

SEQUIM EDUCATION ASSOCIATION

Constitution and Bylaws

2023

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2 SEQUIM EDUCATION ASSOCIATION

3 Amended 1973, 1979, 1989, 1999, 2007, 2011, 2023

4 Constitution

5 Article 1 NAME AND INCORPORATION

6 Section 1. This organization shall be known as the SEQUIM EDUCATION ASSOCIATION (SEA)
7 hereafter referred to as the Association.

8 Section 2. The Association shall be incorporated as a nonprofit corporation under the laws of the State of
9 Washington.

10 ARTICLE II PURPOSE

11 It shall be the purpose of this association to represent all members in bargaining, grievances, and in all
12 matters relating to terms and conditions of employment with the Sequim School District 323.

13 ARTICLE III AFFILIATION

14 The Association shall affiliate with the WASHINGTON EDUCATION ASSOCIATION (WEA) and the
15 NATIONAL EDUCATION ASSOCIATION (NEA)

16 ARTICLE IV MEMBERSHIP

17 Section 1. All non-supervisory, certificated employees who meet the active membership requirements
18 of the WEA and NEA may, upon payment of dues as herein provided, become active members of this
19 Association with full rights and privileges of membership.

20 Section 2. Active members of this Association shall also be members of the WEA and the NEA.

21 Section 3. Except for nonpayment of dues and assessments, no member shall be fined, censured,
22 suspended, expelled, or otherwise disciplined, except as provided in the WEA Constitution and Bylaws.

23 Section 4. All members of the Association shall have equal rights and privileges within the association
24 which include:

- 25 a. To nominate candidates
- 26 b. To vote in elections or on referenda of this Association,
- 27 c. To hold office,

- d. To participate in the deliberations of the organization and to vote on contract ratification, and
- e. To attend membership and/or Representative Council meetings.

ARTICLE V DUES, FEES, and ASSESSMENTS

Section 1. Association members shall pay dues/fees as established in the Bylaws. The dues shall be payable through monthly payroll deductions.

Section 2 The Association may levy special assessments on its membership as provided in the Bylaws.

ARTICLE VI OFFICERS

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

Section 2. Nomination of officers shall be open in the March representative council meeting in odd years and closed at the April Representative Council meeting following notice to all members and an open period for nominations. Specific requirements concerning this notice and this open period shall be contained in the Bylaws. The election shall be held not less than fifteen (15) nor more than thirty (30) days after nominations have been closed.

Section 3. The term of office for officers shall be two years beginning at gavel down of the June representative council meeting in election years and ending at gavel down of the June representative council two years later.

Section 4. Terms of officers shall be limited to five (5) successive terms.

Section 5. In the event of a vacancy in the office of president, the vice-president shall become president for the balance of the term. A vacancy in the office of Vice President, Secretary, or Treasurer shall be filled through appointment by the President with the approval of a majority of Representative Council members.

Section 6. The duties of officers shall be provided in the Bylaws.

Section 7. An elected officer may be removed from office for cause by a recall election which may be initiated by the general membership. A general membership meeting will be scheduled prior to the recall election within thirty (30) days after receipt of the recall petition. Following the general membership meeting, the recall election shall be by secret ballot of the entire membership. The Officers shall notify in writing any officer who has been recommended for recall.

ARTICLE VII REPRESENTATIVE COUNCIL

Section 1. The Representative Council will be the governing body with legislative and policy making powers for the Association.

61 Section 2. Voting members of the Representative Council shall be the elected representatives from each
62 of the schools.

63 Section 3. Nonvoting members shall be elected officers, any member serving NEA or WEA as officer,
64 director, staff, or committeeman, and the negotiation chairman.

65 Section 4. The presiding officer may only vote in the event of a tie.

66 Section 5. Members at each school or work location shall elect for a term of two (2) year(s) on
67 Representative Council member for every seven (7) members or a major fraction thereof. There shall be at least
68 one member per work site.

69 Section 6. Members of the Representative Council shall be elected as set forth in the Bylaws.

70 Section 7. The specific duties of the Representative Council shall be provided by the Bylaws.

71 Section 8. The composition of Representative Council must reflect ethnic-minority representation at
72 least proportionate to the total ethnic-minority membership of the Association.

73 Section 9. Each member of the Representative Council shall attend regular meetings of the
74 Representative Council unless she/he receives a prior excuse from the president.

76 ARTICLE VIII POLICY AUTHORITY

77 A majority vote of 50% plus one (1) of the Representative Council shall determine the policies and actions of
78 the Association except as otherwise provided in this Constitution and Bylaws.

79 ARTICLE IX PARLIAMENTARY AUTHORITY

80 Robert's Rules of Order, Revised, shall be the authority on any question of parliamentary procedure not
81 specifically stated in this constitution bylaws.

82 ARTICLE X AMENDMENTS

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

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

90 Section 3. Review of Constitution and Bylaws should be conducted annually to ensure compliance with
91 NEA and WEA requirements.

93 **BYLAWS**

94 **ARTICLE I MEMBERSHIP**

95 All members of the recognized bargaining unit are eligible for local association membership.

96 **ARTICLE II DUES, FEES, AND ASSESSMENTS**

97 Section 1. Association members shall pay dues and be twenty four hundredths of one percent of the
98 average salary for all certificated personnel of District 323 as computed for the preceding October 1. -

99 Section 2. Dues changes for the ensuing year will be announced by the May Representative Council
100 meeting and will go into effect on September first of each school year.

101 Section 3. The annual dues of teachers who are employed by the District on a half time basis or those
102 employed for the second semester only shall be one half the dues of an active member.

103 Section 4. All dues-local, state, and national, shall be paid by payroll deduction. Authorization for
104 payroll deduction must be given to the district Payroll office by October 10th. Notifying the district payroll
105 office before September 30 of that school year may discontinue payroll deduction for a school year.

106 **ARTICLE III MEETINGS**

107 Section 1. The Representative Council shall meet at least once each month, on the second Wednesday of
108 each month during the school year. The President may call additional meetings of the Representative Council
109 provided that at least 24-hour notification is given each representative. Other additional meetings may be called
110 by petition of twenty (20) percent of the representatives.

111 Section 2. The president shall call at least one (1) meeting of the general membership each year in
112 August or September for the purpose of adopting the budget and other customary business.

113 Section 3. Special meetings of the membership may be called by the Representative Council or by a
114 petition of twenty (20) percent of the membership delivered to the President. The petition shall state the
115 purpose of the special meeting. The membership shall be notified of the meeting and its purpose at least 48
116 hours before the holding of the meeting.

117 Section 4. The President, in less than 48 hours, may call emergency business meetings of the
118 membership. The membership shall be notified of the purpose of the emergency meeting as soon as possible.
119 A two-thirds majority will be necessary to pass any business at the emergency meeting.

120 **ARTICLE IV QUORUM**

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

122 Section 2. A majority of Representative Council voting members shall constitute a quorum at
123 Representative Council meetings.

124 Section 3. Representative Council meetings are open to any member of the Association.

125 ARTICLE V DUTIES OF OFFICERS

126 Section 1. The President Shall:

- 127 a. Preside at all official meetings and shall perform duties as are customarily associated with the
128 office,
- 129 b. Appoint and/or discharge all committee members with the approval of the Representative
130 Council and serve as an ex-officio member of all committees or designate someone to do so.
- 131 c. Charge committees with their duties,
- 132 d. Represent the Association at meetings with school district management, and
- 133 e. Prepare and submit an annual report of the Association activities to the August/September
134 annual meeting following the term.

135 Section 2. If after taking office, the new Representative Council does not have ethnic-minority
136 representation at least proportionate to the total ethnic-minority member ratio, the president shall call an
137 election within thirty (30) days for the purpose of electing ethnic-minority member(s) to bring the
138 Representative Council into compliance.

139 Section 3. The Vice-President Shall:

- 140 a. Assist the president and shall act in the absence of the president.
- 141 b. Serve on the negotiating and bargaining committee.
- 142 c. Serve as grievance chair.

143 Section 4. The Secretary shall:

- 144 a. Keep accurate minutes of all Representative Council and General Membership meetings, and
145 such meetings as shall be necessary. Minutes of the Representative Council and all general
146 meetings shall be distributed to the membership within two weeks.
- 147 b. Handle all correspondence for the Association.
- 148 c. Maintain the records and files of the Association.
- 149 d. Distribute copies of all proposed amendments to the Constitution and Bylaws.

150 Section 5. The Treasurer shall:

- 151 a. Oversee the collections, transmittal, and disbursement of dues,
- 152 b. Deposit all monies in a bank in the name of the Association,
- 153 c. Notify the Association of the name of the bank in which dues are deposited,
- 154 d. Determine and notify the association of the dues for the following year according to the
- 155 Bylaws.
- 156 e. Hold all funds and disburse them accordingly upon the submission of vouchers approved by
- 157 the Representative Council.
- 158 f. Sign all checks along with the president.
- 159 g. Prepare an annual financial report which shall be distributed once each year to Executive
- 160 Board members and one to each work site.
- 161 h. Prepare and maintain a permanent record of financial transactions.
- 162 i. File the appropriate federal and state forms.

163 ARTICLE VI DUTIES OF THE REPRESENTATIVE COUNCIL

164 Section 1. The duties of the Representative Council shall consist of the following:

- 165 a. Establish Association policies and objectives,
- 166 b. Establish guidelines and hear continuing reports on bargaining,
- 167 c. Adopt the annual budget,
- 168 d. Approve or ratify the establishment of paid positions in the Association,
- 169 e. Approve or ratify the establishment of committees not established in the Bylaws,
- 170 f. Adopt rules and agenda for its meetings, and
- 171 g. Enact other measures as may be necessary to achieve the goals and objectives of the
- 172 Association which are not in conflict with the Constitution and Bylaws.

173 Section 2. The duties of the Representative Council members at each work site (or with their special

174 constituencies) shall consist of the following:

- 175 a. Attend Representative Council meetings
- 176 b. Call meetings of the Association members to discuss Association business,
- 177 c. Coordinate and oversee the subsequent elections of Representative Council members and
- 178 the enrollment of new members, and

- 179 d. Maintain two-way Association communication within the building (or with their special
180 constituencies).
- 181 e. Be familiar with your contract provisions and be available to problem solve with members
182 regarding contract rights.

183 **ARTICLE VII NOMINATIONS AND ELECTIONS OF**
184 **REPRESENTATIVE COUNCIL MEMBERS, OFFICERS, AND WEA**
185 **AND NEA DELEGATES**

186 Section 1. The president with the consent of the representative council shall appoint a committee of
187 members from among Representative Council members to make a slate of candidates for the Association
188 officers. This slate of candidates will be prepared for the April Representative Council meeting. The
189 committee will nominate candidates for each office and make known those candidates to the members at least
190 two weeks prior to the election. Each nominee must be a member in good standing and give consent to appear
191 on the ballot.

192 Section 2. In addition to the provisions of Section 1 above, nominations from the floor shall be called for
193 and received at the April Representative Council meeting. During the April Representative Council meeting,
194 nominations shall be closed.

195 Section 3. The officers shall be elected by ballot by the third Monday of May. The ballots shall include
196 the names of the candidates for each office and made known those candidates to the members at least two
197 weeks prior to the election. These ballots shall be distributed and collected by the faculty representatives. Any
198 absentee member shall be permitted to vote by ballot, which shall be distributed and collected by the
199 representative council members within the week of the election. Election results shall be published the
200 following Monday.

201 Section 4. Members of the Representative Council shall be elected in the month of September. All
202 elected officers, representatives, and committee and commission chairman shall assume their offices September
203 first.

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

205 Section 6. To win, a candidate must receive a majority of the votes cast. In the event of a plurality or a
206 tie, the Representative Board shall hold a run-off election within fifteen (15) days between the two (2)
207 candidates receiving the most votes.

208 Section 7. Only the members of the group/work site to be represented shall vote upon representative
209 council members. The representative council members shall be elected for two year terms and may succeed
210 themselves.

211 Section 8. Each school shall have one faculty representative for every seven members or major fraction
212 thereof.

213 Section 9. Whenever a 2/3 majority of the Representative Council in attendance at a Representative
214 Council Meeting shall agree that ~~an officer or~~ a representative has been grossly negligent of the duties defined
215 in the bylaws or is incapacitated, they may declare the position vacant.

216 Section 10. The unexpired term of any representative shall be filled by appointment of the president
217 until a special election can be held.

218 Section 11. Nominations for WEA and NEA Delegates shall be opened by the President in a timely
219 manner to allow for submittal of registration materials by the deadlines established by the WEA. The election
220 of WEA and NEA Representative Assembly delegates shall follow the election procedures outlined by WEA
221 and NEA. These delegates shall be elected at-large.

222 ARTICLE VIII COMMITTEES AND COMMISSIONS

223 Section 1. Committees are authorized by the Bylaws. Special committees may be established by the
224 Representative Council. Committee Members shall be appointed by the president with the approval of the
225 Representative Council. Committee Members shall serve until August 31 of the year for which they are
226 appointed or until discharged by the president with the approval of the Representative Council. Special
227 committee members shall serve until their committee is dissolved by the Representative Council or until
228 discharged by the president with the consent of the Representative Council.

229 Section 2. Committees may include but shall not be limited to:

- 230 a. Negotiating Commission
- 231 b. Nominations and Elections Committee
- 232 c. Organizing Committee
- 233 d. Grievance Committee

234 Section 3. Minutes of the proceeding of each committee shall be filed with the president of the
235 Association. The president shall provide copies of the minutes of standing committees to the committee
236 chairpersons for the ensuing year. All committees shall report to the membership as directed by the president
237 and/or the Representative Council.

238 Section 4. Any other association activity not otherwise assigned to standing committees may be carried
239 out by task forces appointed by the President with the approval of the Representative Council.

240 Section 5. The Negotiating Commission shall fulfill the following duties:

- 241 a. The Negotiation Commission shall be responsible for securing the professional judgment of the
242 members of SEA and formulating and collecting a negotiation package acceptable to the
243 membership. They will be responsible for counter proposals consistent with policies established by
244 the Representative Council. The negotiation commission shall consist of a negotiation chairman
245 who serves as the negotiator, the vice president, and five (5) additional members. The chairman

246 may appoint additional temporary members. The President with the approval of the Representative
247 Council will appoint the chairman.

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

257 Section 6. The Nominations and Elections Committee shall fulfill the following duties:

- 258 a. Create a slate of officer candidates to be presented at the April Representative Council meeting.
259 b. Coordinate elections of officers and representative council members as outlined in the bylaws.

260 Section 7: The Organizing Committee shall fulfill the following duties:

- 261 a. Conduct an annual climate survey of the membership and report finding to the Representative
262 Council
263 b. Inform the community of the educational activities of the association and its members on the
264 local, state, and national level through releases to the press and ~~radio~~ through social media.
265 c. Maintain the online presence of the Association.

266 Section 8. The Grievance Committee shall fulfill the following duties:

- 267 a. All grievances must be presented to the Grievance Committee for approval before formal
268 submission to the district. The committee may initiate a grievance on behalf of the association.
269 Grievances denied by the committee may be appealed to Representative Council. Solving
270 accepted grievance through the grievance procedure is a responsibility of the committee.

271 **ARTICLE IX – MEMBERSHIP AND FISCAL YEAR**

272 The membership and fiscal year shall be September 1 through August 31.

273 **ARTICLE X RATIFICATION OF AGREEMENT AND** 274 **AUTHORIZATION FOR STRIKES**

275 Section 1. The negotiating team will present the tentative Collective Bargaining Agreement (CBA) to
276 the Representative Council. The Representative Council may present the tentative CBA to a vote of the

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

279 Section 2. The president and the chairperson of the negotiating committee shall be authorized to sign a
280 legal, binding, yearly or multi-year CBA with the employing board only after completion of the following
281 procedure at a general membership meeting

- 282 a. A report and recommendation by the negotiating team,
- 283 b. A written digest of the proposed agreement or changes provided to all members in attendance at the
284 ratification meeting,
- 285 c. Discussion by the membership, and
- 286 d. A majority affirmative vote by secret ballot of the total active membership present and voting

287 Section 3. Requirements for amending the CBA will be the same as those for amending the bylaws
288 (Article XI). Specifically, any proposal change in the fringe benefit package during the term of the CBA shall
289 be submitted in writing and distributed the membership two weeks prior to vote.

290 Section 4. Except in a work stoppage situation, at least twenty-four (24) hour written notice of the
291 ratification meeting is required. The notice shall specify the date, time, place, and purpose of the meeting.

292 Section 5. Strike action must be authorized by a two-thirds majority vote of those members present and
293 voting in a special meeting.

294 295 ARTICLE XI AMENDMENTS

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

297 Section 2. The bylaws may be amended by a two-thirds vote of the representative 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 representative council members within a week
of the specified balloting day. Results of the balloting will be announced one week after the specified balloting
day.