

CAMAS EDUCATION ASSOCIATION
Camas School District
BYLAWS (c.2013, 2015)

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 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 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. 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

Voting will take place by secret ballot following the April Representative Council meeting and the results of the elections will be approved at the May Rep. Council meeting.

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.