

**North Thurston Education Association
Bylaws**

ARTICLE I NTEA GOALS

The NTEA shall be a member-advocate Association and shall develop and maintain association strength and security in working towards the following goals:

- 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 II MEMBERSHIP

Section 1 Active Members

- A. Active membership in the Association shall be open to all professional personnel employed in the schools of the North Thurston School District who hold an earned bachelor's or higher degree (or hold a regular vocational or technical certificate) and where required, hold or are eligible to hold a regular legal certificate; and who agree to abide by the Code of Ethics of the Education Profession.
- B. The first restriction in the preceding paragraph shall not affect professional personnel who joined before September 1, 1972.
- C. Active membership shall be continuous until the member leaves the school system or resigns from the Association. Non-members will pay a fee to the Association in an amount equal to unified membership dues.
- D. Active members of the Association shall also be members of the Washington Education Association (WEA) and the National Education Association.
- E. Active members who retire and remain in the community may remain members (without payment of dues or at a dues rate determined by the Representative Council).
- F. All active members of the Association shall have equal rights and privileges within the Association which include:
 - 1. the right to nominate candidates;
 - 2. the right to vote in elections or on referenda of this Association;
 - 3. the right to hold office;
 - 4. the right to participate in the deliberations of the organization and to vote on contract ratification; and
 - 5. the right to attend all membership meetings of the Association.

Section 2 Substitutes

- A. Substitutes may join the Association through the process established by the WEA and NEA.
- B. Substitutes shall receive representation as proscribed by law and are defined as follows:
 - 1. Substitutes who have worked in the District for thirty (30) days 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 Associate Members

A. Associate membership shall be limited to any person not eligible for other classes of membership and not engaged actively in the education profession.
B. Associate members have no voting power, nor may they hold office in the Association.

Section 5 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 6 Agency Shop Fee Payers

Unless otherwise expressly provided by law, persons who tender agency shop fees shall have no rights or privileges within the Association.

ARTICLE III OFFICERS

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.

ARTICLE IV EXECUTIVE BOARD

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

The Constitution and Bylaws shall guarantee and set forth procedures for ethnic-minority representation on the Executive Board proportionate to the Association's ethnic-minority membership.

Section 3

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 Council so votes by a two-thirds majority, it shall immediately elect a replacement to fill the unexpired term.

ARTICLE V REPRESENTATIVE COUNCIL

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.

Section 3

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 4

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

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 at least once each month 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 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 so that representatives have time to discuss it with their building members in advance of the Council Meeting.

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 DUTIES OF OFFICERS AND EXECUTIVE BOARD MEMBERS AT-LARGE

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, except when it employs an executive secretary;

- E. represent the Association before the public either personally 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;
- 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.

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. hold all funds and disburse them accordingly 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 X DUTIES OF THE EXECUTIVE BOARD

Section 1

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 2

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

Section 3

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 XI DUTIES OF THE REPRESENTATIVE COUNCIL

Section 1

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, and shall adopt procedures for implementing the Code of Ethics of the Education Profession.

Section 2

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 3

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

Section 4

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. organize and oversee the subsequent elections of Representative Council members and the enrollment of new members; and
- C. maintain two-way association communication within the building.

ARTICLE XII REPRESENTATIVES

Section 1

In the spring in each building, members in good standing of the Association shall choose for a term of one year, one representative to the Representative Council for each fifty (50) building site 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 (See Article XXII). (One member from each building shall be chosen the Head Representative.)

C. New building sites may be added at the discretion of the Representative Council.

Section 2

Representatives shall attend the regular meetings. They shall provide a substitute when they are absent.

Section 3

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

Section 4

Each Representative shall have one vote.

Section 5

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 XIII STANDING COMMITTEES

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. Each year the President shall appoint any other special committees or task forces as may be necessary and shall discharge them upon completion of their duties. These committees shall operate according to rules approved by the Representative Council.

- A. Political Action
- B. Negotiations Steering
- C. Advocacy
- D. Joint Housing
- E. Nominations and Elections
- F. Benefits
- G. Environmental
- H. Bargaining

ARTICLE XIV 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, 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 the 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 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 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 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 XV 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 XVI 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 XVII 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 XVIII MEMBERSHIP AND FISCAL YEAR

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

ARTICLE XIX DUES

Section 1

NTEA dues shall not exceed .0080 of the base salary of the North Thurston School District's salary schedule, rounded to the nearest dollar. The Executive Board may offer a recommendation to the Representative Council any given year for modification up to this percentage.

Section 2

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

Section 3

Association members and agency shop fee payers 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 XX 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; and
- C. a written digest of the proposed agreement or changes is provided to all members in attendance at the ratification meeting;
- D. members shall vote for ratification by ballot in their buildings 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 XXI 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 XXII BUILDING SITES

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| 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 |
| Chinook Middle School | Olympic View Elementary School |
| Komachin Middle School | Pleasant Glade Elementary School |
| Nisqually Middle School | Seven Oaks Elementary School |
| Evergreen Forest Elementary School | South Bay Elementary School |
| Horizons Elementary School | Woodland Elementary School |
| Horizons Intermediate School | Special Services/District Office/ |
| Lacey Elementary School | |

Amended: 10-23-96
Amended: 5-5-99
Amended: 11-20-02
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