

# **BATTLE GROUND EDUCATION ASSOCIATION POLICIES**

Created 2016

## **Policy 1: Dues Structure**

Membership dues established by NEA, WEA, RUC, and BGEA are separate entities and shall be reported to the members as such.

## **Policy 2: Annual Election Balloting Policy**

### **A. Building Balloting**

1. The Head Building Representative or designated Building Representative should check the election packets to be sure that they have received enough ballots for all members. A list of ineligible voters at each building site will be included in the packet. If any discrepancy exists, the Head Building Representative or designee should immediately contact a Representative at Large.
2. Employees who are not members but who are eligible for membership may complete a membership form in order to receive a ballot. Members' names will be added to the Voter Registration Sheet. They must sign the voting roster in order for their vote to be valid.
3. The Representatives at Large will keep accurate records on the distribution and collection of ballots.
4. To avoid errors and challenges, the Head Building Representatives or SITE representative must follow the Instructions printed on the Voter Registration Sheet included in each packet.
5. Polling sites shall be designated as work sites in Battle Ground Public Schools and the BGEA office. A work site may be rejected as a polling site if no Building Representative at that site takes charge of balloting. If more than one polling site is used, the Voter Registration Sheets for each polling site must be placed in a sealed envelope with ballots from that same polling site. This is to avoid possible rejection of all ballots from BGEA if problems arise at one polling site.
6. The President must allow at least 5 working days for balloting to take place.
7. Each voter must sign his/her ballot on the Voter Registration Sheet.
  - a. Eligible voters shall be exclusively BGEA members. Head Representatives or designees shall check when the ballot is returned to the envelope.

### **B. Returning Ballots to BGEA**

1. All ballots returned to BGEA must include the following:
  - a. Ballots
  - b. Voter Registration Sheet(s)
2. Return all ballots and Voter Registration Sheets at one time.
3. All packets containing the items in B.1a and B.1b above must include the name of the polling place.

### **C. Ballot Counting Procedure**

1. Ballots will be counted immediately following the close of the election by the Elections Committee (as provided by the Bylaws Article IX, Part B). Ballots counted

by the Grademaster machine shall be sampled for accuracy by the Elections Committee.

2. Should irregularities be evident, hand counting the ballots shall take place.

#### **D. Invalidation of Ballots**

Any of the following may cause a ballot or ballots to be invalid:

1. Electioneering: No material promoting any particular candidate may be included with the ballots.
2. Forgery: All signatures on the Voter Registration Sheet(s) must be authentic.
3. Discrepancies: A violation exists if there are more ballots than signatures on the Voter Registration Sheet(s). It is imperative that each polling site's ballots be kept separate and in a sealed envelope with that site's Voter Registration Sheet(s).
4. Tampering: Erasing stray marks, darkening circles, changing a vote, or "cleaning up" ballots in any way other than the voter on his/her own ballot is not allowed. Ballots and the Voter Registration Sheet(s) should be sealed immediately after the polls close and must not be tampered in any way.
5. Late Ballots: Ballots received by the BGEA office after the set deadline will not be counted unless directed by the Executive Board. Ballots returned after the deadline will be kept separate from ballots submitted on time. If the ballots are turned in late from a particular building, the reasons should be provided in a written statement signed by the Head Representative or designee.
6. Decisions regarding invalidation of a ballot(s) will be made by the BGEA Elections Committee, and confirmed by the Executive Board.
7. If cause is found to invalidate the election of one position, the election committee shall make that recommendation to the Executive Board. If the Board declares that the election of that position is invalidated, the election process for that position shall be started over beginning with the nominations period as soon as possible at the next available Rep Council meeting.
8. If cause is found to invalidate an entire election, the election committee shall make that recommendation to the Executive Board. If the board declares that the election is invalidated, the election process shall be started over beginning with the nominations period as soon as possible at the next available Rep Council meeting.

#### **E. Election Notification and Certification**

1. Candidates must receive 50+% the ballots to be elected.
2. The Representatives at Large will inform candidates of the unofficial results as soon as the ballot counting is completed.
3. The BGEA Executive Board will certify the elections results at their next monthly meeting. Once certified, the election results are official and may be published to the general membership.

#### **Policy 3: Special Elections**

1. Upon the vacancy of a position on the Executive Board the membership will be notified of the vacancy and the associated duties of the vacated position.
2. Nominations will open at the next calendared rep council meeting following the vacancy

3. Reps at Large will collect and verify nominations for the vacated position
4. The Rep Council shall be the final judge of the qualifications of members seeking office.
5. The final slate of candidates will be approved by a simple majority vote of the Representatives present.
6. A member may not be a candidate for more than one position on BGEA Executive Board.
7. Rep Council will vote via secret ballot
8. Ballots will be counted by the reps at large and results will be shared at that meeting
9. Candidates must receive 50% +1, the ballots to be elected
10. Should no candidate receive 50% +1, a runoff of the top two candidates will be held.

#### **Policy 4: Ratification of Comprehensive Professional Agreement**

- 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.

#### **Policy 5: Officer Stipends**

- A. All officer stipends are annual and paid twice during the school year, once in December and again in May.
  1. The Vice President of Advocacy and Vice President of Membership each receive an annual stipend of \$1200.
  2. The BGEA Treasurer receives an annual stipend of \$2000.
  3. The Secretary receives an annual stipend of \$1,200.
  4. The Primary, Middle, and High School Representatives at Large each receive an annual stipend of \$250.
- B. The Treasurer may keep a mileage log to be reimbursed for his/her duties with respect to doing BGEA business at financial institutions.

**Policy 6: Travel Expense**

1. The current IRS mileage rate shall apply to all mileage calculation of the Battle Ground Education Association.
2. The president shall be reimbursed for all mileage in performing business duties.
3. The BGEA President shall keep a mileage log which shall be the official record to determine mileage reimbursement.
4. Housing Expenses: BGEA shall pay housing expenses for members who are attending as BGEA funded representatives. Housing shall be based on double occupancy whenever possible. Members who prefer single occupancy will be responsible for paying the additional expense. All other room charges will be the responsibility of the member (i.e.: food, movies, phone calls, etc.)
5. The current WEA meal per diem shall be the standard used by BGEA to calculate meal allocations for members attending as BGEA funded representatives.
6. Member travel reimbursement guidelines:
  - a) The member must be attending as a BGEA representative.
  - b) A written or oral report shall be presented to the Executive Board or pertinent committee by each attendee.
  - c) Mileage will be paid from city to city as determined by map.
  - d) The number of cars fully funded will be the least possible to provide adequate transportation.
  - e) Full mileage will go to the driver of each private car carrying 3 additional BGEA representatives. When fewer than four BGEA representatives are attending an event, mileage will be reimbursed for one vehicle. BGEA representatives who choose not to carpool when it is available will receive prorated mileage.
  - f) Travels vouchers will be used for mileage reimbursement.

**Policy 7: BGEA Conference Funding Guidelines**

1. Only members of the Association are eligible for funding of any conference approved by the BGEA Executive Board.
2. Any conferences approved by the BGEA Executive Board (in executive session) should directly or indirectly benefit the membership of the Association.
3. All requests to attend conferences funded by the BGEA shall be made to the BGEA President prior to the published deadline.
4. Members who are funded for any conferences agree to provide a service to the members of the Association by:
  - a) Serving as a BGEA representative on a committee which is directly or indirectly related to the conference,
  - b) Providing an in-service to interested members, and/or
  - c) by reporting to either the Rep Council, Executive Board, or the general membership information provided in the conference.

5. The BGEA Executive Board takes into consideration:
  - a) The benefit of the conference to the Association.
  - b) The dollar amount of the conference and the vs. the amount of funding available.
  - c) The number of request(s) received and attended by any one individual.
  - d) Generally, requests will be considered on a first come, first serve basis.
  - e) When this is not possible, names will be selected by lottery.
6. The BGEA Executive Board reserves the right to fund, not to fund, or partially fund any conference which may include or not include: release time, travel, meals, registration fees, and lodging.
7. Priority will be given to WEA and RUC sponsored training and conferences which directly affect the Association (i.e. Presidents training, Bargaining training).

**Policy 8: Leave Procedures for President**

1. Time Log (WAR Report). The President shall maintain an official time log which will be used to total daily and monthly time on duty. Time logs shall be submitted to RUC.
2. Sick Leave. The President shall report sick leave to AESOP.
3. Personal Leave. The President shall report personal leave to AESOP.
4. Supplemental Days. The President is entitled to all supplemental days afforded BGEA members. To receive payment for supplemental days the president shall complete the "Supplemental Contract for Extra Days" form provide a copy to the BGEA office manager, and submit the form to the District Personnel office for processing.

**Policy 9: Member Information Access**

NEA or WEA sponsored agencies are provided access to members through the BGEA mail distribution system. No other outside agencies are afforded this privilege.

**Policy 10: Business Contracts**

1. BGEA shall contract for services and supplies with licensed, established and reputable businesses. When possible, BGEA shall use union shops or made in USA products.
2. Building renovation and maintenance is to be completed by licensed/bonded professionals.

**Policy 11: Mail Distribution**

General distribution of BGEA mail shall occur as needed. Building Representatives will be notified when there is mail, and shall be the couriers for their respective sites, unless distributed via mail, through the district mail system, or delivered to the site by a representative of the BGEA.

**Policy 12: Cellular Phone**

BGEA shall provide the president with cellular phone service with texting and email access which may be used for both BGEA work and personal business. Any expenses beyond the base rate contracted for by BGEA will be the responsibility of the president if the president uses the cell phone for non-association or personal calls.

**Policy 13: School Board Elections**

BGEA shall publish School Board Directors terms of office and endorsed candidates.

**Policy 14: Collective Bargaining Agreement Waiver Approval Criteria**

1. Idea Proposal made by members
  - a. Contact BGEA Executive Board at the beginning of the conversation
2. Continuous BGEA Building and Association conversations throughout waiver draft process
  - a. Information – Questions – Ramifications
3. Final Draft of the Waiver
  - a. Written by Executive Board and the Building Reps
4. Waiver Vote
  - a. Executive Board will call a staff meeting for onsite members to vote on a waiver
  - b. Meeting is held at the school site
  - c. Closed meeting - open only to certificated staff
    - i. Staff who will be leaving the building prior to the waiver implementation are not eligible to vote
    - ii. Staff who enter after the waiver vote are not eligible to vote.
  - d. Discussion for clarity – questions – comments
  - e. Waiver ballot will be made and distributed by the Executive Board
  - f. Vote by Secret Ballot
    - i. Must be supported by 90% of those present to vote
    - ii. Executive Board and Head Building Rep count the ballots
  - g. Executive Board reviews waiver and results
    - i. Executive Board agrees to grant the waiver or not
    - ii. Voting results are announced by the Executive Board

90% Vote of Passage

Waiver is implemented as agreed to on the ballot

Less than 90% Vote of Passage

Maintain current contract language

**Policy 15: Code of Ethics**

- A. The Code is a set of fundamental values to guide the officers, employees, and members in their day to day decision making and conduct. It is intended to

express the BGEAs values and guiding principles. The Code shall apply prospectively to guide the future conduct of the BGEA, its officers, employees, and members. The Code is meant to complement the BGEA Constitution and Bylaws and other rules of conduct, not substitute for them. The officers of the BGEA have a duty to exercise their authority solely on behalf of and for the benefit of the BGEA and its members. These officers must set aside their personal interests and act in the best interests of the Association and its members. Officers should avoid conflicts of interest between the needs of the Association and their own personal interests. Officers should report any real or potential conflicts of interest to the Executive Board of the BGEA.

B. It is understood that the BGEA members shall treat all others with the utmost professional regard, exhibit civil behavior and will ensure their conduct reflects positively on the BGEA.

- 1) **Fiduciary Duties:** Union funds are held in trust for the benefit of the membership. The membership is entitled to assurance that their funds are not dissipated and are spent for proper purposes. The membership is also entitled to be reasonably informed as to how union funds are invested or used. This will be accomplished through monthly budget reports to the Representative Council.

The BGEA should not permit any of its funds to be invested or expended in a manner which results in the personal profit or advantage of any officer or representative of the Association.

Vendors shall be selected per Policy 8. Knowingly paying excessive amounts for goods or services is a breach of fiduciary duty. In selecting a vendor, comparison shopping may be necessary; cost is not the sole criterion. It is not necessary always to select the cheapest provider of goods or services if other factors such as experience and dependability of the vendor and/or quality of the product outweigh cost.

- 2) **Democratic Practices:** Members shall feel free to participate fully, without fear, abuse, or intimidation in all Association affairs. The Association Officers shall ensure either directly or through delegation to others that operations are conducted in a democratic and fair manner.

## **Policy 16: Public Technology**

A. Use of home email

1. Home email will be used exclusively for Association business.
2. Notices sent to home email recipients will be blind copied to preserve the integrity of the list.

3. Home email will not be sold to public entities or used for commercial purposes.
  4. The Association will share home email addresses with affiliates RUC, WEA, & NEA.
- B. Social Networking
1. Social networks in the name of the Battle Ground Association shall be administered by the officers of the Association, or designee.
  2. The purpose of establishing a social network shall be to communicate Association interests and education issues with constituents and community.
  3. A private BGEA “Members Only” option will be a secure site for members to communicate confidentially with Association officers. Membership will be confirmed prior to acceptance by the site administrator.
  4. Members who violate the user agreement for any BGEA “Members Only” options will be removed from the group.

**Policy 17: Banking Protocol**

The signatures of two officers, who are authorized signers on the account, shall be required on each check issued by the Association.

- A. One of the signatures on each check issued should be that of the Treasurer except in times where generally accepted expenses need to be paid in a timely manner where the Treasurer is unavailable for signature.

**Policy 18: Whistle Blower Protection**

The Battle Ground Education Association requires officers, members, and employees to observe high standards in the conduct of their duties and responsibilities. As members and employees of the BGEA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

**A. Reporting Responsibility**

- i. This Whistleblower policy is intended to encourage and enable members, employees, and volunteers for the association to raise serious concerns internally is that BGEA can address and correct inappropriate conduct and actions. It is the responsibility of all members, employees, and volunteers to report concerns about violations of BGEA’s policies or suspected violations of laws or regulations that govern BGEA’s operations.

**B. No Retaliation**

- i. It is contrary to the values of BGEA for anyone to retaliate against any member, employee or volunteer who in good faith reports violations of BGEA’s policies or violations of laws or regulations that govern



BGEA's operations. A member or employee who retaliates against someone who has reported a violation in good faith is subject to discipline.

### **C. Reporting Procedure**

- i. BGEA encourages members and employees to share their questions, concerns, suggestions, or complaints with their elected representatives (including the President) or supervisor in the case of an employee. If an employee is not comfortable speaking with their supervisor or they are not satisfied with their supervisor's response, they are encouraged to speak with the Whistleblower Trustee. All members and employees are required to report concerns about suspected ethical and legal violations in writing to BGEA's Whistleblower Trustee, who has the responsibility to investigate all reported concerns.

### **D. Whistleblower Trustee**

- i. The BGEA's Whistleblower trustee is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. At the conclusion of an investigation, the Whistleblower Trustees will issue a report, in executive session, to the executive board detailing his/her findings, the evidence he/she used to come to his/her conclusion, and may make recommendation of any action (if any) the board should take.

### **E. Accounting and Auditing Matters**

- i. The Whistleblower trustee shall immediately notify the BGEA officers of any concerns of complaints regarding accounting practices, internal controls, or auditing to expedite a resolution to the matter.

### **F. Acting in Good Faith**

- i. Anyone submitting a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegation that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false is subject to discipline. It is assumed that every report is made in good faith until proven otherwise, with the benefit of the doubt always being that the accuser acted in good faith.

### **G. Confidentiality**

- i. If desired by the person making the complaint, confidentiality will be kept during the investigation to the extent possible, consistent with the need to conduct an adequate investigation.

#### **H. Handling of Reported Violations**

- i. The BGEA's whistleblower trustee will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken by the executive board if warranted by the investigation.