

## By Laws

### Purpose

- a. The purpose of this union shall be to promote the professional and economic welfare of its members, to improve the quality of education, and to protect the rights and interests of its members.

### Membership

- a. Membership in the union shall be open to all full-time and part-time certificated employees of the Shelton School District. Membership Chair will be appointed by the President.

### Dues

- a. Dues shall be set by the executive board and shall be paid by all members in good standing.
- b. Dues may be subject to annual increase(s).
- c. Dues shall be used for the expenses of the union and for the expenses of the collective bargaining process.

### Executive Board

- a. The executive board shall be composed of the president, elementary vice president, secondary vice president, secretary, treasurer who shall be elected by the membership.
- b. Elected officers will appoint a bargaining chair, grievance chair, membership chair, WEA-PAC Chair, and representatives for Special Education and ESA's. These positions are often combined with duties of executive board members.
- c. The executive board shall have the power to make decisions on behalf of the union.

### Terms of Office

- a. Executive board elections will be staggered in alternate terms to preserve the integrity of the board whenever possible.
- b. The term of office for executive officers shall be three years. There is no limit to the number of terms which officers may serve.
- c. If the current President desires to run for office of President succeeding themselves then the President must run a reelection to maintain his/her office.

### Duties of Officers

- a. The President shall:
  - a. Preside at all official meetings
  - b. Appoint and/or discharge all committee members with the approval of the Executive Board
  - c. Charge committees with their duties.
  - d. Represent the Association at meetings with school district management. Represent the Association at WEA and NEA conventions.
  - e. Prepare an agenda based on the actions of the Executive Board.

- f. Conduct an organizational meeting each year for members of the Executive Board and chairman of standing committees prior to the time school starts
  - g. With the assistance of the Executive Board, prepare a calendar of events for the year and publish the same by September of each school year.
  - h. Be responsible for the preparation of Association goals and purposes for the ensuing year and the publication of the same prior to the start of the new school year.
  - i. Be an ex-officio member of the bargaining committee.
- J. Maintain the SEA website

Secondary Vice President:

- A. Assist in support of secondary school members ( 7th-12th grade) by a.) responding to building concerns, b.) becoming knowledgeable of secondary needs and advocating on their behalf, c.) in collaboration with the president, support the members to exercise their rights through the negotiated contract, d) Be an ex-officio member of the Grievance Committee.
- B. Support the work of the president by a.) attending meetings with district leaders for the purpose of consultation and collaboration. b.) attending and reporting on school board meetings. c.) ensuring communication with the members currently by way of the website. d.) Appraise membership requests for grants and scholarships in conjunction with the executive board.

Be an ex-officio member of the Grievance Committee for 7th-12th

Elementary Vice-President:

- A. Assist in support of secondary school members ( PK-6th grade) by a.) responding to building concerns, b.) becoming knowledgeable of secondary needs and advocating on their behalf, c.) in collaboration with the president, support the members to exercise their rights through the negotiated contract, d) Be an ex-officio member of the Grievance Committee.
- B. Support the work of the president by a.) attending meetings with district leaders for the purpose of consultation and collaboration. b.) attending and reporting on school board meetings. c.) ensuring communication with the members currently by way of the website. d.) Appraise membership requests for grants and scholarships in conjunction with the executive board.

Be an ex-officio member of the Grievance Committee for PK-6th

Section 3. The Secretary shall:

- a. Notify the appropriate members as to the time and place of the Executive Board, the Representative Council and membership meetings

- b. Keep accurate notes of all Executive Board, representative Council, and membership meetings; distribute copies of Executive Board notes to Executive Board members following meetings; distribute notes of building representative membership meetings to all representatives with 48 hours
- c. Maintain the records and files of the Association.
  
- d. Be an ex-officio member of the Scholarship Committee.

Section 4. The Treasurer shall:

- a. Oversee the collection process of WEA and the transmittal 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
- e. Sign all checks with the exception of check payable to the SEA Treasurer
- f. Prepare an annual financial report which shall be distributed once each year to Executive Board members.
- g. Report at each membership meeting.
- h. Prepare the books for an audit.
- i. File the appropriate federal and state forms. ¶..
- j. To supervise the preparation and the distribution of the preliminary and adopted budget.
- l. Shall attend all Executive Board and Representative Council meetings.

The Grievance Chair shall:

- a. Attend all Executive Board meetings
- b. File appropriate paperwork per SEA CBA
- c. Maintain accurate records
- d. Support members with grievance proceedings
- e. Update Executive Board regarding grievance proceedings

The Bargaining Chair shall:

- a. Attend all Executive Board meetings
- b. Communicate with the District on behalf of the SEA
- c. Plan, prepare and research items for negotiations
- d. Communicate with the bargaining team
- e. Assemble bargaining team with Executive Board approval
- f. Inform members of contract language changes and call for ratification

The Membership Chair shall:

- a. Attend the New Teacher training day
- b. Process E-Join Enrollment forms
- c. Keep accurate list of SEA Members in the Shelton School District
- d. Coordinate records with the SEA Treasurer for the purposes of new member reimbursements

The WEA-PAC Chair shall:

- a. Attend all Chinook sponsored WEA-PAC meetings
- b. Give monthly reports at building representative meetings
- c. Actively recruit members to join WEA-PAC

- d. Maintain accurate WEA-PAC records
- e. Recruit members to lobby legislature as needed
- f. Attend WEA-RA annually and report back to the membership

The ESA (Educational Staff Associate) Representative shall:

- a. Represent certificated members to include but not limited to: counselor, psychologist, nurse, occupational therapist, physical therapist, social worker, speech and language pathologist, behavior analyst
- b. Attend all Executive Board meetings
- c. Attend all SEA Representative meetings

The Special Education Representative shall:

- a. Represent all PK-12 special education certificated members
- b. Attend all Executive Board meetings
- c. Attend all SEA Representative meetings
- d. Be an active member of the bargaining team

6. Meetings: Regular meetings of the union shall be held at least once a month, and special meetings may be called as necessary by the executive board.

#### 7. Collective Bargaining

- a. The union shall have the right to bargain collectively with the school district on behalf of its members.
- b. The executive board and bargaining chair shall appoint a negotiation team to conduct negotiations.
- c. 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 and Executive Board;
  - c. A written digest of the proposed agreement or changes provided to all members in attendance at the ratification meeting;
  - d. Questions and answers session for members prior to voting.
  - e. A simple majority affirmative vote, by electronic ballot, of the total active membership present and voting.
- d. 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.

#### 8. Strikes

- a. Strikes shall be the last resort after all attempts to negotiate a fair contract have been exhausted. Any strike must be authorized by a two-thirds vote of the membership with an eighty (80) percent approval rate.

9. Political Action: The union shall have the right to support political candidates and issues that promote the interests of its members and public education.

#### 10. Discipline:

- a. No member of the union shall be disciplined within the union without just cause. Any member facing discipline shall have the right to a fair hearing before the executive board.

- b. Any SEA member may be expelled or suspended from membership, censured, and/or fined for the following cause or causes:
  - 1. refusing to abide by the Constitution and Bylaws;
  - 2. working in opposition to a local WEA affiliate's exercise of its professional rights or legal or contractual obligations;
  - 3. working as a strikebreaker, crossing a picket line of any WEA affiliate in the event of a work stoppage which has been approved by a majority of those members present and voting at a meeting called to decide such issues, or knowingly giving or attempting to give information to a struck employer which tends to undermine the position of the WEA and its affiliates; and
  - 4. filing charges against another member in bad faith or out of malice. Prior to any such censure, suspension, expulsion, and/or fine, the WEA Board shall inform the accused member of the alleged cause or causes for the proposed action and the member's opportunity for a hearing if requested within twenty (20) calendar days of receiving notice. The WEA Board may conduct the hearing or delegate responsibility to an appointed group which shall make findings and recommendations to the WEA Board. Thereafter the WEA Board may conduct other hearings it considers appropriate and upon making a decision shall inform the member of the decision and the reasons thereof. The WEA Board shall adopt procedural rules consistent with due process it deems appropriate to implement this section.

#### 11. Amendments:

- a. The SEA bylaws will be reviewed and updated annually by the Executive Board.
- b. These bylaws may be amended by a two-thirds vote of the April membership meeting, provided that notice of the proposed amendment has been given to the membership at least one week prior to the meeting.
- c. These bylaws shall be amended by majority vote at any regular meeting of the Representative Council provided the proposed amendments have been previously studied by the Executive Board and that copies have been sent to the members of the Representative Council one calendar week in advance of the meeting.

#### 12. Elections

- a. Every year, in February, the President will announce the vacancies and call for nominations
- b. All voting will be conducted electronically and ratification will be by simple majority at the April membership meeting

#### 13. Membership Representatives

It is SEA's desire to have representatives reflective of our demographics.

#### 14. Initiative & Referendum

The membership shall have the right of initiative. A request must be stated in the form of a position submitted to the President of the Association stating the action desired. The initiative petition must have valid signatures of at least 20% of general membership in good standing.

#### 15. Amendments

- a. Proposals to amend these By-Laws may be made by the Executive Board or the Representative Council.
- b. This Constitution shall be amended by a simple majority electronic ballot vote of the membership in good standing.

- c. Notice of this election and the proposed amendment(s) will be part of the yearly general membership meeting.
- d. Amendments shall become effective immediately.

These bylaws shall be amended by majority vote at any regular meeting of the Representative Council provided the proposed amendments have been previously studied by the Executive Board and that copies have been sent to the members of the Representative Council one calendar week in advance of the meeting.