

## **Highline Education Association Bylaws**

### **ARTICLE I. MEMBERSHIP AND DUES**

- A. Membership in the Highline Education Association shall include all certificated staff members and certificated substitutes employed by the Highline School District.
- B. Dues for those staff members who are employed half time or less all year or after January 1, and who wish to assume active membership in the association, shall be one-half (1/2) of the annual dues as computed in the Constitution.
- C. Substitute dues shall be one-half (1/2) of one percent (1 %) of their gross wage per day.
- D. State and national dues shall be in accordance with their respective provisions. Only membership in all three organizations will be accepted.
- E. Dues will be paid by payroll deductions unless the staff member has previously been permitted to pay by check.
- F. The UniServ director shall, upon receipt of a signed payroll deduction card or payment in full, immediately notify both WEA and NEA of the individual's membership.
- G. It is the responsibility of the association representative to conduct the membership canvass and to remit at once to the UniServ director the completed membership forms and the payment in full or payroll deduction authorization card.

### **ARTICLE II. REPRESENTATION, NOMINATIONS AND ELECTIONS**

#### **Section 1.**

- A. For purposes of representation and elections, as cited in the constitution and bylaws of the association, the term "teacher" is defined to be a member of the association who is assigned to a Highline school(s) and/or worksite(s).
- B. For purposes of representation and elections, a member of the association may be more appropriately represented and served by one of the following groups:
  - Group 1 Counselors
  - Group 2 Music
  - Group 3 Physical Education
  - Group 4 Librarians
  - Group 5 Consultants and Specialists/ERAC
  - Group 6 Nurses
  - Group 7 Occupational Therapists, Physical Therapists and Vision Itinerants
  - Group 8 Speech-Language Pathologists and Audiologists
  - Group 9 Psychologists and Social Workers

Group 10 Substitutes  
Group 11 Academic Coaches

A member may, upon timely notification of the association office, elect a site/category under which they would like to be represented, which is appropriate to their role/title in the district. This determination will be made by the end of October, or within one month's time for a new hire.

## **Section 2.**

- A. Election of officers shall be by majority vote of ballots cast; providing that in case no candidate for an office shall receive a majority, the two candidates receiving the highest number of votes shall be eligible for a run-off election.
- B. Election of delegates to the Washington Education Association Representative Assembly and delegates to the National Education Association Representative Assembly shall be by plurality. Providing, however:

That election of delegates to the Washington Education Association Representative Assembly and delegates to the National Education Association Representative Assembly shall conform to the requirements of the WEA and the NEA with respect to the election of ethnic minority delegates. When these requirements are not otherwise met, the required numbers of ethnic minority candidates receiving a plurality among all ethnic candidates shall be declared elected.

In an election by plurality, when a tie exists among those persons who received the greatest number of votes but did not receive a plurality with respect to the number of positions to be filled, a run-off election shall be held with only these persons eligible to run.

- C. Nominations for all elective positions shall be open. Any member may nominate any member (including himself/herself) who is qualified to serve in the elective position (office, delegate or representative).
- D. Elections shall conform to the principle of one-person-one-vote. Ballots shall be available to members in the buildings where each is employed or headquartered. Association representatives shall supervise the in-building aspects of each election.

## **Section 3. Nominations and Elections**

- A. The president, by and with the advice and consent of the executive board, shall appoint a Nominations and Elections Committee each year. Appointments shall be made in such a timely manner as to give the committee time to organize itself prior to making preparations for the first election year.
- B. The Nominations and Elections Committee shall supervise the elections for all elective positions within the Association, such as officer positions (including WEA Board director), delegate positions (including NEA State delegate positions and delegates to the Rainier UniServ Council <RUC> Board).

1. It shall propose election calendar(s) to the Representative Council for approval. Such calendar(s) shall provide for meeting the requirements and deadlines established by the Association Constitution, Bylaws and Standing Rules for Nominations and Elections, the requirements of WEA and NEA; and shall include provisions for notification to members of nominations, elections and run-offs.
2. It shall publicize the approved election calendars and election information to member voters for each election.
3. It shall receive nominations, taking care to gain the consent of the persons nominated before their names are placed on the ballot.
4. It shall be responsible to obtain at least one candidate for each elective position.
5. It shall prepare, distribute, collect and count the ballots in each election in such a way that the requirements of the governing documents of HEA, WEA and NEA are met.
6. It shall announce the names of persons elected in each election.

#### **Section 4.**

- A. One secondary representative shall be elected by high school teachers and one shall be elected by middle school teachers.
- B. One elementary representative shall be elected by intermediate grade teachers and one shall be elected by primary grade teachers.
- C. An open meeting of the Nominations and Elections Committee, to which the general membership of the association shall be invited, shall be a part of the election calendar. At that time, the nominated candidates shall be presented. Additional nominations may be offered from the floor by an association member. After the opportunity for nominations from the floor has been offered, nominations shall be declared closed as prescribed in the Standing Rules for Nominations and Elections.
- D. The Nominations and Elections Committee shall prepare the official ballots and shall distribute the same to the buildings in care of the association representative(s) in each building. These materials shall be available in each building as specified in the adopted timeline for nominations and elections.
- E. In each building the association representative shall be responsible for seeing that the election is held according to the applicable rules and ballots returned to the association office according to the adopted election timeline.
- F. The election results shall be tabulated and the results announced not later than the last week of May.
- G. A run-off election, when required, shall be held during the third week of May, and the results announced by the fourth week of May.

**Section 5. Grievance Committee**

- A. The president, by and with the advice and consent of the executive board, shall appoint a Grievance Committee each year. Appointments shall be made in such a timely manner as to give the committee time to organize.
- B. The committee will have five members. A minimum of three committee member must be present to make a decision. In the event of a tie vote, the president will cast the deciding vote. The president will serve as an ad hoc member of the committee. The committee members will select a chairperson.
- C. The committee will review all grievances after Step 2 to determine if the grievance should proceed to mediation/arbitration. The committee may not need to meet. based on direction from the executive board with input from the UniServ representative.
- D. The committee may meet before Step 2, based on direction of the executive board.
- E. The grievant shall be given the opportunity to address the committee before a decision is made proceeding to mediation/arbitration.
- F. The committee chairperson will make recommendation to the executive board about the course to be taken on the grievance.
- G. The executive board will consider the Grievance Committee's recommendation and make the final determination on the grievance.

**ARTICLE III. DUTIES OF OFFICERS****Section 1. The Duties of the President shall be:**

- A. To call, plan and preside over executive board, representative council and general membership meetings.
- B. To serve as spokesperson for the association on matters of policy.
- C. To contact members, to keep them informed about current issues and goals and to receive input about association matters.
- D. To countersign checks in case of prolonged absence of either the vice president or the UniServ director and assist in the preparation of the association budget.
- E. Each year following the completion of the elections for elected officers for the ensuing year, the newly elected president may constitute any or all committees, commissions or task forces which will serve during that presidential term. The appointments shall be with the advice and consent of the executive board, which will serve during the new president's term.
- F. The president shall be a member of the UniServ Council Board.

- G. To carry out those other duties as prescribed in the president's job description and/or as directed by the executive board.
- H. President's Compensation – The HEA president shall be paid the allocation on the State Salary Schedule and Highline TRI Schedule which corresponds to his or her experience and credits earned. In addition, a total of 26.5 days at his or her per diem rate shall be paid for extra time worked beyond the 182 day school year.

**Section 2. Duties of the Vice President shall be:**

- A. In the absence or incapacity of the president, to perform the duties of the president, and to assume the office of president in case of premature vacancy.
- B. To act as liaison between assigned committees and the executive board. The executive board shall make these assignments.
- C. At the discretion of the president, to assist the president in the execution of the duties of the president.
- D. To observe association activities and to study potential improvements for the activities of the association.
- E. To assist in the preparation of a proposed association budget.
- F. To review the budget reports and to make recommendations to the executive board concerning improvements deemed desirable.
- G. To countersign association checks.
- H. To require a monthly financial statement and end-of-year audit.

**Section 2. Duties of the Secretary shall be:**

- A. To take and keep an accurate roll of representative council meetings and executive board meetings.
- B. To count the members present at all general membership meetings or to provide for the taking of that count.
- C. To keep the minutes of the meetings of the general membership, the representative council, and the executive board.
- D. To cause the minutes of the representative council and executive board to be distributed to each member of the representative council.

**Section 4. Duties of the “Representatives” mentioned in the Constitution Article IV.Sec. 1.**

- A. To represent their respective groups to the executive board.
- B. To call and preside at meetings of their respective groups.
- C. To act as liaison between assigned committees and the executive board. The executive board shall make these assignments.

**Section 5. Duties of WEA Board members who are members of the Highline Education Association:**

- A. To serve as the association's representative to the WEA Board.
- B. To keep the executive board and the representative council informed of the activities of the WEA.
- C. To perform duties as prescribed in the WEA Constitution and Bylaws.
- D. To share with the executive board the agenda of upcoming issues at the WEA board level, and to report back to the executive board concerning how he/she voted on these issues and what action the WEA Board took on these issues.
- E. To perform such other duties as are assigned by the executive board.

**ARTICLE IV. DUTIES OF THE UNISERV REPRESENTATIVE**

The UniServ director shall:

- A. Represent the association.
- B. Communicate with the membership of the association.
- C. Work with the officers and governance groups of the association.

**ARTICLE V. ASSOCIATION REPRESENTATIVES****Section 1. Duties of Association Representatives shall be:**

- A. To serve on the representative council as the agent of the members of the association which he/she represents.
- B. To enroll membership.
- C. To collect dues, assessments and contributions, and to remit all money to the association UniServ director.

- D. To attend all representative council meetings or provide a substitute.
- E. To report proceedings to their constituents, distribute all communications and information from the various associations, collect and return material and information as required and post all association notices.

## **Section 2. Election of Association Representatives**

- A. Buildings and groups shall be represented by a ratio of one (1) representative to fifteen (15) members or major fraction thereof. Each building or group shall be entitled to at least one representative.
- B. Association representatives from all schools, the names of which begin with letters "A" through "L", shall be elected in even years; those from "M" through "I" shall be elected in odd years. In buildings entitled to more than one representative, terms of office shall be staggered.
- C. Association members who belong to the groups mentioned elsewhere in these Bylaws shall be represented at the representative council by representatives elected by each group named. The odd numbered groups shall elect representatives in the odd numbered years and the even numbered groups shall elect representative in the even numbered years.
- D. As required by A, B and C above, The Association representatives shall be elected by the end of the first week in September.
- E. The newly elected association representatives shall assume their office on July 1 or upon election of a replacement, if the election occurs after July 1.
- F. No member shall be counted more than once for purposes of representation. In case of question, the representative council shall determine to which group or building an individual member belongs for purposes of representation to the representative council.
- G. In years when the total number of persons enrolled as associate members shall be eight (8) or more, the group of associate members shall be entitled to elect one representative to the representative council. The terms of such a representative shall be one year. Such a representative shall have a voice and a vote at representative council meetings.

## **ARTICLE VI. DUTIES AND PROCEDURES OF THE REPRESENTATIVE COUNCIL**

### **Section 1. Officers**

- A. The president of the Highline Education Association shall be the presiding officer of the representative council.
- B. The vice president of the Highline Education Association shall assist the president in the execution of the duties of leading the association and will perform the duties of the president in times of absence or incapacity.
- C. The Secretary of the Highline Education Association shall be the official record keeper for the Association.

**Section 2. Meetings**

- A. The representative council shall hold regular meetings as scheduled by the president.
- B. Special meetings may be called by the president or the executive board and shall be called by the executive board within ten (10) days following the receipt by the executive board of a petition signed by five (5) members of the representative council.
- C. Meeting agenda shall be proposed by the executive board and set by the representative council

**Section 3. Duties of the Recresentative Council shall be:**

- A. To serve as the governing body of the Highline Education Association formulating all policy within the limits of the Constitution and of these Bylaws.
- B. To pass on all actions taken by the officers, executive board and committees including the following:
  - 1. Committee reports forwarded by the executive board.
  - 2. Proposed budget and changes.
- C. To establish the objectives and long-term program of the Highline Education Association.
- D. To elect representatives, other than the president, to the UniServ Council Board, and to fill vacancies utilizing procedures out lined in Article IX. of the Bylaws.
- E. To perform other duties as prescribed by the Constitution.

**ARTICLE VII. DUTIES AND PROCEDURES OF THE EXECUTIVE BOARD**

**Section 1.**

The executive board shall prepare the annual budget for the Highline Education Association and shall submit same for approval of the representative council.

**Section 2.**

The powers of the executive board shall cover all areas not restricted by the Constitution, the Bylaws, or established policies of the association.

**Section 3.**

To execute the policies of the association as directed by the general membership and the representative council.

**Section 4.**

To keep the representative council and the general membership informed concerning activities of the Association and information needed in policy decisions.

**Section 5.**

When HEA is not a single UniServ Council, the executive board shall make an annual evaluation of the UniServ Representative of the UniServ Council to which HEA belongs. This evaluation shall be conveyed to the UniServ Council by the HEA president or the president's designee.

**ARTICLE VIII. RECALL OF ELECTED OFFICERS****Section 1.**

- A. Recall may be initiated by the filing of a petition detailing the charges against the officer and bearing the signatures of not less than twenty-five (25) percent of the association members in the group represented by the officer against whom the recall proceedings are being instituted.
- B. The bearer of the petition shall rise in any regular or special meeting of the representative council and shall orally notify the council of the intent to file such a petition, and shall orally certify that the required number of signatures is affixed to the petition, and shall orally request the election of a Select Board, and shall orally read the charges contained in the petition.
- C. Upon such certification by the bearer of the petition, the representative council shall immediately elect a Select Board of five members and shall name its chair.
- D. The bearer of the petition shall immediately file the petition with the chair of the Select Board.

**Section 2.**

- A. The Select Board shall have five (5) school days from the date of the filing of the petition to determine if the petition bears the required number of signatures.
- B. Upon determination that the petition bears the required number of signatures, the Select Board shall notify the officer against whom the petition was filed and shall schedule an election among the association members in the group represented by that officer. The election shall be held not earlier than ten (10) school days after the officer in question has been notified of the charges by the Select Board and not later than twenty (20) days after such notification. The Select Board shall make reasonable rules for the conduct of the election and shall inform the officer in question and the group he/she represents of these rules.
- C. The Select Board shall report the results of the election to the representative council at its next meeting and, if a majority of the entire association membership in the group represented by the officer in question shall have voted in favor of recall, the representative council shall declare the office vacant and shall elect a successor to fill out the unexpired part of the term of that office and shall notify the persons affected.

**ARTICLE IX. UNISERV COUNCIL****Section 1.**

If this is a single UniServ Council, the HEA Executive Board shall serve as the executive board of the UniServ Council.

**Section 2.**

If this is not a single UniServ Council, then representatives from this association to the UniServ Council Board and successor representatives shall be elected or replaced by using the following procedure:

- A. The term of office of these representatives and successor representatives shall be one year.
- B. The number of successor representatives elected shall be the same as the number of representatives to the UniServ Council to which the HEA is entitled. They shall be placed in rank order by the Association Representative Council at the time of their election
- C. The election shall be conducted by the Association Representative Council following the nominations by any association member. This election shall be held in May.
- D. The HEA Representative Council shall use its discretion and may declare an office of representative to the UniServ Council vacant in the event that the representative to the UniServ Council is absent without just cause or without notification to the HEA president sufficiently in advance to permit selection of a temporary replacement. If such vacancy is declared, the Association Representative Council shall elect a replacement.
- E. In the event a representative to the UniServ Council shall notify the HEA president of an impending absence from a UniServ Council meeting, the HEA president shall appoint the successor representative(s) in rank order to serve for the UniServ Council meeting in question. If no successor representative(s) can be secured to serve, the the HEA president may appoint any member of the HEA Representative council to serve for the meeting in question.

**Section 3.**

The HEA representatives to the UniServ Council shall report regularly to the HEA Representative Council.