

Bylaws of the Olympia Education Association

ARTICLE I Goals

The Olympia Education Association shall be a member advocate association and shall develop and maintain Association strength and security in working toward the following goals:

Goal 1 An independent, self-governing organization for members of the education profession with which all educators can identify.

Goal 2 Guaranteed professional and economic rights and interests of members

Goal 3 Effective Association influence on public affairs and public opinion.

ARTICLE II Membership

Section 1

Enrollment forms embodying the unified plan of membership shall be furnished by the Association.

Section 2

There shall be the following classes of membership in the Olympia Education Association:

- A. ACTIVE MEMBERSHIP shall be open to any person engaged in the profession of teaching or in other education work who is employed in a non-supervisory position. ACTIVE MEMBERSHIP shall also be open to the officers of the Olympia Education Association.
- B. RESERVE MEMBERSHIP shall be limited to any person who is otherwise eligible for ACTIVE MEMBERSHIP but is on leave of absence from professional educational work.
- C. RETIRED MEMBERSHIP shall be limited to any person who has retired from teaching or other education work as an active member.
- D. ASSOCIATE MEMBERSHIP shall be limited to any non-supervisory person employed by the District not eligible for other classes of membership.

Section 3

Any member may be expelled or suspended from membership, and/or censured for the following cause or causes:

- A. Refusing to abide by the Constitution and Bylaws;
- B. Working in opposition to the Association's exercise of its

- professional rights, or legal, or contractual obligations;
- C. Working as a strikebreaker, crossing a picket line of any WEA affiliate in the event of a work stoppage, which has been approved by a majority of members, or knowingly giving or attempting to give information to a struck employer, which tends to undermine the position of the Association; and
- D. Filing charges against another member in bad faith, or out of malice. Prior to any such censure, suspension or expulsion, the Executive Board shall cause notice to be given to the accused member informing the member of the alleged cause or causes for such proposed action, and that the member may have the opportunity for a hearing if so requested within a reasonable time. The Board may conduct such a hearing, or delegate that responsibility to a Member Rights Task Force, which shall make findings and recommendations to the Board. Thereafter the Board may cause such other hearings to be held as it shall deem appropriate and upon making a decision shall inform the member of the decision and the reasons therefore. The Board shall adopt such procedural rules consistent with due process as it shall deem appropriate to implement this section.

ARTICLE III Dues and Assessments

Section 1

The annual dues for ACTIVE MEMBERS shall include dues in the OEA, and the WEA, and the NEA and UniServ.

Section 2

The annual OEA dues for ACTIVE MEMBERS, except substitute teachers, shall be .0077 of the District base salary for classroom teachers, adjusted in the amount to the nearest whole dollar (\$1.00).

The annual OEA dues of members who present proof of one-half (1/2) time employment or less shall be one-half (1/2) of the dues for full time ACTIVE MEMBERS as listed above.

The OEA dues for RESERVE MEMBERS shall be five dollars (\$5.00) for the duration of the leave.

The annual OEA dues of teachers employed after the first month of the school year (September 1 - September 30) shall be the regular dues prorated by the number of months remaining in the school year.

The annual OEA dues for RETIRED MEMBERS shall be ten dollars (\$10.00).

The annual OEA dues of an ASSOCIATE MEMBER shall be one-third (1/3) of the dues for ACTIVE MEMBERS adjusted in amount to the nearest whole dollar (\$1.00).

The annual OEA dues for a DEPARTMENT MEMBER shall be one percent (1%) of the total paid for all extracurricular positions that fall within the definitions of the department or \$13, whichever is greater. Members who fall within another membership category or are dues paying members of a WEA classified local are exempt from the DEPARTMENT MEMBER DUES.

ARTICLE IV Terms of Officers

Section 1

All officers shall be elected to a term of three (3) years.

Section 2

In case a vacancy in an office occurs, it shall be filled by the Council, excepting the office of President. The person so chosen shall serve until June 15th. If there is more than one year in the unexpired term, the president shall open nominations for that position at the Council meeting following the vacancy and close them at the subsequent Council meeting. In the event that a nominee is unopposed the president shall ask the Representative Council to declare that candidate elected. The Nominations and Elections Committee shall conduct any necessary election for the position by ballot no later than the next scheduled Council meeting. If the elected candidate is other than the person chosen by the Council to fill the position, he or she shall take office on June 15. A report of the Committee shall be sent to each educational unit in a timely fashion following the election.

Section 3

In the case of a vacancy in the office of President, the Vice-President shall serve as the President for the remainder of the term.

ARTICLE V Duties of Officers

Section 1

The President shall preside at all meetings of the Association, of the Representative Council, and of the Executive Board. The President shall have the authority to sign vouchers authorized by the Executive Board. The President shall appoint all committees not otherwise provided for and appoint all committee chairs subject to the approval of the Executive Board, shall be a member ex-officio of all committees, and shall be a representative to the WEA Chinook.

Section 2

The Immediate Past President shall serve as a member of the Executive Board, and shall be a representative to the WEA Chinook. In the event that the current president has been in office for more than one term the Past President position shall be considered vacant. In

those situations an additional Member at Large shall be elected to the Executive Board.

Section 3

The Vice-President shall assume all duties of the President in case of absence or resignation of the President, shall be an ex-officio member of all committees, and shall be a representative to the WEA Chinook.

Section 4

The Secretary shall keep the minutes of the meetings, including a record of members present, and carry on such correspondence necessary to the Association. The Secretary shall provide copies of the minutes of the previous meeting at the next meeting.

Section 5

The Treasurer shall collect and pay all bills assessed against the Association, keep an accurate account of all transactions, and ensure the timely completion of Association accounting responsibilities. The Treasurer shall submit an annual Treasurer's report to all council members at the end of the fiscal year.

ARTICLE VI Representative Council

Section 1

Upon the Council shall rest the duties, responsibilities, and final authority for the conduct of the Association in all matters except as stated otherwise in the Constitution and Bylaws, provided that they may at any time refer any matter to the entire membership for general consideration.

Section 2

The Council shall have the authority to adopt and amend the yearly budget of the Association.

Section 3

The meeting of the Council shall be held as per the official calendar of meetings presented and approved at the September Representative Council Meeting or at any other time at the call of the President or at the call of the majority of the Council.

Section 4

An alternate for each elected faculty representative shall be elected during elections.

ARTICLE VII Executive Board

Section 1

The Executive Board shall expedite in every possible way the

legislative and executive business of the Council. It shall also serve as an executive body in all matters delegated to it by the Council and this Constitution. It shall meet at the call of the President of the Council.

Section 2

The Executive Board shall, at such time as designated by the Council, present a budget giving estimates of income and of regular and necessary expenditures for the current year.

Section 3

The Executive Board shall have the authority to make and/or approve expenditure of budgeted funds of the Association.

Section 4

All Executive Board members shall serve for a term of three (3) years.

Section 5

Executive Board members shall attend all meetings of the Board unless excused. (Three unexcused absences per year constitute cause for recall.)

ARTICLE VIII Olympia Education Association Departments

Section 1

The one department of the Olympia Education Association is the Olympia Education Association/Activities and Athletics Department.

Section 2

Membership in this department is limited to those individuals who are actively employed by the Olympia School District in an extra-curricular assignment that does not require a teaching or other certificate issued by the Office of the Superintendent of Public Instruction.

Section 3

The department shall serve as a means for this class of member within the Olympia Education Association to express unique and common concerns and seek means of resolving such concerns through the collective bargaining process.

ARTICLE IX Committees

Section 1

A majority of all members of any standing or other committee shall constitute a quorum.

Section 2

Ad hoc committees shall be approved by the Executive Board or the Council.

Section 3

Committees shall receive their charges from the President as approved by the Executive Board.

ARTICLE X Standing Committees

Section 1

Standing Committees may be established and discontinued by a two-thirds (2/3) vote of the Representative Council. When the Council is not in session, Standing Committees shall be accountable to the President and the Executive Board. Each committee chairperson shall be appointed by the President, subject to approval by the Executive Board, unless otherwise provided for in this Constitution and Bylaws.

Section 2

There shall be the following Standing Committees:

- A. Nominations, Elections, and Balloting Committee
- B. Internal Communications (newsletter) Committee
- C. Political Action Committee
- D. Members' Rights Committee
- E. Negotiations Committee
- F. Other committees as permitted by Section 1 above.

Section 3

The Nominations, Elections and Balloting Committee shall be composed of a minimum of three Association members appointed by the President. They shall carry out all elections and ballots as directed by the President, as approved by the Executive Board, as provided for in this Constitution and Bylaws, as specified in the Policies and Procedures of the Olympia Education Association. They shall review said Policies and Procedures annually and make recommendations for amendment to the Council.

Section 4

The Internal Communications Committee shall be responsible for the production and distribution of the Association newsletter.

Section 5

The Political Action Committee shall inform members about legislation that deals with education, cooperate with WEA and NEA legislative committees and lobbyists, develop the WEA-PAC and NEA-PAC membership.

Section 6

The Member Rights Committee shall assist and represent all members of the bargaining unit in the areas of contractual rights, disputes, and compliance.

Section 7

The Negotiations Committee shall assist in the bargaining process by assessing the contractual needs of the membership, assisting in the preparation and carrying out of any work action the membership deems necessary.

ARTICLE XI Bargaining Team

The Bargaining Team shall consist of a minimum of three members of the Association. They are to be appointed by the President subject to the approval of the Executive Board AND the Representative Council. The Team is to enter into negotiations with the District as directed by the Council in an effort to fully meet the contractual needs of the membership. The Chairperson of the Bargaining Team shall be the chief negotiator and Spokesperson during the negotiations sessions. The Team is to make recommendations as to ratification or rejection of all tentative agreements and/or District offers.

ARTICLE XII Nominations and Elections

Section 1

All elections of officers, delegates, members-at-large, NEA Representative Assembly Delegates, WEA Representative Assembly Delegates, and WEA Chinook UniServ Council Representatives of the Association shall be by secret ballot (except for those situations identified in Sections 2 and 3), with elections by a majority of valid votes cast, following open nominations. The Executive Board shall provide uniform rules and procedures to assure compliance with the Constitution and Bylaws of the WEA and the NEA, including those provisions relative to one-person-one-vote, and ethnic minority representation.

Section 2

The Nominations, Elections and Balloting Committee shall be appointed by January. Nominations for delegates to the WEA and NEA Representative Assemblies shall be presented by the committee in writing at the January meeting of the Council; nominations may also be made from the floor. At the end of the January Council Meeting nominations will be closed. In the event that the number of persons running for NEA Representative Assembly positions is equal to or less than the number of available positions the president shall ask the Representative Council to declare the nominee(s) elected. A report of the committee shall be sent to each educational unit in a timely

manner following the Council meeting. The committee shall conduct the election of delegates by secret ballot no later than the second full week of February. Election will be determined by rank order of total votes

Section 3

Nominations for the offices of President, Vice-President, Secretary and Treasurer, UniServ Council Representatives and Executive Board At-Large positions shall be presented by the Committee in writing at the April meeting of the Council; nominations may also be made from the floor. At the end of the April Council meeting nominations will be closed. In the event that a nominee is unopposed the president shall ask the Representative Council to declare that candidate elected. A report of the Committee shall be sent to each educational unit in a timely fashion following the Council meeting. The Committee shall conduct the election of officers by ballot no later than the last week of May.

Section 4

The election of officers shall be by secret ballot (except for the situation identified in Section 3). The final results shall be announced in each educational unit.

Section 5 The election of the faculty representatives and alternates shall be held in May in each of the educational units. One of the newly elected or re-elected faculty representatives shall serve as the Head Representative for the following year. The incumbent Head Representative shall supervise the Faculty Representative elections and shall give adequate notice of the meeting.

ARTICLE XIII Meetings

Section 1

One general meeting shall be held annually.

Section 2

Special general meetings may be held at the call of the President with the approval of the Council; or the President shall call a special meeting for a specific purpose upon the request of five percent (5%) of the members with written notification to the Council.

Section 3

The regular meeting of the Representative Council shall be held as per the official calendar of meetings presented and approved at the September Representative Council Meeting. Any special meeting may be held at any other time at the call of the President or the majority of the Council.

Section 4 The regular meeting of the Executive Board shall be

held as per the official calendar of meetings presented and approved at the September Representative Council Meeting or at any other time at the call of the President or the majority of the Board.

Section 5

The items of business, unless changed by a vote of those present, shall be as follows:

- A. Approval of the minutes of the previous meeting
- B. Reading of the Treasurer's report
- C. Items to be brought by members present
- D. Old (unfinished) Business
- E. New Business
- F. Reports of Standing Committees and Ad Hoc Committees

ARTICLE XIV Budget

Section 1

The preparation of the preliminary budget and the final budget shall be the shared responsibility of the Treasurer and the President. Both the preliminary budget and the proposed final budget shall be reviewed and adjusted by the Executive Board.

Section 2

The proposed budget shall be submitted to the Executive Board at the September Board meeting. The final budget shall be submitted for adoption to the Representative Council at the September meeting.

ARTICLE XV Quorum

Section 1

With the exception of committee meetings and special meetings when less than one week's notice has been given, a quorum for any Association meeting shall consist of members present.

Section 2

A quorum for committee meetings and special meetings for which less than one week's notice has been given shall consist of a majority of members.

ARTICLE XVI Ratification of Agreements

Section 1

Certificated agreements may be ratified during summer or other

vacations or holidays provided that adequate notice concerning the ratification vote has been publicized to the general membership.

Section 2

Certificated agreements will be considered ratified when accepted and approved by a majority of those present at the ratification meeting, provided that adequate notice concerning the ratification vote has been publicized to the general membership.

Section 3

Classified agreements will be considered ratified when accepted and approved by a majority of those present at the ratification meeting, provided that adequate notice concerning the ratification vote has been publicized to the general membership.

ARTICLE XVII Amendments

The Bylaws of the Olympia Education Association may be amended by a two-thirds (2/3) vote of the Representative Council or General Membership, provided notice of a proposed amendment shall have been filed with the Secretary and presented at a prior regular or special meeting of the Council, and distributed with a majority and minority report to each educational unit two weeks in advance of the vote. The membership may call a special meeting for the purpose of discussion.

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