

SEQUIM EDUCATION ASSOCIATION

Amended 1973,1979,1989,1999,2007

Constitution

Section 1. This organization shall be known as the SEQUIM EDUCATION ASSOCIATION (SEA).

ARTICLE II PURPOSE

Section 1. It shall be the purpose of this association to:

- (a) Promote public education
- (b) Serve the professional welfare of teachers
- (c) Provide affiliation with the Washington Education Association (WEA) and the National Education Association (NEA)

ARTICLE III MEMBERSHIP

Section 1. Certificated members and long-term substitute teachers of the education corps of Sequim School District 323 shall become active members of SEA upon payment of dues as provided in the bylaws.

Section 2. The membership year shall be coincident with that of WEA, September first to August thirty-first, inclusive.

Section 3. Only active members shall have the right to vote and to hold office in SEA or any department, committee, or commission.

ARTICLE IV ASSESSMENTS

Section 1. Assessments for special purpose may be made by the membership, provided that two-thirds majority approves such assessments.

ARTICLE V OFFICERS AND REPRESENTATIVE COUNCIL

Section 1. The officers of this organization shall be president, president elect/vice president, secretary, and treasurer.

Section 2. There shall be a Representative Council with full governing powers. Voting members shall be the elected representatives from each of the schools to be known hereafter as faculty representatives. Nonvoting members shall be the elected officers, any member service NEA or WEA as officer, director, staff, or committeeman, the past president, and the negotiation chairman. The presiding officer may vote only in the event of a tie.

ARTICLE VI NOMINATIONS AND ELECTIONS

Section 1. The president with the consent of the representative council, to make nominations for the officers shall appoint a committee from among the SEA Rep Council members. The committee will nominate candidates for each office and make known those candidates to the members at least two weeks prior to the election.

Section 2. The officers shall be elected by ballot by the third Monday of May. The ballots shall include the names of the candidates for each office and made known those candidates to the members at least two weeks prior to the election. These ballots shall be distributed and collected by the faculty representatives. Any absentee member shall be permitted to vote by ballot, which shall be distributed and collected by the faculty representative within the week of the election. Election results shall be published the following Monday. The faculty representatives shall be elected in their respective schools during September. All elected officers, representatives and committee and commission chairman shall assume their offices September first.

Section 3. The secretary and treasurer shall be elected for one-year terms and may succeed themselves.

Section 4. The offices of president, the president elect/vice president shall be filled in the following manner: a president elect shall be elected as prescribed in Section 2. This person shall accede to the presidency the following year, at which time the next president elect shall be elected.

Section 5. Candidates for the offices may be anyone from the active membership.

Section 6. Only the members of the group to be represented shall vote upon faculty representatives. The faculty representatives shall be elected for staggered two year terms and may succeed themselves. The junior representatives shall conduct elections.

Section 7. Each school shall have one faculty representative for every seven members or major fraction thereof.

Section 8. Whenever a 2/3 majority of the Representative Council in attendance at a Representative Council Meeting shall agree that an officer or representative has been grossly negligent of the duties defined in the bylaws or is incapacitated they may declare the position vacant.

Section 9. The unexpired term of any officer or representative except that of president elect and president, shall be filled by appointment of the president until a special election can be held according to the constitution. The unexpired term of the president elect may be filled by presidential appointment of a president elect to serve until a special election can be held. In cases of vacancy of president elect, the president may be a nominee for election. In cases of vacancy in the office of president, the president elect shall complete the unexpired term of office.

63 **ARTICLE VII MEETINGS**

64 Section 1. General business meetings of the membership may be called by the Rep. Council or by
65 petition of ten percent of the membership delivered to the president. The petition shall state the purpose of the
66 special meeting. The membership shall be notified of the meeting and its purpose at least 48 hours before the
67 holding of the meeting. The president in less than 48 hours may call emergency business meetings of the
68 membership. The membership shall be notified of the purpose of the emergency meeting as soon as possible.
69 A two-thirds majority will be necessary to pass any business at the emergency meeting.

70 Section 2. The Rep. Council or the Professional Service Committee may call additional social and
71 educational meetings.

72 Section 3. The Rep. Council shall meet at least once each month during the school year as specified in
73 the by-laws. The president may call additional meetings.

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75 **ARTICLE VIII QUORUM**

76 Section 1. One-third of the association members shall constitute a quorum at general meetings.

77 Section 2. A majority of Rep. Council voting members shall constitute a quorum at a Rep. Council
78 meeting.

79 Section 3. Rep. Council meetings are open to any member of the association.

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81 **ARTICLE IX COMMITTEES AND COMMISSIONS**

82 Section 1. Committee and commission appointments and duties shall be specified in the bylaws.

83 **ARTICLE X AMENDMENTS**

84 Section 1. The constitution may be amended by a two-thirds vote of those present at any general meeting
85 provided the amendments have been submitted in writing and distributed two weeks before the general meeting.

86 Section 2. The constitution may be amended by a two-thirds vote of the members by ballots distributed
87 and collected by faculty representatives; provided, that the amendments have been submitted in writing and
88 distributed three weeks prior to the specified date of balloting. Absentee members shall be permitted to vote by
89 ballot, which shall be distributed and collected by faculty representatives within a week of the specified
90 balloting day. Results of the balloting will be announced one week after the specified balloting day.

91 Section 3. Robert’s Rules of Order, Revised, shall be the authority on any question of parliamentary
92 procedure not specifically stated in this constitution bylaws.

BYLAWS

ARTICLE I DUES

Section 1. The annual SEA dues of active members shall be twenty four hundredths of one percent of the average salary for all certificated personnel of District 323 as computed for the preceding October 1. Dues changes for the ensuing year will be announced by May first and will go into effect on September first of each school year. The annual dues of teachers who are employed by the District on a half time basis or those employed for the second semester only shall be one half the dues of an active member.

Section 2. All dues-local, state, and national, shall be payable in full by February 5. Dues shall be payable in one lump sum to the treasurer, or may be paid by payroll deduction. Authorization for payroll deduction must be given to the treasurer by October 20th. Notifying the treasurer before September 30 of that school year may discontinue payroll deduction for a school year.

ARTICLE II MEMBERSHIP

Section 1. The active membership in SEA must belong to local, state, and national associations.

ARTICLE III DUTIES

Section 1. The President shall pre side at all general meetings of the association. She/he shall appoint all committees and task forces not otherwise provided for, subject to the approval of the Representative Council. The president shall receive and send all correspondence. She/he shall refer received correspondence to the proper committees and commissions. The president shall be the liaison between the school Board of Directors and the Association.

Section 2. In the absence or incapacity of the president, the President-elect shall perform the duties of the president. The president-elect, in the year subsequent to his election, shall assume the office of president. During the year of his election he shall be an exofficio member of all commissions, committees. She/he shall act in any other capacity felt desirable by the president that will aid in his familiarization with local state and national organizations. The president-elect will communicate responsibilities to committees and commissions from the Representative Council. She/he will assist them to identify recommendations ready for Council action.

Section 3. The Secretary shall keep a record of all general meetings of the association, the Representative Council, and such meetings as shall be necessary. Minutes of the Representative Council, and all general meetings shall be duplicated and distributed to the membership within two weeks.

Section 4. The Treasurer shall keep an accurate record of all funds entrusted to his/her care, maintain a permanent record, and render reports of all financial transactions. She/he shall determine the dues for the following year according to the bylaws and inform the WEA and the membership. She/he shall be responsible for the collection of all dues. She/he shall have charge of all funds of the association, shall deposit them in the

125 bank in the name of the association, and shall disburse them as authorized by the Representative Council.
126 She/he shall act as chairman of the Membership Committee.

127 Section 5. The Representatives, with senior representatives as chairman, shall call and conduct faculty
128 meetings to discuss association business, organize and oversee the subsequent elections of representatives,
129 enroll members, and represent faculty opinion at the Representative Council meetings or provide for temporary
130 representation.

131 Section 6. The Past President shall be in charge of the Public relations and Publications committee.
132 She/he shall be one of the representatives of SEA to the UNISERVE Council.

133 Section 7. If a representative or officer is negligent, the representative Council may declare the seat
134 vacant and call for the appointment or election to fill the unexpired term. It shall be the duty of the
135 representative Council to advise with the president and to serve, when the general membership is not in session,
136 as the governing body of the association. The Representative Council shall meet on the second Wednesday of
137 each month during the school year. The president may call additional meetings provided that at least 24 hour
138 notification is given each representative. Other meetings may be called by petition of 20 percent of the
139 representatives.

140 Section 8. The official representatives to attend the various WEA sponsored meetings shall be

- 141 (a) WEA Rep. Assembly – president, president-elect, and/or Legislation Committee Chairman
- 142 (b) Association of Classroom Teachers meeting – Teacher Education and Professional
143 Standards, and Improvement of Instructional Commission member.
- 144 (c) VIP conference – president elect.

145 The Representative Council shall appoint delegates to all other WEA sponsored and NEA sponsored meetings.
146 The president shall appoint, with the approval of the Representative council, alternate delegates to these
147 meetings. All expenses other than those paid by WEA shall be borne by the local unit.

148 149 **ARTICLE IV COMMITTEES AND COMMISSIONS**

150 Section 1. The following committees and commissions may be formed as needed and shall be required
151 to report their activities, findings, and recommendations to the Representative Council and the membership at
152 specified times as set by the council or president:

- 153 (1) Membership Committee
- 154 (2) Professional Services Committee
- 155 (3) Public Relations and Publications Committee
- 156 (4) Legislative and Political Action Committee
- 157 (5) Negotiations Commission
- 158 (6) Teacher Education and Professional Standards, and Improvement of Instruction
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160 (7) Professional Rights and Responsibilities Commission

161 (8) Salary Commission

162 (9) Insurance Committee

163 Audit Committee

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165 Section 2. The structure of the committees and commissions of Section 1 shall be as outlined in
166 Sections 2, 3. And 4, unless otherwise specified in Section 5. Each chairman shall appoint members at large,
167 and such appointments shall reflect a representative cross section of the faculty.

168 Section 3_ Each committeeman shall serve for two (2) years. Each year one half of the members will be
169 reappointed. Each year one third of the members will be reappointed.

170 Section 4. The chairman of each committee or commission shall be appointed by the president-elect and
171 approved by the Representative Council. The chairman shall carry out the duties of the committee or
172 commission as specified in Section 5, and any other duty, which the Representative Council may specify. Each
173 committee or commission shall have a recorder whose duty it shall be to keep general notes for a committee or
174 commission report, which shall be due within 48 hours upon the request of the president. Each committee or
175 commission shall be guided by the preceding committee of commission's report.

176 Section 5. The following, as outlined, shall be the general duties of the committees and commissions:

177 The membership committee shall meet in September to consider planning and provide for distribution of
178 materials for the membership drive; Meet in January to consider the follow-up drive; Collect and transmit to the
179 treasurer the local, state, and national dues not covered by payroll deduction; Make contacts with all certificated
180 employees to inform them of the privileges and obligations of membership; Make recommendations concerning
181 membership to the Representative Council.

182 The Professional Services Committee shall have the primary responsibility in the areas of:

183 Teacher Orientation – assist new teachers in adapting to a new teaching environment and help them
184 extend professional and social roots in the community.

185 Program – Plan and arrange educational programs for the membership.

186 Courtesy – Express congratulations or condolences through appropriate means to members as it deems
187 necessary.

188 Social – Plan and arrange social events consistent with the aims and purposes of the association.

189 Insurance – Act as liaison between the association, district and the insurance companies in
190 recommending insurance providers to the membership.

191 Audit – Annually review the association financial accounts and records.

192 Retirement – Act as a liaison between the association and the state level offices in dissemination
193 information and making recommendations regarding teacher retirement. The meeting dated shall be schedule
194 by the chairman as required to fulfill the responsibilities of the committee.

195 The Public Relations and Publications Committee shall have the combined responsibilities in the related
196 areas of:

197 Publications – To inform the members of the current activities of local, state, and national associations.

198 Public Relations – To inform the community of the educational activities of the association and its
199 members on the local, state, and national level through releases to the press and radio. The chairman shall
200 schedule the meeting dates, as she/he deems necessary.

201 The Legislation and Political Action Committee shall have the combined responsibility in the related
202 areas of:

203 Legislation – To work with the respective state and national committees; To plan and conduct legislative
204 and school director candidate interviews and to inform the membership of the findings; To contact state
205 officials, legislators and congressman about school issues; To publicize and promote the entire SEA, WEA,
206 NEA, legislative program; To study and inform the membership about matters of legislation, school finance,
207 and taxation.

208 Political Action – To encourage each member to engage in political activity and to join WEA-PAC; To
209 assist teachers new to the District each year in becoming registered locally as voters.

210 The chairman as required to fulfill the responsibilities of the committee shall schedule the meeting dates.

211 The Negotiation Commission shall be responsible for securing the professional judgment of the
212 members of SEA and formulating and collecting a negotiation package acceptable to the membership. They
213 will be responsible for counter proposals consistent with policies established by the Representative Council.
214 The negotiation commission shall consist of a negotiation chairman, a negotiator, and five (5) additional
215 members. The chairman may appoint additional temporary members. The President with the approval of the
216 Representative Council will appoint the negotiator.

217 The negotiating team shall meet with the Board of Directors the superintendent, or their designated
218 representatives to negotiate and to reach tentative agreement on policies governing the recruitment of teachers,
219 community support for the school program, budget preparation, curriculum, in service training, class size,
220 teacher turnover, personnel policies, salaries and salary schedules, non-instructional duties, working conditions,
221 leaves of absence, communications, disposition of funds and other matters which affect the quality of the
222 educational program. The negotiation team will consist of the negotiator as chairman, a recorder, and one
223 additional commission member appointed by the negotiator for each negotiations session. The negotiator may
224 appoint additional resource personnel for each session.

225 The negotiating team will present the Collective Bargaining Agreement (CBA) to the Representative
226 Council. The Representative Council may present tentative agreement to a vote of the membership. The

227 tentative CBA must be approved by a majority vote of the membership before it may be considered ratified and
228 binding upon the certificated staff.

229 Requirements for amending the CBA will be the same as those for amending the bylaws (Article VI).
230 Specifically, any proposal change in the fringe benefit package during the term of the CBA shall be submitted
231 in writing and distributed the membership two weeks prior to vote.

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236 The Teacher Education and Professional Standards, and Improvement of Instruction Commission shall
237 in general study and make recommendations regarding policies in teacher placement, standards and
238 certification, pre service, continuing and in service education, and other areas concerned with improving the
239 quality of instruction and improving the educational program. This commission will relate its work to the work
240 of the state and national commissions. Specific responsibilities of this commission are:

241 To represent SEA in regional certificate consortia.

242 To work towards improving professional practices and competence.

243 To make periodic studies and reports on teacher supply and demand in various fields.

244 To make periodic studies on placement of teachers in the District with respect to training areas.

245 To assist in the evaluation of credits used for salary schedule or professional growth
246 requirements.

247 To assist in the selection of sabbatical stipend or summer school stipend recipients.

248 To maintain a liaison between the association and the Association of Classroom Teachers by
249 assigning a commission member this responsibility and sending this member to the state level
250 meetings.

251 The Professional Rights and Responsibilities Commission shall in general study and make
252 recommendations on all policies affecting the welfare, rights and responsibilities of teachers in their
253 professional relationships not delegated to existing committees or commissions. The commission will work
254 with tenure, work with the Code of Ethics, develop proposals for new or revised staff personnel policies,
255 develop grievance procedures, and be responsible for the formal use of local sanctions. The commission will
256 relate its work to the work of the state and national commissions. Specific responsibilities of this commission
257 are:

258 To disseminate, interpret and enforce the Code of Ethics.

259 To provide information and conduct investigations in personnel relations upon request.

260 To periodically review and recommend policy revision in these areas relating to contract and
261 terms of employment, assignment, and transfer and promotion of personnel, leave of absence and
262 separation procedures.

263 Each building shall submit one elected nominee for the vacated positions of this commission and the
264 Representative Council shall elect the new members of the commission from this list of nominees. The
265 chairman of this commission shall be elected annually in May by this commission after the election of new
266 commission members.

267 All grievances must be presented to the Professional Rights and Responsibility Commission for
268 approval before formal submission to the district. The commission may initiate a grievance on behalf of the
269 association. Grievances denied by the commission may be appealed to Representative Council. Solving
270 accepted grievance through the grievance procedure is a responsibility of the commission.

271 The Salary Commission shall in general study and make recommendations in the areas of salary
272 improvement and fringe benefits. The commission will relate its work to the work of the state and national
273 commissions. Specific annual responsibilities of this commission are:

274 To conduct research and study all matters pertaining to adjustments of the professional salary
275 schedule.

276 To report results of studies and make recommendations concerning salary schedule adjustments
277 to the Representative Council.

278 To assist in promoting sound school financing and equitable salaries. The chairman as required
279 by the commission responsibility shall schedule the meeting dates; however a tentative schedule
280 follows:

281 May – Organize; review preceding year’s work; set short and long range objectives for the
282 following year.

283 September-December – Research the professional opinions of the staff; Develop proposal;
284 Present it to the Representative Council; Present the proposal to the faculty; make formal
285 presentation of the proposal to the school board’s negotiating committee.

286 January-April – Assist the negotiations commission in drafting alternate proposals; Assist as
287 requested in promoting special levy needs or lay plans for the coming year.

289 ARTICLE V TASK FORCES

290 Section 1. Any other association activity not otherwise assigned to standing committees may be carried
291 out by task forces appointed by the President with the approval of the Representative Council.

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ARTICLE VI AMENDMENTS

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Section 1. The bylaws may be amended by a two-thirds vote of those present at any general meeting, provided that the amendments have been submitted in writing and distributed to the membership two weeks before the general meeting.

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Section 2. The bylaws may be amended by a two-thirds vote of the members by ballots distributed and collected by faculty representatives, provided, that the amendments have been submitted in writing and distributed two weeks prior to the specific date of balloting. Absentee members shall be permitted to vote by ballot, which shall be distributed and collected by the faculty representatives within a week of the specified balloting day. Results of the balloting will be announced one week after the specified balloting day.

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