

**Constitution
Highline Education Association**

ARTICLE I. NAME

The name of this organization shall be THE HIGHLINE EDUCATION ASSOCIATION, INC. It shall be a non-profit organization under the laws of the state of Washington.

ARTICLE II. PURPOSES

The purposes of this Association shall be:

1. To strive for improvement of the instructional program offered to children and youths.
2. To advance the status of the teaching profession.
3. To improve standards of the profession.
4. To promote the public image of all members of the profession.
5. To secure professional remuneration for professional services of members.
6. To protect the rights of members in their employment.
7. To upgrade the working conditions of members.

ARTICLE III. MEMBERSHIP

Section 1 Any person who is employed by the Highline School District in a certificated position, who is a member of the bargaining unit represented by the Highline Education Association, who signs the required membership forms, and who is current in payment of dues, shall be an active member of the Highline Education Association. Active membership in the Highline Education Association shall be accompanied by active membership in the Washington Education Association and the National Education Association. Only active members shall have a right to vote on matters submitted to Association members.

Section 2 Classifications of membership, other than that of active membership, may be provided for in the Bylaws of this Association. If the Bylaws provide for classifications of membership other than active membership, then the Bylaws may provide for one representative of such members to become a member of the executive board with a voice and a vote thereon. If the Bylaws provide for classifications of membership other than active membership, then the Bylaws may provide for proportional representation of such membership in the representative council with a voice and a vote therein. If the Bylaws provide representatives of such members to be members of the executive board and/or the representative council, then these representatives shall have the right to attend the general membership meetings of the Association where they shall have a voice but not a vote.

ARTICLE IV. OFFICERS

- Section 1** The officers of the Association shall be:
- A. President, elected by the entire membership bi-annually, for a two-year term.
 - B. Vice President, elected by the entire membership bi-annually, for a two-year term.
 - C. Secretary, elected by the entire membership bi-annually, for a two-year term.
 - D. Two elementary teacher representatives, as defined in the Bylaws, elected by teachers assigned to kindergarten through grade six for a two-year term.
 - E. Two secondary teacher representatives, as defined in the bylaws, elected by teachers assigned to grades seven through twelve for a two-year term.
 - F. A Special Services representative, elected by the members who are assigned to positions in the groups defined in the Bylaws for a two-year term.
 - G. WEA Board members, who are members of the Highline Education Association, shall be officers of the Highline Education Association. However, this group of directors shall be entitled to a total of one (1) vote on the Executive Board and this vote shall be distributed proportionally among such directors present and voting.
- Section 2** All officers shall be active members of the Association at the time of election and shall maintain active membership in the Association as a condition of continuance in office. However, an officer who is removed from employment in the Highline School District due to an implementation of a reduction in force policy, may serve out the current term of office provided that such officer assumes some classification of membership other than active. If such is available, and provided that such officer does not accept a full-time employment position with an employer other than the Highline School District, otherwise the office shall be vacant.
- Section 3** Officers who represent groups mentioned in Section 1 of this Article shall be members of the groups represented at the time of election. Should an officer voluntarily relinquish membership in the group represented, then that officer shall vacate the office and the office shall be vacant but, if the officer is involuntarily transferred out of the group represented, then that officer may serve out the current term in that office.
- Section 4** Terms of office:
- A. All officers shall serve no more than three successive terms of office.
 - B. Terms of office of outgoing elected officers shall expire on June 30 and newly elected officers shall begin their terms on July 1.
 - C. The nominations and elections procedures for officers shall be prescribed in the Bylaws of the Association.

Section 5 Vacancies:

- A. Should the office of president become vacant, except when there are simultaneous vacancies in the office of president and vice president, the vice president shall become president and the office of vice president shall become vacant.
- B. If, in the event of a vacancy in any office other than the WEA Board members who are Highline Education members or president, except where there are simultaneous vacancies in the offices of president and vice president, then the vacancy shall be filled using one of the following procedures:
 - 1. If the unexpired term of the office is less than six months, the vacancy shall be filled by a presidential appointment with the advice and consent of the Executive Board and ratification vote by a majority of those present and voting at a meeting of the Association Representative Council. Notice of the date, time, place, and purpose of this meeting shall be mailed to each member of the Association Representative Council at least ten (10) calendar days prior to the date of this meeting.
 - 2. If the unexpired term of the office is six months or more, the vacancy shall be filled by an election held in the constituency of that office, as defined in Article IV. Section 1. The Executive Board shall establish and distribute to all members of the constituency of the vacant office, guidelines for holding the election. These guidelines shall guarantee due process in the election and shall include a calendar of the dates for the nominations and election, open-nominations within the constituency of that office, and a reasonable time for the nominees to campaign.
- C. An elected officer designate shall be a person who has been elected to an office but has not yet taken office. Should an elected officer designate resign from the office or be ineligible for that office, then the office shall be declared vacant at the expiration of the incumbent's term.
- D. Should there be simultaneous vacancies in the office of president and vice president, then the most recent occupant in the office of president (i.e., the most recent past president), who is an active member of the Association and who agrees to serve shall become acting president and shall serve until a president and a vice president are elected; and shall call a meeting of the Representative Council for the purpose of electing both a president and a vice president. The general membership shall be given ten (10) days notification of the time, place, and purpose of such a meeting.

ARTICLE V. UNISERV REPRESENTATIVE

Section 1. Nothing in the Constitution and/or Bylaws of the Association shall be construed as requiring the Association to employ a UniServ Representative.

ARTICLE VI. THE REPRESENTATIVE COUNCIL

Section 1 Council membership:

- A. Members of the Executive Board shall be members of the Representative Council.
- B. Active members who are assigned to a position serving one (1) or two (2) buildings shall be represented in the Representative Council by representatives elected from each building faculty as defined in the Bylaws.
- C. Active members who are assigned to a position serving more than two (2) buildings, or who are assigned to special categories as defined in the Bylaws shall be represented in the Representative Council by representatives elected from each group as defined in the Bylaws.
- D. Members, other than active members, may be represented in the Representative Council if such representation is specified in the Bylaws. If such representation is specified in the Bylaws, then the ratio of such representatives to such members shall not be greater than the corresponding ratio applied to active member representation.

Section 2 Representatives shall be elected for two (2) year terms with approximately one-half (1/2) of the terms expiring each year. The election procedures for the members of the Representative Council shall be prescribed in the Bylaws of this Association. Newly elected representative shall take office on July 1.

Section 3 Council powers and duties:

- A. Subject to action taken by the general membership, the Representative Council shall have the sole prerogative to adopt policy for the Association.
- B. Subject to action taken by the general membership, the original Association negotiation proposals (as distinguished from counter proposals made to employer proposals) shall be based upon policy which has been adopted by the Representative Council.
- C. The Representative Council shall render official interpretations of the Constitution and Bylaws of the Association and shall adjudicate disputed interpretations of the same.

- D. With respect to nominations and elections in the Association, the Representative Council shall have the authority to:
1. Adopt and amend standing rules for the conduct of nominations and elections.
 2. Adopt and amend timelines for the conduct of nominations and elections.
 3. Certify the results of elections.
 4. Act as an election review board in the case of a disputed election or in case of an alleged unfair campaign practice.

ARTICLE VII. THE EXECUTIVE BOARD

- Section 1** The Executive Board shall consist of the officers.
- Section 2** Except as specifically provided for in this Constitution, the duties and powers of the Executive Board shall be administrative in nature. Duties and powers of the Executive Board shall be defined in the Bylaws.
- Section 3** All actions of the Executive Board shall be subject to the review and approval of the Representative Council.
- Section 4** The members of the Executive Board shall be the trustees provided for in the Articles of Incorporation of the Association. The Executive Board shall be the Board of Directors as required by state law.

ARTICLE VIII. COMMITTEES, COMMISSIONS AND TASK FORCES

- Section 1** In addition to the committees provided for in the Bylaws, the Executive Board shall create and maintain such other committees as it deems necessary to carry on the research and other functions of the Association. The number, size, composition, term and charges to these committees, commissions and task forces shall be determined by the Executive Board, unless such features are specified in the Bylaws.
- Section 2** All committees, commissions and task forces shall be responsible to, and shall report to, the Executive Board. The Executive Board may direct a committee report to the Representative Council.
- Section 3** The chairperson and members of all committees, commissions and task forces shall be appointed by the president, with the advice and consent of the Executive Board.

ARTICLE IX. MEETINGS

Section 1

General Membership:

- A. General membership meetings may be called by the president with the consent of the Executive Board; by the Representative Council; or by an action taken at a general membership meeting.
- B. The general membership, at a meeting, shall have the supreme authority to determine policies of the Association.
- C. A quorum for a general membership meeting shall be one-fourth of the active members.

Section 2

Representative Council:

- A. The Representative Council shall meet at least six (6) times per year. Meetings may be called by the president, by the Executive Board or by an action taken by the Representative Council. A meeting of the Representative Council shall be called by the Executive Board as soon as practicable after receipt by the Executive Board of a petition requesting such a council meeting; providing such petition is signed by not less than five (5) members of the council.
- B. The quorum for any Representative Council meeting shall consist of a simple majority of its members.

Section 3

Executive Board:

- A. The Executive Board shall meet at the call of the president or at the call of any two (2) Executive Board members.
- B. A quorum of the Executive Board shall consist of a majority of its members.

Section 4

The groups mentioned in Article IV. Section 1, Parts C through E of this Constitution shall meet at the call of their respective representatives.

ARTICLE X. AFFILIATIONS

Section 1

- A. Affiliation shall be maintained with the Washington Education and the National Education Association.
- B. Delegates and alternates to the representative assemblies of both the Washington Education Association and the National Education Association shall be elected at-large by the active members of the Highline Education Association. Delegates shall serve staggered two-year terms. Procedures for the election of delegates and alternates shall be detailed in the Bylaws; providing, however, that such procedures shall be in compliance with the requirements of the Washington Education Association.

Section 2 Affiliation relations may be maintained with other organizations when such affiliations are specifically authorized by the Representative Council.

ARTICLE XI. DUES

Section 1 The annual dues of an active member shall be one-half (1/2) of one (1) percent of the state average salary (mean) for all certificated personnel computed for the preceding year by the State Superintendent of Public Instruction. Said dues shall be adjusted to the nearest whole dollar.

Section 2 Dues for members in classifications other than active shall be set in the Bylaws of the Association.

ARTICLE XII. RECALL OF ELECTED OFFICERS

Section 1 The elected officers of this Association shall be subject to recall.

Section 2 Recall procedures shall be defined in the Bylaws of the Association.

ARTICLE XIII. AMENDMENTS

Section 1 Constitutional amendments by the Representative Council

- A. Should the Highline Education Association be faced with imminent disaffiliation from the Washington Education Association and/or the National Education Association by reason of some provision of the constitution of the Highline Education Association, or should any provision of this constitution be found by a Court of Record to be illegal, then the Representative Council may amend this constitution under the provisions detailed in subsections B, C, D and E of this section.
- B. Such amendments shall be temporary and shall be effective and in force only until the question involved can be resolved by the membership of the Association by an amendment to this constitution submitted to the membership in the manner described in Section 2 of this article.
- C. Such amendments may be passed by the Representative Council only after a delay of at least six (6) calendar days after the proposed amendment has been submitted in writing to the Representative Council.
- D. Such amendments must receive the affirmative vote of at least two thirds (2/3) of the entire membership of the Representative Council.
- E. Such amendments, when passed, shall be effective immediately.

Section 2 Constitutional amendments by the membership

- A. Proposed amendments, other than those covered in Section 1 of this Article, must be submitted in writing to the Representative Council and to the membership not less than four weeks before the proposed date for the voting on the proposed amendment.
- B. Voting on these proposed amendments shall be by ballot to every active member.
- C. To pass, these proposed amendments must receive a two-thirds (2/3) majority vote of those returning their ballots by the deadline date for the return of ballots.

Section 3 Amendments to the Bylaws may be made at a Representative Council meeting by a two-thirds (2/3) vote of the entire membership of the Representative Council.

ARTICLE XIV. PARLIAMENTARY AUTHORITY

The current edition of Sturgis Standard Code of Parliamentary Procedure shall be the authority on questions of parliamentary rules not covered by the governing documents of the Association.

Revised

- 1977
- 1982
- 1987
- 1989
- 1990
- 2007
- 2008
- 2011