

# Anacortes Education Association By-Laws

Enacted 09/2016

## ARTICLE I MEETINGS

**SECTION 1** General Meetings General membership meetings during the contract year will be at the discretion of the President and/or Executive Board. A written notice shall be given to individual members at least two (2) days preceding the meeting.

**SECTION 2** Special Meetings Special general membership meetings may be called by the President. A written notice shall be given to individual members at least one day prior to the meeting.

**SECTION 3** Executive Board Meetings Executive Board meetings will be held monthly. Additional meetings may Be called by the President.

## ARTICLE II PROFESSIONAL MEETINGS

**SECTION 1** Representative Assembly The delegates and successor delegates to the W.E.A. Representative Assembly shall be elected in accordance with the W.E.A. local affiliate guidelines. All reasonable expenses of these delegates incurred while traveling to and from the place of the meetings, over and above the share paid by the W.E.A. shall be paid by A.E.A.

**SECTION 2** Other Professional Meetings The President, or a delegate appointed by the president, shall represent the association at all professional meetings deemed pertinent to the association by the; President. All actual necessary expenses of these delegates shall be paid by A.E.A.

**SECTION 3** Fourth Corner UniServ Council The association shall be a member of Fourth Corner UniServ Council and shall pay annual dues as prescribed by UniServ. Based upon open ` nomination, secret ballot and one person-one vote, two delegates and two successor delegates (alternate) shall be elected to represent A.E.A. at all UniServ meetings.

## ARTICLE III QUORUM

**SECTION 1** Those A.E.A. members present at a general membership meeting shall constitute a quorum for the transaction of business, unless it is decided by the Executive Board to vote via online ballot. The online ballot shall be reached by sending the ballot to all A.E.A. members. Ratification would be 51% of the total responses from the online ballot.

**SECTION 2** A majority of the Executive Board shall constitute a quorum thereof.

## ARTICLE IV DUTIES OF ELECTED OFFICERS

**SECTION 1** President The President shall call and preside at all general meetings and special meetings of the association and Executive Board. He/She shall appoint chairpersons and commission members, not otherwise appointed or elected, with the consent of the Executive Board, and shall perform the usual duties of the chief executive of such an organization. The president has a shared responsibility with the Vice President or President Elect to review all minutes from school board meetings; or to attend the meetings when possible. The President also has a responsibility to meet regularly with the District Superintendent and sharing pertinent items with the executive board and/or membership. Annual stipend is \$5,500.

**SECTION 2** President-Elect The President-Elect shall act as President in the absence of the President in the office at the expiration of his/her term. During contract negotiation sessions, President-elect will attend meetings between bargaining team and district as an observer. President Elect will also be expected to attend Washington Education Association Leadership Academy (WEALA) session on beginning presidency (summer prior to assuming term.) Other duties include responsibility for membership and working with President in WEA-PAC drive. Other duties as assigned. **Annual stipend is \$2,000.**

**SECTION 3** Vice-President The Vice-President has the same duties as President-Elect without requirement to assume Presidency the following year or expectation to attend beginning president sessions at WEALA. **Annual stipend is \$1,000.**

**SECTION 4** Secretary The Secretary shall act as custodian of the minutes sharing them with the president, treasurer, and the website coordinator {and shall see that all members are notified at least two days in advance of any general membership meeting called by the President.} He/She shall provide other notices required by these By-laws. Other duties as assigned. **Annual stipend is \$1,000.**

**SECTION 5** Treasurer {The treasurer shall keep the funds of the association, collect national, state and local dues, forward all state and national dues to the executive secretary of the State Association together with a properly filled out membership card for each member, pay all bills approved by the Executive Board; and keep an accurate account of all transactions. The treasurer shall prepare a proposed budget for the Executive Board's September meeting.} The books of the treasurer shall be audited by a committee appointed by the Executive Board at the close of each term in office. The treasurer shall keep all funds of the Association, receive all local dues, pay all bills approved by Executive Board and/or President, and keep an accurate record of all financial transactions. Treasurer shall provide a budget summary at every Executive Board for review. Other duties as assigned. **Annual stipend is \$2,000**

**SECTION 5** -- Building Representative. The Building Representative shall coordinate meetings and communicate Association business at the building level. He/She shall attend monthly Executive Board meetings and is voting member of the Board. Other duties as assigned. **Annual stipend of \$300.**

**SECTION 6** Instructional Materials Committee Coordinator (IMCC) The IMCC serves on the District Instructional Materials Committee which makes core instructional materials adoption recommendations to the school board following established procedures. The IMCC will meet regularly with the District Curriculum Administrator and shall report any pertinent information to the Executive Board. When an Instructional Materials Selection Committee (IMSC) is established, the IMCC will solicit volunteers from the affected AEA membership, and will conduct a ballot to determine AEA elected representation on the IMSC. **Annual Stipend of \$750. Stipend will increase by \$100 in a year when IMSC's are established.**

## **ARTICLE V Other Appointed Association Positions ,**

**SECTION 1** -- Negotiators The Anacortes Education Association shall be represented at negotiations with the school district by a three member team. The team shall include a chief negotiator, an observer and a recorder. The AEA president may be included as a team member, but shall be ineligible to serve as chief negotiator during his/her term of office as AEA president. The three member team should represent at least two grade levels (elementary, middle school, high school) and preferably three. The team members should have at least three years experience in Anacortes School District.

## **A. Selection of Team**

1. Each Building Representative shall recommend to the Executive Board two or more candidates from their teaching level who are willing to serve on the Negotiating Team.
2. The chief negotiator shall be appointed by the AEA president with the approval of the Executive Board.
3. Following the appointment of the chief negotiator and in accord with association criteria, the president, with the approval of the Executive Board shall appoint two persons from the pool of names.
4. All appointments shall be made by May 1.
5. The term of office of the negotiating team shall be May 1 of the current year to April 30 of the next year or until new contract is ratified.
6. It shall be the responsibility of the AEA president to see that the team is functioning by May 31st and, if not, to appoint a new chief negotiator and/or team as needed.

## **B. Responsibilities**

1. Chief negotiator shall:
  - a. Attend WEA training sessions for the negotiators.
  - b. Consult with the AEA president and Executive Board in selection of team members.
  - c. Notify team members and AEA president of all negotiation meetings and bargaining sessions.
  - d. Make every effort to see that all members are in attendance at any negotiation session.
  - e. Keep team members informed of the data being used as the basis of negotiations so that, in the event that the chief negotiator can not complete his or her term, the team member appointed to his or her position will be fully informed of proceedings.
  - f. Organizational duties to be completed by Chief Negotiator in absences of Bargaining Support Coordinator (see Article V, Section 2)
  - g. Maintain records of attendance of all negotiation meetings and bargaining sessions.
  - h. Prepare, during the summer, interim reports for the president and Executive Board of pertinent information that can be drawn upon for distribution to the membership newsletter.
  - i. Submit a summary report of the negotiations sessions to the Executive Board and the team members at the close of negotiations to include:
    1. Verification of team member's participation and recommendation for payment.
    2. Attendance records.
    3. Recommendations/assessments of unresolved issues as guidelines for new negotiating team.
2. Team Members shall:
  - a. Attend WEA training sessions for negotiators.
  - b. Compile lists of areas of concerns from the building level, and, with the chief negotiator, prepare material necessary to negotiate a contract.
  - c. Attend negotiation meetings and bargaining sessions.
  - d. Hold local training sessions with AEA president, Executive Board and any interested members to clarify contents of the contract and any contract issues at the close of negotiations and prior to receiving honorarium.

- e. Be provided copies of Uniserv material pertinent to the negotiation team's responsibilities.
- f. Submit expenses on a monthly basis, but in no event more than 90 days after the ratification of a contract.

**C. Honorarium**

- 1. Stipend is paid as follows during a contract bargaining year:
  - a. Chief Negotiator -- \$2,000
  - b. Additional Negotiators – \$1,500
- 2. Stipend is paid as follows during a non-contract bargaining year:
  - a. Chief Negotiator -- \$1,500
  - b. Additional Negotiators – \$1,000

**D. Appeal**

Team members shall have 10 days from the date of the chief negotiator's summary report in which to file appeals with the president of the association regarding the recommendations of the chief negotiator on payment of honorariums. Appeals will be heard and ruled upon by the Executive Board within 20 days of the date they are filed with the president. The decision of the Executive Board shall be binding.

**SECTION 3 -- Grievance Officer** The Grievance Officer is responsible for working with all union members seeking grievance action against the district. Once contacted by union member, Grievance Officer is expected to follow protocol outlined in Contract Bargaining Agreement. Grievance Officer is also expected to acquire or maintain necessary job skills through WEALA. **Annual stipend is \$500 per year with an additional \$100 for every step in which a grievance proceeds beyond step 3.**

**SECTION 4 -- Council Delegates.** Council delegates attend monthly delegate meetings held in Mount Vernon and after each meeting report back to the president. **Annual stipend of \$100.**

**SECTION 5 – Web Designer** Web Designer will be responsible for keeping the association webpage up to date **Annual stipend of \$500.**

**SECTION 6 Grant Coordinator** The Grant Coordinator will be responsible for communicating to association members about the grant available to graduating senior children of association members, reviewing applications, notifying recipients of the grant, and tracking the payment of the grant. **Annual stipend of \$200.**

**SECTION 8 Retirement Coordinator** The Retirement Coordinator will notify the membership regarding WEA seminars. They will also be responsible for coordinating the retirement tea with the district superintendent's administrative assistant (if there are retirees who wish to participate). This person will also purchase gifts, plaques, and assigned items for the tea as needed. **Annual stipend of \$200.**

**SECTION 9 – Minority Affairs Officer** Minority Affairs Officer will be responsible for keeping writing and implementing AEA's Plan to Improve Diversity. Minority Affairs Officer attends monthly Executive Board meetings and report on the implementation of the Plan to Improve Diversity. **Annual stipend of \$500**

**ARTICLE VI DUTIES OF THE EXECUTIVE BOARD**

**SECTION 1** The Executive Board shall exercise general supervision and control over the affairs of A.E.A. It shall present a budget, recommend dues, and approve expenditures.

**SECTION 2** The President, President-Elect, or Vice-President, and immediate past President shall be representatives to the school board meetings.

## **ARTICLE VII ELECTIONS, TERMS, AND SUCCESSIONS**

**SECTION 1** Nominations for officers shall be solicited by email from the A.E.A. membership in Mid-March. Nomination will be open for two weeks. Officers shall be elected in April by secret ballot distributed to all members of the association. If the membership so desires, the President may succeed himself/herself in the office of the Presidency. This deviation from the rule that the term of each officer is for one year and that the President-elect shall automatically become President in May following the April election must be approved by the membership at the March meeting. In the event that the President is nominated to succeed himself/herself, the current President-elect term of office shall terminate in May and he/she shall not become the President in May. The President-elect may be nominated to the President-elect again in May, or someone else may be nominated to this office. It is to be clearly understood that this provision is not the norm, but is to be used only when the membership deems it advisable for the good of A.E.A. under extraordinary circumstances.

**SECTION 2** One building representative for each fifteen (15) members or major fraction thereof shall be elected by a majority vote of the members in each school and one building representative by members in the Administration building. Representatives shall be elected for two year terms on a staggered basis. Election shall be prior to the regular May meeting.

**SECTION 3** All officers including the new President who shall move from the position of President-elect to the position of President, and other new members of the Executive Board shall take office in May and assume responsibility for the May Executive Board meeting and General Membership meeting.

**SECTION 4** In case of death, resignation, or transfer from the area, of any officer, it shall be the duty of the Executive Board to appoint a successor to serve the remainder of the term, except as follows: In the case of vacancy in the Presidency, the President-elect shall succeed to the office of President; in the case of vacancy in the office of President-elect, general election shall be held within thirty (30) days to fill that office. Building representative vacancies shall be filled by majority vote of members affected.

## **ARTICLE VIII SPECIAL COMMITTEES**

Each year as the need arises, an audit committee and other special committees deemed necessary shall be appointed by the President with the consent of the Executive Board.

## **ARTICLE IX DUES**

**SECTION 1** Dues for regular and associate members shall be paid as recommended in amount by the Executive Board and approved by a general membership meeting. Dues for associate members shall be one-third the regular dues.

**SECTION 2** The membership year shall be from September 1 to August 31 inclusive.

## **ARTICLE X RULES**

The rules of procedure of this association shall be those set forth in Robert's Rules of Order, revised, except as otherwise expressly stated herein.

## **ARTICLE XI AMENDMENTS**

These by-laws may be amended by the Association by majority those voting. A notice of proposed change must be emailed, at least ten (10) days before voting. Amendments shall be presented to the

Executive Board a week before the scheduled vote, and approved before being presented to the Association.