

CAMAS EDUCATION ASSOCIATION
Camas School District

CONSTITUTION (c.1986)

ARTICLE I – NAME

This organization shall be known as the Camas Education Association.

ARTICLE II – PURPOSES

Section 1. To collectively bargain with the Board with respect to wages, hours, and terms and conditions of employment.

Section 2. To give each member of the Association an equal voice in educational matters.

Section 3. To promote within the teaching profession the best professional practices.

Section 4. To unify and strengthen the teaching profession.

Section 5. To promote the best educational environment and opportunities for school children.

ARTICLE III – MEMBERSHIP

Section 1.

A. Active membership shall be open to all non-administrative certificated personnel.

B. Active membership shall be continuous until the member leaves the school district or assumes an administrative position in the district.

C. Active members of the Association shall be members of the Washington Education Association and the National Education Association.

ARTICLE IV – OFFICERS

The officers of this Association shall consist of the president(s), the vice-president, and the immediate past president, the secretary, and the treasurer.

ARTICLE V – EXECUTIVE BOARD

Section 1. The executive board shall consist of the Association's officers. 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 of the duties defined in the bylaws or is incapacitated, they shall recommend to the Representative Council that the office 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 VI – 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 the duly elected representatives from the school faculties.

Section 3. Whenever a two-thirds majority of the Representative Council shall agree that an Executive Board member has been grossly negligent of the duties defined in the bylaws or is incapacitated, they shall declare the office vacant. If the council so votes, it shall elect a representative to fill the unexpired term.

Section 4. Any member of the Association who is not a voting member of the Representative Council may attend its meetings.

ARTICLE VII – AFFILIATION

The Association shall affiliate with the National Education Association under its rules and the Washington Education Association under its rules.

ARTICLE VIII – AMENDMENTS

Section 1. Amendments to this Constitution may be proposed by the executive board or by a two-thirds majority of those present and voting at any Representative Council or any general meeting of the membership.

Section 2. The proposed amendment must be written and submitted to the Representative Council as a first reading prior to being submitted to the general membership for voting.

Section 3. Amendments may be ratified or amended provided that written notice of said amendment has been submitted in writing to the members at least two weeks in advance. This Constitution shall be ratified or amended by a two-thirds majority of all the members casting ballots.

CAMAS EDUCATION ASSOCIATION
Camas School District
BYLAWS (c. 2018)

ARTICLE I – MEETINGS

Section 1. Executive Board - The Executive Board shall meet at the call of the President(s) or at the request of three (3) members of the Board.

Section 2. Representative Council - The Representative Council shall meet monthly during the school year. The President shall set the meeting time prepare the agenda for each meeting, ensure it is posted on the website, and circulate it to all members of the Council in advance.

Section 3. Special Meetings - Special meetings of the Representative Council or Association may be held at the call of the President(s) or upon written request to the Executive Board from three representatives. Business to come before special meetings must be stated in the call, which shall be sent in writing to each representative.

Section 4. General membership meetings - The Executive Board shall arrange for general membership meetings for the conduction of appropriate business and discussion of professional issues.

ARTICLE II – QUORUM

A majority of members (50%+1) shall be a quorum for the Representative Council, Executive Board, committees, General Membership, or authorized meeting. Quorum may also be established at Representative Councils by having 2/3 (67%) of work sites represented by one or more representatives.

ARTICLE III – POWER OF OFFICERS

Section 1. President - The President(s) shall be the executive officer of the Association. She/he shall preside over meetings of the Executive Board and the Representative Council, appoint special committees and chairpersons of special committees, ~~produce copies of Weekly Activity Reports for the full Executive Board and the Representative Council to review,~~ and shall be an ex-officio member of all special committees. The President(s) shall represent the Association before the public either personally or through delegates, and shall perform all other functions usually attributed to this office.

Section 2. Vice President - The Vice-President shall serve in cooperation with the President as an executive officer of the Association. She/he shall work with one or more committees as needed and performs the duties usually attributed to their office.

Section 3. Secretary - The Secretary shall keep accurate minutes of all meetings of the Executive Board, General Membership, and Representative Council, shall maintain official files, shall assist the President with Association correspondence and shall provide copies of the minutes of all Representative Council meetings to Building Representatives and officers, and post on the website.

Section 4. Treasurer - The Treasurer shall hold the funds of the Association and disburse them upon the authorization by the Executive Board. He/she shall keep accurate accounts of receipts and disbursements, shall report to each meeting of the Representative Council, and shall prepare an annual statement for publication to the membership if directed by the Executive Board. He/she shall assist the Executive Board in the drafting of the annual budget. The Treasurer must be fiscally responsible and be able to provide financial records or other documents as needed or required by the Camas Education Association, Washington Education Association, the National Education Association, Washington State and the Internal Revenue Service.

Section 5. Immediate Past President – The Immediate Past President shall conduct the transition training and shall advise the President as requested.

Section 6. Fiscal Responsibility - Association checks exceeding \$100.00 shall carry two of the following four signatures: treasurer, president(s), vice-president, and/or secretary. Any Association expenditure exceeding \$100.00 needs approval of 2 Executive Board members.

Section 7. Financial Reports – The treasurer shall ensure that the renewal of Camas Education Association's Non-Profit Status, via the Secretary of State's Office, is completed before 10/31 annually, AND that the 990 IRS tax filing is completed and turned in before 12/31 annually.

Section 8. Terms and Succession

A. Executive Board terms of office shall be for two years, from July 1 through June 30, except that the immediate past president shall serve as an advisory member until September 15 after the transition in office. The President and Treasurer shall be elected on even-numbered years, and the Vice-President and Secretary shall be elected on odd-numbered years. A transition training shall take place during the month of June as designated by the outgoing President(s).

B. Whenever any office shall become vacant between elections except as provided in Article VI, Section 3, of the Constitution, the members of the Executive Board shall choose one of their members to fill the unexpired terms until the Representative Council can fill the vacancy.

ARTICLE IV - POWERS OF THE EXECUTIVE BOARD

The Executive Board shall be responsible for the management of the Association, carry out policies established by the Representative Council, report its transactions and those of the Council to the members, approve necessary expenditures and/or financial reports, prepare an annual budget, and suggest policies for consideration by the council. The Executive Board may approve actions to be taken or necessary expenditures if immediate decisions need to be made prior to the next month's Representative Council meeting.

ARTICLE V - POWERS OF THE REPRESENTATIVE COUNCIL

The Representative Council shall act on reports of committees, approve resolutions and other policy statements, approve budget, and propose dues for the Association. It may adopt such rules for employment of Association staff, the conduct of the Association, and the conduct of meetings as are consistent with this Constitution and Bylaws. It shall be the final judge of the qualifications and election of officers and representatives, Powers not delegated to the Executive Board and officers shall be vested in the Representative Council.

In the event that one level of the Camas school system (elementary, middle, or high school) does not have an elected representative on the CEA Executive Board, the CEA Rep Council will, by majority vote, appoint a member from that level to serve as an advisory member to the CEA Executive Board and to attend monthly Labor Management meetings.

ARTICLE VI - REPRESENTATIVES

Section 1.

A. Each year in each of the schools in the Camas School District faculty members who are members in good standing of this Association shall elect for a term of one school year one representative per 10 members or major fraction thereof to the Representative Council.

B. The elected representatives of each building will select one representative to serve as Head Representative. The Head Representative will be responsible for the end of the year elections for the next school year. The election of the faculty representatives shall be held prior to the last council meeting of the school year. The Head Representative will also be in charge of appointing a strike captain in the event that takes place. The Head Rep could appoint themselves or another member of the CEA.

Section 2. Representatives will be expected to attend the regular and special meetings of the Representative Council. Should a Building Rep be found negligent in the performance of his/her duties as outlined in sections 2 and 3, the Executive Board may declare the position vacant and call for either a special election or appointment of an alternate representative.

Section 3. Representatives, with the head representative as chairperson, shall: communicate Association business to the building members following each Representative Council meeting, constantly work to improve communications between their school and the Association, appoint such building faculty committees or representatives to such committees as the Association may require, organize and oversee elections and/or ballots for the Association decisions, document contract violations, oversee the enrollment of members, and perform any other functions usually attributed to this position.

ARTICLE VII – COMMITTEES

Section 1. Association committees may be formed as needed to carry out the goals and duties of the Association. Any member of the Association may volunteer to be a member of the formed committees, as long as committees represent differing interest and instructional levels.

Section 2. When committees are formed they may hold special meetings and appoint their own chairperson if not already done so by the President, Executive Board, or Representative Council.

Section 3. Committee chairpersons shall report to the President or Representative Council of any significant committee activities.

Section 4. Possible Committees: Negotiations Committee, Public Relations Committee, Scholarship Committee, Grievance Committee, Legislative Committee, Social Committee, Finance Committee, Election Committee or any other Ad Hoc committee to serve a specific purpose.

ARTICLE VIII – ELECTIONS

Section 1. Nominations

The open-nomination period for executive officers shall be at least two school weeks in duration and shall conclude with the the April Rep Council meeting.

The open-nomination period for WEA Representative Assembly (WEA-RA) and NEA Representative Assembly (NEA-RA) shall be at least two school weeks in duration and conclude no later than the January Rep Council meeting.

Notice will be mailed to all members in good standing no later than 15 calendar days before each respective open-nominations period. Such notice will be mailed to home addresses and will contain specific information regarding the dates, process, and location for the nominations and the elections proceedings.

During the open-nomination period for executive officers, the active members of the Association in each building during the month of March, following the Representative Council meeting, may submit nominees to their building representatives for President and Treasurer on even numbered years and for Vice President and Secretary on odd numbered years. The building representatives shall contact individuals nominated for their consent and then deliver all nominations to the Representative Council or, if formed, the Election Committee **prior to the April Rep Council meeting.** In the event that there are no nominations for any one of the offices, the building representatives or Elections Committee shall make every effort to find a candidate for each position. ~~The Representative Council shall approve the final slate of candidates at the April meeting.~~ Election Guidelines shall be provided by the Election Committee.

Section 2. Balloting

Only contested positions will appear on the ballot. If the number of candidates for executive office, NEA-RA delegate or WEA-RA delegate is equal to or less than the number of positions to be elected, an election is not necessary; candidates shall be deemed elected by a vote of acclamation at CEA Rep Council.

Executive Officer voting will take place by secret ballot following the April Rep Council meeting and the results of the elections will be approved at the May Rep Council meeting. **WEA-RA and NEA-RA voting will take place by secret ballot prior to reporting deadlines provided by WEA and NEA.**

Should paper ballots be used,

- 1. Ballots shall be distributed using a pre-printed signature roster system, the "Voter's Registration" sheet, to ensure only eligible voters have voted and to certify the number of votes cast. Ballots shall be distributed in such a manner as to ensure all eligible members are provided a reasonable opportunity to vote, that the secrecy of the ballots is ensured, and that a record of those voting is maintained.**
- 2. A packet will be sent to each Building Representative or other designated member, which will include the "Directions" sheet, the "Voter's Registration" sheet and the ballots.**
- 3. The Building Representative, or his/her designee, shall be responsible for distribution and collection of ballots and for delivery of all ballots to the elections committee by the designated timeline.**
- 4. Ballots shall be returned to the Association office. Only ballots contained in the unbroken, sealed envelope/ballot box provided by the Association, accompanied by the "Voter's Registration" sheet, will be accepted and counted.**

Should voting be conducted electronically,

- 1. The election shall be held through an electronic balloting procedure.**

2. The electronic balloting procedure shall include no means of connecting an individual member's vote with his or her identity.
3. Each member will receive individual election credentials to access the voting system to ensure one vote per person.
4. Members shall be given an option to vote through an alternative process established and run by the elections committee.

Section 3. Election Validation

To be elected to an Association officer, a candidate shall receive a majority of the votes cast for that position. In the event that no candidate receives a majority of votes cast, the two candidates receiving the most votes shall face a run-off special election, where the winning candidate must receive the majority of votes cast. A majority of votes cast is not required to be elected as a delegate to WEA-RA or NEA-RA. To be elected as an NEA state delegate or NEA successor delegate, a write-in candidate must receive at least five percent (5%) of the valid votes cast.

In the presence of any observers, the Elections Committee shall seal all materials and documents involved in the voting process. These materials shall be retained for one (1) year from the election date and then shall be destroyed.

Challenges as to procedure or interpretation of rules shall be presented in writing to the Elections Committee who shall render a decision in writing. Any challenges must be filed in writing no later than 10 calendar days after the election is completed. If such a challenge is rejected by the Elections Committee, an appeal may be filed with the Association Executive Board, whose decision shall be final.

Section 4. Campaign Regulations

No Association resources may be used to produce or distribute campaign materials. Candidates may request that the Association mail campaign materials out to members, but the candidate must pay for the entire cost of doing so.

Campaign materials may not be distributed by Association building representatives free of cost.

Candidates will be allowed to view membership lists by contacting the Association executive council. Membership lists may not be copied. Mailing labels will be provided at cost when requested.

If one candidate is allowed to speak at an Association meeting, all candidates must be invited to do so. If one candidate is allowed to have materials printed in an Association publication, all candidates must be provided the same opportunity.

ARTICLE IX – PARLIAMENTARY AUTHORITY

Section 1. Roberts Rules of Order Newly Revised (11th Edition, 2011) shall be the parliamentary authority for the Association on all questions not covered by the Constitution and Bylaws and such standing rules as the Representative Council may adopt.

Section 2. At the May meeting of each school year the Rep. Council shall elect from its members a parliamentarian and a doorkeeper to serve for the following school year.

ARTICLE X – AMENDMENTS

These Bylaws may be amended by a two-thirds majority vote of the Representative Council members present at any regular meeting of the Representative Council. Copies of proposed amendments shall be presented to the Representative Council for a first reading and discussion and then voted on at a subsequent Representative Council meeting.

ARTICLE XI – DUES

Section 1. Association members and agency shop fee persons shall pay dues as established by the Association. WEA and NEA dues shall be as determined by those governing bodies.

Section 2. Local dues shall be set by the majority vote of the membership. Voting by membership can be done in each building, provided the Association has supplied members with the information needed on proposed changes at least two weeks prior to the vote.

Section 3. Half-time members include all active members who work half-time or less. Dues for half-time members will be one half the amount paid by active members. Special provisions concerning minimal part-time members or other situations that arise may be brought before the Executive Board for further consideration, if needed.

ARTICLE XII. RATIFICATION OF CONTRACT

Section 1. The President shall have ballots prepared for a vote. The collective bargaining agreement shall be deemed ratified if it receives a “yes” vote from 50%+1 of those voting.

Section 2. Prior to any ratification, a general membership meeting will be held. Opportunity will be provided for discussion, both for and against ratification. General Membership meetings shall be held on regular school calendar days. In the case of a possible strike action or other unforeseen emergency, the Executive Board may approve a schedule exception.

If a General Membership meeting lacks a quorum for ratification then in-building voting will take place, and if in-building voting cannot take place due to ratification being held beyond the normal school year, mail out balloting will take place, including pro-con statements from the meeting included in the mailing. The school year is defined in this section as the first mandatory teacher work day in the fall as the beginning of the school year, and the last day of the student attendance as the end of the school year. A vote may take place at the General Membership meeting held outside of the normal school year if a quorum is present of the membership on record as of June 1 as noted on the monthly billing for dues.

Section 3. Ballots, if counted at the General Membership meeting, will be counted by a panel of no less than 3 members, randomly selected at the General Membership meeting. Ballots collected in buildings will be counted by 3 designees of the Executive Board. Results will be made readily available to all members.

Section 4. Ratification of substantive changes to the negotiated collective bargaining agreement shall occur at a Representative Council meeting. A substantive change shall be deemed ratified if it receives a "yes" vote from 50%+1 of those voting.