

# **By-Laws of the Issaquah Education Association**

## **Article I: Incorporation**

The name of this corporation shall be as set forth in the Articles of Incorporation.

## **Article II: Purpose**

The purpose of the corporation shall be as set forth in the Articles of Incorporation.

## **Article III: Membership**

Section 1: Active Members:

- a. All non-supervisory certificated employees of the Issaquah School District who meet the active membership requirements of the Washington Education Association and National Education Association may, upon payment of dues as herein provided, become active members of this Association with full rights and privileges of membership.
- b. Membership shall be permanent or continuing from year to year except on resignation, retirement, death, expulsion, or for failure to pay membership dues.

Section 2: Dues, fees and assessments:

- a. Active membership dues shall be no more than .01% of the state base on the first cell of the previous year's salary schedule. Said dues are to be adjusted in amount to the nearest whole dollar within the following FTE: .00-.25 FTE; .26-.50 FTE; .51-.75 FTE; 76. –1.00 FTE. Any change from the current year's dues will be proposed and voted on at the April meeting of the Representative Council and will go into effect on September 1<sup>st</sup> of the following school year.
- b. Required NEA, WEA, UniServ dues and special assessments are not covered by these By-Laws.

Section 3: All active members of the Association shall have equal rights and privileges within the Association which include:

- a. to nominate candidates,
- b. to vote in elections or on referenda of this Association,
- c. to hold office,
- d. to participate in the deliberations of the organization and to vote on contract ratification,
- e. to attend all Association meetings except as specified in this Constitution and Bylaws and
- f. to fill appointed positions in the Association.

Section 4: Unless otherwise expressly provided by law, non- members shall have no rights or privileges within this Association.

## **Article IV: Officers and Executive Board**

Section 1: The Executive Board shall consist of the elected officers of the Association. It shall be the executive authority of the Association.

Section 2: The elected officers of the Association shall consist of a:

- a. President.
- b. Vice-President
- c. Primary Grade Elementary Representative
- d. Intermediate Grades Elementary Representative
- e. Middle School Representative
- f. High School Representative
- g. Special Education Representative
- h. Specialist Representative
- i. Diversity Representative
- j. All Executive Board Positions will be elected by a vote of the general membership.

Section 3: The Board of Trustees of the Issaquah Education Association shall consist of the Executive Board of the Association.

Section 4: The Board of Trustees shall have such powers and perform such duties as are prescribed by the Representative Council or are granted to it under the laws of the State of Washington.

## Section 5: Terms and Succession:

- a. All officers listed in this section shall be elected for a two (2) year term and may be re-elected for a total of not more than three (3) successive terms. The terms shall be staggered as follows:
  1. The President, Vice-President, Specialist Representative, and Diversity Representative shall be elected in February on the even year.
  2. The Elementary Rep., Middle School Rep., High School Rep., and Special Education Rep., shall be elected in February on the odd year.
- b. Whenever the offices of both President and Vice-President shall become vacant between elections, except as provided in Article VII, Section 3 of the By-Laws the remaining members of the Executive Board shall choose a current member of the board or appoint a former President to serve as President pro-tempore until the Representative Council can fill the vacancies.
- c. Whenever an officer has been reassigned to a different teaching level or assignment than the group they represent, s/he may remain in their current position the end of their elected term.

Section 6: The officer year shall be July 1<sup>st</sup> through June 30<sup>th</sup>.

## **Article V: Responsibilities of the Officers of the Association**

### Section 1 – President:

- a. The President shall preside over meetings of the Executive Board, Representative Council and the General Membership.
- b. S/he shall appoint chairpersons, appoint committee members, appoint a member of the Negotiations Team to be the Association’s designated representative in negotiations, be, or delegate another Executive Board member to be, an ex-officio member of all committees, and shall be the Executive officer of the Association.
- c. The President shall represent the Association before the public either personally or through delegates and shall perform all other functions usually attributed to this office.
- d. The President shall be a voting member of the Executive Board, shall be a local delegate on the Sammamish UniServ Council Board and by their election to this office they are also elected as a delegate to both the WEA and NEA Representative Assemblies for the duration of their term in office.

## Section 2 – Vice-President:

- a. The Vice-President of the Association shall be the Association Treasurer and be the Association Lead on the IEA/District Budget Committee and work closely with committees as the President may suggest.
- b. It is the duty of the Vice-President to assist the President in the preparation of the annual budget proposal for consideration by the Executive Board.
- c. The Vice-President will also attend IEA/ISD Labor Management meetings unless the Executive Board shall designate another Executive Board Member or person to fill that position.
- d. On occasion, duties of the President may temporarily be delegated to the Vice-President. S/he shall become President if the Presidency becomes vacant except as provided in Article VII, Section 3 of the By-Laws.
- e. The Vice-President shall be a voting member of the Executive Board and by their election to this office they are also elected as a delegate to the WEA Representative Assemblies for the duration of their term in office.

## Section 3 – Primary Grades Elementary Representative (K-2):

- a. Shall at the time of their election be assigned to a K-2 teaching position.
- b. The Primary Grades Elementary Representative shall assist the President and Executive Board in projects and committee work of benefit to the Association.
- c. The Primary Grades Elementary Representative will particularly provide leadership in issues of concern to primary grades elementary teachers.
- d. The Primary Grades Elementary Representative shall be a voting member of the Executive Board and by their election to this office they are also elected as a delegate to the WEA Representative Assemblies for the duration of their term in office.

## Section 4 – Intermediate Grades Elementary Representative (3-5):

- a. Shall at the time of their election be assigned to a 3-5 teaching position.
- b. The Intermediate Grades Elementary Representative shall assist the President and Executive Board in projects and committee work of benefit to the Association.

- c. The Intermediate Grades Elementary Representative will particularly provide leadership in issues of concern to intermediate grades elementary teachers.
- d. The Intermediate Grades Elementary Representative shall be a voting member of the Executive Board and by their election to this office they are also elected as a delegate to the WEA Representative Assemblies for the duration of their term in office.

Section 5 – Middle School Representative:

- a. Shall at the time of their election be assigned to a Middle School teaching position.
- b. The Middle School Representative shall assist the President and Executive Board in projects and committee work of benefit to the Association.
- c. The Middle School Representative will particularly provide leadership in issues of concern to middle school teachers.
- d. The Middle School Representative shall be a voting member of the Executive Board and by their election to this office they are also elected as a delegate to the WEA Representative Assemblies for the duration of their term in office.

Section 6 – High School Representative:

- a. Shall at the time of their election be assigned to a High School teaching position.
- b. The High School Representative shall assist the President and Executive Board in projects and committee work of benefit to the Association.
- c. The High School Representative will particularly provide leadership in issues of concern to high school teachers.
- d. The High School Representative shall be a voting member of the Executive Board and Board and by their election to this office they are also elected as a delegate to the WEA Representative Assemblies for the duration of their term in office.

Section 7 – Specialist, Program and TOSA Representative:

- a. Shall at the time of their election be assigned to a Specialist position as defined below.

- b. The Specialist Representative shall assist the President and Executive Board in projects and committee work of benefit to the Association.
- c. The Specialist Representative will represent those staff in district programs, Special Education excluded, as identified in the current Collective Bargaining Agreement.
- d. Specific groups, not included in the current Collective Bargaining Agreement, may only be added by amending of these By-laws.
- e. Current additions to the Specialist group: Deans
- f. The Specialist Representative will particularly provide leadership in issues of concern to Specialists
- g. The Specialist Representative shall be a voting member of the Executive Board and will by their election to this office they are also elected as a delegate to the WEA Representative Assemblies for the duration of their term in office.

#### Section 8 – Special Education Representative:

- a. The Special Education Representative shall assist the President and Executive Board in projects and committee work of benefit to the Association and will be the Association lead on the Special Education Steering Committee.
- b. The Special Education Representative will particularly provide leadership in issues of concern to special ed. and related services members, including LRCI & II teachers, ECE Teachers, Program Specialists, ISEP teachers, Occupational Therapists, Psychologists, Nurses, Physical Therapists, Speech Language Pathologists, Behavior Specialists, Audiologists, Vision Specialists, and other Special Education/Related Services positions that may become certificated employees.
- c. The Special Education Representative shall be a voting member of the Executive Board and by their election to this office they are also elected as a delegate to the WEA Representative Assemblies for the duration of their term in office.

#### Section 9 – Diversity Representative:

- a. The Diversity Representative shall assist the President and Executive Board in projects and committee work of benefit to the Association.
- b. The Diversity Representative will work with the district annually to develop a yearly diversity plan for providing professional development to educate the membership on cultural awareness.
- c. The Diversity Representative will encourage our diverse members to increase their participation in sharing their knowledge, to become leaders in their

buildings and to become more involved in the Association not only locally, but also at the state and national levels. They may also work with the district in recruitment of a more diverse workforce.

- d. The Diversity Representative shall be a voting member of the Executive Board and by their election to this office they are also elected as a delegate to the WEA Representative Assemblies for the duration of their term in office.

## **Article VI: Power of the Executive Board**

Section 1: The Executive Board shall be responsible for the management of the Association, and shall be responsible for seeing that the following duties are delegated and carried out:

- a. To conduct and manage the affairs and business of the Association, including interpretation of the By-Laws and polices set by the Representative Council.
- b. To make all the necessary arrangements for Association meetings including establishing time and place.
- c. To keep minutes and records of all meetings of the Executive Board and Representative Council meetings.
- d. To approve the proposed yearly budget for submission to the Representative Council (The fiscal year shall be September 1<sup>st</sup> through August 31<sup>st</sup>)
- e. To hold the funds of the Association and disburse them as per the approved budget.
- f. To keep accurate accounts of receipts and disbursements.
- g. To submit a preliminary expenditures report for the previous fiscal year (Aug 31 to Sept 1) with the current year Budget Proposal to the Representative Council.
- h. To submit the books for outside audit as per WEA requirements.
- i. To assist the president with official correspondence including but not limited to newsletters, web pages and blogs.
- j. To be responsible for the collection the annual dues of the State and National Education association and UniServ and forward them to those organizations.
- k. To maintain or designate a person to maintain a database of the IEA membership.
- l. To make recommendations of policies for consideration by the Representative Council.
- m. To make a recommendation concerning contract settlements prior to a General Membership Vote and shall have the authority to approve a Memorandum of

Understanding or Letter of Agreement to the current CBA. If appropriate, the IEA Executive Board may also recommend that the proposed Memorandum of Understanding or Letter of Agreement be taken to Representative Council for approval or rejection.

- n. The IEA Executive Board shall have the power to approve the Association's acceptance or rejection of a proposed contract waiver as per language in the current Collective Bargaining Agreement.

Section 2: The Executive Board shall be responsible for giving directions to the Association's designated representative in negotiations.

Section 3: Whenever a majority of the Executive Board shall agree that an officer has been grossly negligent of the duties defined in the By-Laws or is incapacitated, they shall recommend to the Representative Council that the office be declared vacant. Notice of such a recommendation will be given to representatives at least 24 hours before a vote is to be taken to allow for building input. The Representative Council must approve the recommendation by at least a two-third majority. The Representative Council shall elect a replacement to fill the unexpired term within a thirty (30) day period.

Section 4: Vacancies

- a. In the event a position is unfilled or an officer resigns, the Executive Board shall declare the office vacant and recommend that the Representative Council elect a replacement.
- b. In the event an officer is incapacitated for a period of more than thirty (30) days, the Executive Board shall recommend action to the Representative Council. Temporary disability, which does not seriously limit the officer's ability to communicate with the Executive Board, shall not be considered incapacity.

Section 5: The Executive Board may, with the approval of the Representative Council, employ staff.

## **Article VII: Representative Council**

Section 1: The legislative and policy forming body of the Association shall be the Representative Council.

Section 2: The Representative Council shall consist of the Executive Board, and elected Building and Program Representatives.



Section 3: Any member of the Association who is not a member of the Representative Council may attend its meetings, shall sit apart from the voting body, but may receive permission to speak.

### **Article VIII: Building and Program Representatives**

Section 1: Representation of the Members in Representative Council

- a. In each school and the administration building in the Issaquah School District, association members in good standing shall elect for a term of two (2) years one (1) Building Representative for each fifteen (15) members FTE or major fraction thereof. The Building Representatives shall be members in good standing in the Association. There shall be at least one Representative from each building. Where more than one such Representative is elected, one shall be designated the Senior Building Representative, and the terms shall be staggered. Elections shall be held prior to the first council meeting of the year and the newly elected Representatives shall take their seats in the Representative Council at the first meeting in September, or as they are elected.
- b. Nurse, Occupational Therapist, Physical Therapist, and Vision Specialist members in good standing in the Association shall elect one (1) Representative from their ranks to Rep. Council for each 15-member FTE or major fraction thereof.
- c. Psychologist members in good standing in the Association shall elect one (1) Representative from their ranks to Rep. Council for each 15-member FTE or major fraction thereof.
- d. Speech Language Pathologist and Audiologist members in good standing in the Association shall elect one (1) Representative from their ranks to Rep. Council for each 15-member FTE or major fraction thereof.
- e. Counselors, Student Support Coaches, and Behavior Specialists in good standing in the Association shall elect one (1) Representative from their ranks to Rep. Council for each 15-member FTE or major fraction thereof.
- f. English Language Learner (ELL) members in good standing in the Association shall elect one (1) Representative from their ranks to Rep. Council for each 15-member FTE or major fraction thereof.

- g. For each Building or Program an alternate Representative shall be elected who shall serve when an elected Representative is unable to perform his/her duties.

## Section 2: Compensation and duties

- a. Elected Building or Program Representative shall receive a yearly stipend. This stipend, will be proposed by the Executive Board and approved by the Representative Council, pending approval of the next year's budget, at the same time the dues for the next school year are announced. The stipend will be paid at the end of May each year.
- b. The Building and Program Representatives shall:
  - 1. attend the regular meetings of the Representative Council, or arrange for an alternate to attend if possible
  - 2. call building and/or program meetings of the Association members to discuss association business as needed, (recommendation is to meet monthly)
  - 3. schedule meetings with the building administration as needed (recommendation is to meet monthly)
  - 4. recruit members and oversee the enrollment of members in local, state, and national associations
  - 5. be responsible for association communication within the building or program.
  - 6. be responsible for running association elections in their building or program and returning ballots as required.

## **Article IX: General Membership**

Section 1: Whenever, during the school year, it shall be required to obtain a vote of the General Membership, said vote shall be by secret ballot at each school district building having association members entitled to vote, by an online vote, or at a General Membership meeting.

- a. The quorum required for a General Membership Meeting to vote or take action will be 25% of the total number of members in good standing of the Association.
- b. Voting at General Membership meetings may be by voice vote if there is no objection.

## Section 2: Issues submitted to a General Membership vote:

- a. election of officers by a majority of the members casting votes,
- b. election of Representatives to WEA-RA and NEA-RA by total votes received,
- c. any increase in the percentage used to calculate dues shall be approved by a majority of the members casting votes,
- d. ratification of Negotiated agreements.
  - 1. Association members will vote by secret ballot at either the General Membership Meeting or in their buildings.
  - 2. Negotiated agreements shall be ratified by a majority of those casting votes.

Section 3: Membership meetings called during the summer break: Whenever it shall be required to obtain a vote of the General Membership during the summer break, the vote shall be taken by secret ballot or voice vote at a General Membership meeting. The Association will make a reasonable attempt to notify members prior to the meeting.

### **Article X: Committees**

Section 1: The President and Ex. Board shall have the power to establish Association committees as needed. Contractual IEA/ISD committees will be established through negotiations with the ISD.

Section 2: Each Committee shall keep a continuing record of its activities and submit these on a regular basis to the Association President. The Chairperson or designee shall report to the Executive Board and/or Representative Council at the request of the President, Executive Board or Representative Council.

### **Article XI: Elections**

Section 1 – Nominations:

- a. The active members of the Association in each building during the second and third weeks of January may nominate a candidate for President, Vice-President, Primary Grades Elementary Representative, Intermediate Grades Elementary Representative, Middle School Representative, High School Representative,

Special Education Representative, Specialist, Program and TOSA Representative, and Diversity Representative. Each member will be supplied with a form on which to submit nominations in writing to the IEA office.

- b. The Executive Board will assist the President in contacting and verifying nominations.
  1. All nominees shall communicate in writing or email their decision to accept or reject their nomination. A nomination will be considered declined if the nominated member does not submit their written or email decision for each nomination by the end of open nomination period defined above.
  2. A list of all nominations, including those who choose not to run, will be available upon request to the Representative Council.
  3. Nomination forms will be retained and stored for one year from the election date.
  4. All accepted and verified nominations will be announced by the President at the last Representative Council meeting in January.
  5. Further nominations will also be taken from the floor. Nominees from the floor must be present to accept their nomination at Representative Council.
  6. If an Officer or Executive Board position has no accepted nominations, the position will be declared open, will not appear on the ballot and will be filled as per Article VI, Section 4.
- c. All elections for Officers, WEA-RA and NEA-RA shall conform to the standards set forth by WEA
- d. To be elected as a delegate to WEA-RA or NEA-RA, a write-in candidate must receive at least five percent (5%) of the valid votes cast in that election.
- e. The Executive Board shall see that brief information about each candidate is published to the members through official IEA communications.
- f. Candidates for office may spend a maximum of twenty cents (\$ .20) per member for campaign purpose.

## Section 2: Elections

- a. The first week of February, the membership shall vote for officers by ballot, in accordance with procedures set forth in IEA By-Laws and WEA election polices.
- b. The results will be tabulated as per IEA Policies and shall be reported to the President who shall announce the results at the next Representative Council meeting and in Association publications.
- c. If any Executive Board or Officer candidate does not receive a majority of the ballots cast, another election shall be held between the two candidates receiving the highest number of votes. The runoff election shall be held in February, the second week of the month and the results shall be published.
- d. New officers shall take office on July 1<sup>st</sup>.

Section 3: The IEA Executive Board and Representative Council have the authority each year to alter existing timelines/deadlines above, to guarantee compliance with WEA Rep. Assembly delegate reporting deadlines.

## **Article XIV: Meetings**

### Section 1: Executive Board:

- a. The Executive Board shall meet at least once a month starting in August and during the school year at a time decided by the Board.
- b. Additional meetings shall be held at the call of the President, or at the call of three members of the Board.

### Section 2: Representative Council:

- a. The Representative Council shall meet at least once a month during the school year, excepting June unless necessary. The President shall prepare a draft agenda and submit the agenda to the Executive Board and Building Representatives prior to the scheduled meeting.
- b. Additional meetings shall be held at the call of the President, the Executive Board or at the request to the President of ten Building or Program Representatives.

Section 3: General Membership meetings shall be arranged by the Executive Board when necessary or upon request of the Representative Council.

Section 4: Building Meetings: Whenever an Association meeting is called, only association members are eligible to attend.

**Article XV: Quorum**

Section 1: Executive Board, Representative Council and Standing Committees  
Commissions: A majority of their members shall be a quorum for the Executive Board, Representative Council, and committees.

Section 2: The quorum required for a General Membership Meeting to vote or take action will be 25% of the total number of members in good standing of the Association. (from Article IX)

**Article XVI: Authority**

Section 1: Sturgis Standard Code of Parliamentary Procedure, most recent Edition, shall be parliamentary authority for the Association on all questions not covered by these By-Laws, and such standing rules as the Representative Council may adopt.

**Article XVII: AMENDMENTS**

Section 1: These By-Laws may be amended by majority vote at any meeting of the Representative Council provided that proposed amendment(s) have previously been studied by the Executive Board and that copies have been received by the Building and Program Faculty Representatives two (2) calendar weeks in advance of the meeting.

Section 2: After an approval vote by Rep. Council, the Executive Board may require that the amendment(s) also be submitted to the General Membership for approval.

Section 3: Amendments become effective immediately upon adoption.