 10-23-96	4-19-06	11-12-14	10-17-18
Amended: 05-05-99	10-28-08	04-25-18	
Amended: 11-20-02	5-19-10	05-23-18	