

BYLAWS OF THE BATTLE GROUND EDUCATION ASSOCIATION
(Ratified February 22, 2017)

ARTICLE I MEMBERSHIP

All members of the recognized bargaining unit are eligible for Battle Ground Education Association (BGEA) membership.

ARTICLE II DUES, FEES, AND ASSESSMENTS

- A. BGEA members and fair share fee payers shall pay .007 of the base salary of that year for local dues. Riverside Uniserv Council (RUC), Washington Education Association (WEA), and National Education Association (NEA) dues will be determined by those governing bodies.
- B. Special provisions may be made for members of other locals transferring into this local during the membership year.
- C. Special assessments may be levied by the two-thirds vote of the General Membership, provided the proposal includes a termination of the special assessment in either dollar amounts or a specific date.

ARTICLE III MEETINGS

Section I Executive Board

- A. The Executive Board shall meet monthly. The dates and times shall be published and distributed at the first Representative Council meeting.
- B. There shall be one Executive Board meeting prior to each regularly scheduled Representative Council meeting.
- C. At the call of the President, or at the request of three members of the Board, a special meeting of the Executive Board will be held. Business to be discussed at special meetings must be stated in writing and sent electronically to each Executive Board member prior to the meeting.
- D. All Executive Board members shall make every reasonable effort to attend Executive Board meetings.

Section 2 Representative Council

- A. The Representative Council shall meet monthly as per published calendar.
- B. The Executive Board shall prepare the agenda for each meeting and make it accessible to members prior to the meeting.
- C. Special meetings of the Representative Council may be held at the call of the President or upon written request to the Executive Board from five representatives. Business to be discussed at the special meeting must be stated in writing and sent to each Representative Council member.
- D. All Representatives shall make every reasonable effort to attend Representative Council meetings.

Section 3 General Membership

- A. The Executive Board shall arrange at least two meetings of the members each year for discussion of professional issues.

ARTICLE IV QUORUM

- A. A simple majority of their members shall be a quorum for the Representative Council, Executive Board, or Committees.
- B. A quorum of a General Membership meeting shall be the number of members present.

ARTICLE V TERMS OF OFFICE AND DUTIES OF EXECUTIVE BOARD POSITIONS

Section 1 Terms of Office

- A. In odd years, the offices of President, Vice President of Membership, Primary Representative at Large, and High School Representative at Large shall be elected for two year terms.
- B. In even years, the offices of Vice President of Advocacy, Secretary, Treasurer, Middle School Representative at Large, and WEA PAC Chair shall be elected for two year terms.

Section 2 Officers

- A. President shall:
 - 1. preside at all official meetings and perform such duties as are customarily associated with the office,
 - 2. communicate with members in a timely manner,
 - 3. appoint and/or discharge all committee members with the approval of the Executive Board and serve as an ex-officio member of all committees or designate someone to do so,
 - 4. appoint a Parliamentarian from the Representative Council at the September Representative Council meeting each year,
 - 5. appoint a Lead Digital Communicator from the General Membership,
 - 6. charge committees with their duties,
 - 7. represent BGEA and individual members at meetings with Battle Ground Public Schools administration,
 - 8. prepare and submit an annual report of BGEA activities to the representatives at the September Representative Council meeting,
 - 9. in conjunction with the Secretary, create and distribute the BGEA Newsletter, *The Advocate* on a quarterly basis,
 - 10. visit work sites to communicate with members,
 - 11. attend school board meetings,
 - 12. represent BGEA before the public either personally or through delegates,
 - 13. attend meetings of RUC,
 - 14. attend WEA and NEA Representative Assemblies
 - 15. in conjunction with the Vice Presidents, plan important events of BGEA,

16. in conjunction with the Treasurer, prepare and participate in the creation of financial documents and audits,
17. complete Weekly Activity Reports (WAR), per WEA guidelines,
18. serve on the Negotiation Team.

B. Vice President of Advocacy shall:

1. assist the President,
2. act in the absence of the President,
3. assume the Office of the President in the event that the President is unable to perform the duties of the office,
4. stand in for the President in member representation,
5. chair committees as assigned,
6. plan annual Retirement Celebration & Dinner.
7. other duties as assigned

C. Vice President of Membership shall:

1. maintain BGEA membership records,
2. facilitate planning of new hire BGEA orientation and enrollment to take place during BGPS new certificated staff orientation days,
3. chair the Membership Matters and Scholarship committees,
4. facilitate planning of new member social events, including one in August,
5. monitor new hires, resignations, and certificated staff on leave,
6. plan member engagement opportunities
7. other duties as assigned

D. Secretary shall:

1. keep accurate minutes of all meetings of the Executive Board, Representative Council, General Membership, and BGPS Labor Management,
2. distribute minutes of Executive Board and Representative Council to respective members,
3. post General Membership meeting minutes to BGEA web page,
4. provide copies of the minutes of standing committees to the committee chairpersons for the ensuing year,
5. chair the Public Relations committee,
6. distribute BGPS Labor Management minutes to the Executive Board,
7. coordinate with the President to maintain the BGEA calendar,
8. notify the appropriate members as to the time and place of the Executive Board, Representative Council, and General Membership meetings within the time limits set forth in the Constitution and Bylaws,
9. maintain member contact database,
10. coordinate with the President, create and distribute the BGEA Newsletter, *The Advocate* on a quarterly basis.
11. other duties as assigned

E. Treasurer shall:

1. oversee the collection, transmittal, and disbursement of dues,
2. deposit all monies in a bank in the name of the BGEA,

3. notify the Executive Board of the name of the bank(s) in which monies are deposited,
4. hold all funds and disburse them accordingly upon the submission of vouchers approved by the President,
5. sign all checks along with either the President, the Vice President of Advocacy, and/or the Vice President of Membership,
6. keep accurate accounts of receipts and disbursements,
7. advise committees on budget and purchasing questions,
8. prepare an annual financial report to be distributed once each year to Executive Board members and each work site,
9. report on the budget and fund balance by bank account at each Representative Council meeting,
10. prepare the books for an audit, and
11. file the appropriate federal and state forms.
12. other duties as assigned

Section 3 Representatives at Large

- A. The Representatives at Large shall be elected by the members they represent on the basis of one representative each for primary, middle, and high school.
- B. The Representatives at Large shall:
 1. be guardians of the constitution. To that end, they shall be conversant on the Constitution,
 2. serve as the ombudsmen of BGEA by providing oversight to ensure that the officers of BGEA conduct their offices within the limits of the Constitution and Bylaws,
 3. provide a direct link between the BGEA head reps and the elected officers of BGEA. They shall seek answers to complaints and questions that concern BGEA members,
 4. attend all Executive Board and Representative Council meetings,
 5. chair the Election Committee and conduct and monitor all BGEA elections and ratification votes, including facilitating the annual BGEA officer candidate forum.
 6. other duties as assigned

Section 4 WEA Political Action Chair

- A. The WEA Political Action Committee (WEA PAC) Chair shall be elected by BGEA members to inform them on relevant political issues at the local, state, and national level.
- B. The WEA PAC Chair shall:
 1. attend and make reports to Executive Board and Representative Council meetings,
 2. chair the WEA PAC committee,
 3. Recruit and support pro-education school board candidates in odd numbered election years,
 4. organize lobbying dates in Olympia,
 5. in conjunction with the Executive Board, run the annual WEA PAC drive,
 6. coordinate volunteer efforts to support local and state election campaigns that impact public education.
 7. other duties as assigned

Section 5 Dismissal and Resignation of Executive Board

- A. Whenever a majority of the Executive Board agrees that a member of the Executive Board has been grossly negligent of the duties defined in the Bylaws or is incapacitated:
 - 1. they shall recommend to the Representative Council that the position be declared vacant.
 - 2. If the Council votes by a two-thirds majority, the Representative Council shall immediately elect a replacement to fill the expired term.
- B. If an Executive Board member resigns before completing his/her term of office, a letter of resignation will be submitted to the Executive Board.

ARTICLE VI POWERS OF THE EXECUTIVE BOARD

- A. The Executive Board is responsible for the management of BGEA affairs and business, including interpretation of the Constitution, Bylaws & Policies.
- B. At the first meeting in August, The Executive Board shall:
 - 1. review and establish the missions, goals, and priorities of BGEA,
 - 2. review and approve the financial records,
 - 3. prepare and submit for approval to the Representative Council a budget that reflects the current missions, goals, and priorities,
 - 4. review and recommend the Constitution, Bylaws and Policies,
 - 5. review and revise draft of upcoming annual calendar.
- C. Additional powers of the Executive Board include:
 - 1. carry out established policies and suggest policies for consideration of the Representative Council,
 - 2. approve committee chairpersons and committee membership appointments, including RUC representatives, negotiations team members
 - 3. monitor the grievance process,
 - 4. determine whether to begin, continue, or terminate an arbitration,
 - 5. approve or deny Collective Bargaining Agreement waivers
 - 6. consider requests for Memorandums of Understanding and Letters of Agreement,
 - 7. approve or deny religious objection status.

ARTICLE VII REPRESENTATIVE COUNCIL

Section 1 Powers

- A. The Representative Council shall:
 - 1. approve the budget,
 - 2. approve resolutions and other policy statements of BGEA,
 - 3. approve employment of support staff, as needed,
 - 4. ensure meetings are conducted consistent with the Constitution, Bylaws and Policies,
 - 5. act as the final judge of qualifications of all candidates and election of officers and representatives.
- B. Powers not delegated to the Executive Board and Officers shall be vested in the Representative Council.

Section 2 Duties of Representatives

- A. Building Representatives shall:
 - 1. attend meetings of the Representative Council,
 - 2. accurately articulate building concerns to BGEA and disseminate information from BGEA to their building members in a timely manner,
 - 3. establish a Strategic Intentions to Empower (SITE) team using a one representative to ten-member ratio to assist in prompt communication,
 - 4. host monthly 10 minute meetings for all building members,
 - 5. build trust and maintain confidentiality,
 - 6. work actively to establish a collaborative relationship with their building administration and meet monthly after each Representative Council meetings for the purposes of problem solving and member representation,
 - 7. upon request, represent members in meetings with their administrator,
 - 8. maintain a bulletin board of BGEA information.

Section 3 Head Representatives

- A. The elected representatives of each building will elect one representative to serve as the Head Representative.
- B. The Head Representative shall:
 - 1. make every reasonable effort to attend all Rep Council meetings and if not able to attend designate a site rep to attend as designee Head Rep,
 - 2. schedule monthly 10 minute meetings,
 - 3. schedule monthly meetings with building administration,
 - 4. designate a representative to update the bulletin board monthly,
 - 5. facilitate all elections held at the building level,
 - 6. establish the SITE Team and provide a written record of this team to the President by the October Rep Council meeting,
 - 7. recruit the appropriate number of Building Representatives for their building, at the 1:10 ratio, as needed,
 - 8. record building member home contact information and provide this information to the President by the October Rep Council meeting.

Section II Nominations

- A. BGEA members may nominate candidates for President, Vice President of Advocacy, Vice President of Membership, Secretary, Treasurer, Representatives at Large, and WEA PAC Chair from the association membership.
- B. Nominations for candidates for office will be made at the March and April Representative Council meetings or by emailing one of the Representatives at Large prior to the April Representative Council meeting. Nominations close at the end of the nomination portion of the April Representative Council meeting agenda. The final slate of candidates will be read at this time.
- C. The Rep Council shall be the final judge of the qualifications of members seeking office.
- D. The final slate of candidates will be approved by a simple majority vote of the Representatives present.
- E. A member may not be a candidate for more than one position on BGEA Executive Board.
- F. The Representatives at Large, upon receiving nominations, shall contact the individuals nominated. Candidates will be asked to confirm in writing their willingness to run prior to being placed on the ballot.

Section III Elections

- A. Candidates in odd years for President and Vice President of Membership and in even years for Vice President of Advocacy shall have the opportunity to address the membership in a candidate forum. Other candidates for office will be present to be introduced, but will not participate in the forum.
- B. Members shall vote in Executive Board elections by secret ballot. In addition to those nominated, ballot space will be provided for write-in candidates.
- C. The Election Committee shall publish candidate statements and photos that accompany the ballots.
- D. The Head Building Representative will be sent the ballots for their building and will hold the election in their building, ensuring for its accuracy and secrecy. (Policy #2)
- E. The Representatives at Large will determine the final vote count, ensure the accuracy of the results, then report the results to the Executive Board, notify all candidates running, and publish them to the membership.
- F. Candidates must receive 50% + 1 of the ballots cast to be elected. (Policy #2-E1)
- G. The General Election shall be held no later than May 15th. New officers will be announced no later than June 1st and assume duties on July 1st.

ARTICLE VIII WEA AND NEA REPRESENTATIVE ASSEMBLY ELECTIONS

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

ARTICLE IX COMMITTEES

- A. Standing Committees may be established by the President with the approval of the Executive Board. Standing Committee members shall serve during the year for which they are appointed or until discharged by the President with the approval of the Executive Board. Members may serve on a Standing Committee for more than one year.
- B. Standing Committees may include but shall not be limited to:
 - 1. Scholarship Committee
 - 2. Membership Matters Committee
 - 3. Public Relations Committee
 - 4. Retirement Dinner Celebration Committee
 - 5. Governing Documents Committee
 - 6. Bargain Support Committee (see Article X, Section 2)
 - 7. Elections Committee,
 - 8. WEA PAC Committee.
 - 9. Riverside-Uniserv Council - RUC
- C. Ad Hoc committees shall:
 - 1. be appointed by the President or by a majority vote of the Executive Board to function for a specific purpose for a specific period of time, usually less than a year,
 - 2. tasks shall be clearly stated and limited in scope,
 - 3. members shall serve until discharged by the President with the consent of the Executive Board,
 - 4. the committee shall be dissolved when its tasks are complete.

- D. All committees must take minutes and file them with the secretary of BGEA. The secretary shall provide copies of the minutes of standing committees to the committee chairpersons for the ensuing year.
- E. All committees shall report to the President and/or Executive Board and to the membership as directed.

ARTICLE X NEGOTIATIONS

Section 1 Executive Board

1. The Executive Board will organize interest groups and/or task forces to accomplish goals of BGEA.
2. Every attempt will be made to ensure that all members' interests are represented.

Section 2 Negotiations Team

1. The team shall consist, at a minimum, of the BGEA president and a representative from the primary, middle, and high school. A variety of negotiations experience, skills, and demographics should be represented on the team.
2. The Negotiations Team shall be selected by the President from the membership and recommended by the Executive Board.

Section 3 Bargain Support Team

1. The Bargain Support team will consist of members from each building that will be a resource and will organize actions to support negotiations.

ARTICLE XI MEMBERSHIP AND FISCAL YEAR

The membership and fiscal year shall be July 1 through June 30.

ARTICLE XII RATIFICATION OF AGREEMENT AND AUTHORIZATION FOR STRIKES

- A. The President and the chairperson of the negotiations team shall be authorized to sign a legal, binding, yearly or multi-year agreement with the school board only after completion of the following procedure at a General Membership meeting:
 1. a report and recommendation by the negotiations team,
 2. a report and recommendation by the Executive Board,
 3. a written digest of the proposed agreement or changes provided to all members in attendance at the General Membership / Ratification meeting,
 4. discussion by the membership, both for and against,
 5. a majority (50%+1) affirmative vote by secret ballot of the total active membership present and voting,
 6. the secret ballot shall be prepared by the President under the balloting procedures
 7. the contract will be deemed ratified if it receives a "yes" vote from 50% plus one of those present and voting,

8. Ballots will be counted at the General Membership meeting by the Representatives at Large and results will be announced at the meeting.
- B. Ratification of amendments to the negotiated agreement shall occur at a General Membership meeting.
- C. 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.
- D. Strike action must be authorized by a two-thirds majority vote (66.67%) of the members present and voting in a special meeting.

ARTICLE XIII POLICY AUTHORITY

A majority vote of 50% + 1 of the representatives in attendance and voting at a Representative Council meeting shall determine the policies and actions of BGEA except as otherwise provided in this Constitution and Bylaws.

ARTICLE XIV PARLIAMENTARY AUTHORITY

The current edition of Standard Code of Parliamentary Procedure by Alice Sturgis governs this organization in all parliamentary situations that are not provided for in the law or in its Charter, Constitution, Bylaws, or adopted rules.

ARTICLE XV AMENDMENTS

- A. Proposals to amend these Bylaws may be made by the Executive Board or by petition of 66.67 percent of the membership.
- B. These Bylaws shall be amended by a secret ballot vote a two-thirds (2/3) majority vote of the representatives in attendance and voting at a Representative Council meeting.
- C. Notice of this election and the proposed amendment(s) shall have been delivered to each member at least 10 working days in advance.
- D. Amendments shall become effective immediately unless otherwise provided.