

**WEA - SOUTHEAST**  
**BYLAWS**

The Council shall be incorporated as a nonprofit corporation under the laws of the state of Washington.

**ARTICLE I - NAME**

The name of this corporation shall be WEA - Southeast (hereinafter referred to as the "Council").

**ARTICLE II - PURPOSE**

The purpose of the Council is to:

- a) provide a governance structure through which local associations may cooperatively provide services for their members.
- b) establish goals and priorities for Council activities and services.
- c) determine how best to implement the Washington Education Association (WEA) and National Education Association (NEA) mission, goals and objectives within the Council.
- d) coordinate the delivery of the UniServ program as defined in the NEA UniServ guidelines.

**ARTICLE III - MEMBERSHIP**

**SECTION 1: MEMBERSHIP**

Membership in the Council shall be in accordance with the WEA and NEA affiliation requirements.

The member units of the Council shall consist of the following local associations:

Asotin, Clarkston, Clarkston Classified, Columbia (Burbank), Columbia Basin College, Columbia County (Dayton), Dayton Support Staff Association (DSSA), ESP of Prosser, Finley, Garfield County, Kahlotus, Kennewick, Kiona-Benton, Kiona-Benton Secretaries, North Franklin, Othello, Pasco, Prescott, Prosser, Prosser Association of Educational Office Professionals (PAEOP), Richland, Royal, Touchet, Walla Walla Valley & College Place, ESE of College Place, Walla Walla Community College, Waitsburg and Warden.

**SECTION 2: CONFORMITY TO WEA/NEA UNISERV GUIDELINES**

In order for a local association to continue membership in the Council, and to continue as a member unit thereof in good standing, it shall comply with the following requirements:

- a) Such local association shall be affiliated with and at all times remain in good standing as a local unit of the Washington Education Association and the National Education Association.

b) Such local association shall adhere to the guidelines and policies of the UniServ program as now and hereafter provided by the Washington Education Association and the National Education Association.

c) Such local association shall be current in payment of dues to the Council.

**SECTION 3: TERM OF MEMBERSHIP**

The term of membership for local associations admitted shall commence on September 1 and end August 31 and shall be extended thereafter on a year to year basis without further action by the Council for so long as contributions shall continue to be made by NEA and WEA.

The term of membership for newly affiliated local associations shall commence with acceptance of membership in the Council by a vote of the Council and shall continue thereafter as outlined in the paragraph above.

**ARTICLE IV - COUNCIL REPRESENTATION**

**SECTION 1: COUNCIL REPRESENTATION AND AUTHORITY**

a) Each local association of the Council shall be entitled to representation according to the following formula:

- 1 - 75 members = 1 representative
- 76 - 150 members = 2 representatives
- 151 - 225 members = 3 representatives
- 226 - 300 members = 4 representatives
- 301 - 375 members = 5 representatives
- 376 - 450 members = 6 representatives
- 451 - 525 members = 7 representatives
- 526 - 600 members = 8 representatives
- etc.

b) The officers of the Council, WEA PAC Chairperson, WEA Board members, and the members elected for At- Large positions shall be active voting members of the Council representative assembly.

c) The WEA - Southeast staff, Immediate Past President, Representatives from WEA-R and SWEA, and any member of the Council holding other elective regional, state, or national association offices shall be ex officio non-voting members of the Council.

d) The Council Representative Assembly shall be the executive authority of the Council and shall have authority to manage the affairs of the Council.

## **ARTICLE V - OFFICERS**

### **SECTION 1: ELECTED OFFICERS**

- a) Any active member of a local association in good standing shall be eligible to hold an office of the Council.
- b) The officers of the Council shall consist of the President, Vice- President\Treasurer, and Secretary, each of whom shall be elected by the Council representative assembly at its April or May meeting.
- c) The term of office for each Council officer, WEA-PAC Chair, At-Large positions #1 #2, and #3 shall be two (2) years. Each officer, WEA-PAC Chair, and all At-Large positions, may serve only three (3) consecutive terms of office.
- d) Election of the President, Vice- President\Treasurer, At-Large positions #1 and #2, shall occur in even numbered years.
- e) Election of the Secretary, WEA-PAC Chair, and At-Large position #3, shall occur in odd numbered years.
- f) Terms of office of all elected officers shall commence with adjournment of the NEA RA.
- g) Terms of office and elections for WEA Board Directors shall be in compliance with WEA rules and policies.

### **SECTION 2: PRESIDENT**

The duties of the President shall be to:

- Gain .5 release from their school district duties in order to perform Council and Association work. Minimum 18.75 hours per week.
- Be a voting member of the Executive Board and Council.
- Act as Chairperson of all WEA - Southeast Council and Executive Board meetings.
- Establish agendas for WEA - Southeast Council and Executive Board meetings.
- Present a President's report at WEA - Southeast Council and Executive Board meetings.
- A yearly stipend will be given for meetings and activities after hours.
- Provide a weekly calendar of scheduled activities to Office Coordinator and Field Assistant.
- Represent WEA - Southeast at WEA, Council President meetings, and Eastern Region activities.
- Attend WEA Board meetings or appoint a representative in the absence of a WEA Board Director(s).
- Assist the Vice-President/Treasurer in the approval of vouchers and signing of checks.
- Appoint all committee chairpersons and committee members with concurrence from the Council.
- Ensure appropriate direction for staff and office operations.
- Maintain the official files and records of the Council with staff assistance.
- Direct office resources for Executive Board and Council business.
- Represent the Council before the public either personally or through designees.
- May act as an ex-officio non-voting member on the Executive Board and Council after the expiration of the President's term of office for a period of one year.
- Member liaison
- Visit local associations to further Council goals and objectives.

- Will maintain open communication with staff.
- Take the lead on correspondence with elected officials.
- Oversee political and legislative activities for the Council.

### **SECTION 3: VICE-PRESIDENT/TREASURER**

The duties of the Vice-President/Treasurer shall be to:

- Be a voting member of the Executive Board and Council.
- Attend Executive Board and Council meetings.
- Chair or participating member of one committee, as assigned by President.
- Assume the duties of the President in the absence of the President.
- Prepare in conjunction with the President and staff a budget to be presented at the September Council meeting.
- Ensure the preparation and presentation of a monthly budget report at each regular Executive Board and Council meetings.
- Written and/or oral report of work as directed by President for monthly Executive and Council meetings.
- Assume and perform such other duties as assigned by the President.
- Member liaison

### **SECTION 4: SECRETARY**

The duties of the Secretary shall be to:

- Be a voting member of the Executive Board and Council.
- Ensure the taking of roll at all Executive Board and Council meetings.
- Record and ensure the distribution of accurate minutes of all Executive Board and Council meetings.
- Member liaison
- Chair or participating member of one committee, as assigned by President.
- Assume and perform other duties as assigned by the President.

### **SECTION 5: AT LARGE POSITIONS**

The duties of the At-Large Positions #1, #2, and #3 shall be to:

- Be a voting member of the Executive Board and Council.
- Term of office is two years. May serve three consecutive terms of office.
- Attend Executive Board and Council meetings.
- Written and/or oral report on work as directed by President at monthly Executive Board and Council meetings.
- Member liaison
- Chair or participating member of one committee as assigned by President.
- Other duties as assigned by President.

### **SECTION 6: WEA-PAC CHAIR**

The duties of the WEA-PAC Chair shall be to:

- Be a voting member of the Executive Board and Council.
- Term of office is two years. May serve three consecutive terms of office.
- Attend Executive Board and Council meetings.
- Written and/or oral report on work at monthly Executive Board and Council meetings.
- Member of Legislative Action Team (L.A.T).
- Conduct interviews of candidates for office.
- Participate in the coordination of members' political activities for elections, campaigns and to further Council and WEA goals.
- Coordinate WEA-PAC drives in Council.
- Assist the Council President with correspondence to elected officials, as needed.
- Ensure articles are written for Council newsletter on legislative issues, as needed.
- Attend WEAPAC Board meeting, or send designee, with approval of President.
- Member liaison.

### **SECTION 7: WEA BOARD MEMBER**

The duties of a WEA Board Member shall be to:

- Be a voting member of the Executive Board and Council.
- Attend WEA board meetings, or send designee, with approval of President.
- Disseminate information to Council, locals, and members.
- Written and/or oral report at each Council meeting.
- Represent and communicate Council positions to the WEA board.
- Actively participate on WEA Committees, as assigned.
- Attend Eastern Region meetings.
- Fulfill WEA Board duties, as assigned.

## **ARTICLE VI - EXECUTIVE BOARD**

### **SECTION 1: MEMBERSHIP**

There shall be an Executive Board of the Council composed of the:

- President
- Vice-President/Treasurer
- Secretary
- Three (3) At-Large positions
- WEA PAC Chairperson
- WEA Board Directors elected from WEA – Southeast (2 plus President)

The following shall be ex-officio non-voting members of the Executive Board:

- Immediate Past-President
- WEA - Southeast Staff
- Representatives from WEA-R and SWEA
- Any member of the Council holding other elective regional, state, or national association office

## **SECTION 2: VACANCIES**

- a) The Vice-President/Treasurer shall automatically assume the office of President if the President leaves office before the end of said term. The Vice-President/Treasurer may serve the remaining portion of a vacant presidential office and be eligible to serve three (3) consecutive elected terms.
- b) Should the vacancy occur before the office of President is assumed, the runner-up shall fill the office. If there is no runner-up, procedures follow (a) above.
- c) Should the Vice-President/Treasurer, Secretary, At-Large positions, and/or WEA Board Director be unable to complete their term of office, the President shall appoint a replacement. Such appointment is subject to approval by the Council representative assembly.

## **SECTION 3: POWERS AND FUNCTIONS**

The Executive Board shall be the executive authority of the WEA - Southeast Council. This Board shall have the authority (subject at all time to the control and direction of the Council) to manage the affairs of the Council, including, but not limited to:

- Recommend policy to the Council.
- Recommend program goals and objectives.
- Ensure an annual evaluation of the Council program.
- Facilitate communication within the Council.
- Approve and monitor appropriate expenditures of Council funds.
- Provide leadership to Council representatives.
- Direct and monitor staff in accordance with the staff contract, job descriptions, and council goals and objectives.
- Affect an audit for the council accounts according to WEA recommended guidelines.

## **SECTION 4: QUORUM**

The Executive Board shall act on all matters by a majority of its members, present and voting.

## **ARTICLE VII - COUNCIL**

### **SECTION 1: MEETINGS**

Each year a calendar of regular meetings of the Council representative assembly shall be adopted at the September annual meeting. Special meetings may be called by the President or upon the request of any four local associations of the Council provided notification of at least forty-eight (48) hours is given to all local associations.

### **SECTION 2: POWERS AND FUNCTIONS**

All management powers and policy-making authority shall be vested in the Council representative assembly. The Council representative assembly shall be responsible for

adopting policies and carrying out the following functions for and on behalf of the members of the Council.

- a) Identification and direction of staff services for the benefit of members and Local associations.
- b) Coordination of staff services among the local associations.
- c) Employment of staff personnel in cooperation with NEA and WEA.
- d) Provide input into development of Council budget and vote on adoption of the Council budget.
- e) Evaluation of the WEA - Southeast program.
- f) Establishment of priorities and allocation of staff services to local Associations.
- g. Such other functions as shall be necessary or appropriate to carry out the purposes and objectives of the Council.

### **SECTION 3: QUORUM AND VOTING**

A quorum at a Council meeting shall consist of such number of delegates as shall be physically present at the meeting of the Council representative assembly at which action is to be taken. At any such meeting, the Council shall be authorized to consider and act upon any matter presented to it and shall be authorized to take action by a majority of its delegates physically present at the meeting.

Only active members of local associations in good standing shall be accorded voting privileges at Council and Council committee meetings. Exceptions shall be made upon a 2/3 vote of eligible Council delegates.

### **SECTION 4: RECALL**

A recall election may be called by two-thirds (2/3) vote of the eligible representatives present and voting at the meeting of the Council representative assembly.

Any officer may be recalled with or without cause at a special meeting of the Council representative assembly called for that purpose, by a two-thirds (2/3) vote of the eligible representatives voting. In the event the President is recalled, the Vice-President/Treasurer shall assume the office of President for the balance of the unexpired term. If any other officer is recalled, a new officer shall be chosen according to Article V, Section 2, and/or Section 3 and/or Section 4 above and shall assume office for the balance of the unexpired term.

## **ARTICLE VIII - COMMITTEES**

### **SECTION 1: SPECIAL COMMITTEES**

The Council President shall appoint such special committees as deemed necessary and appropriate to carry out the duties of the Council. All such committees shall operate according to the guidelines approved by the Council representative assembly.

## **ARTICLE IX - DUES AND ASSESSMENTS**

### **SECTION 1: ANNUAL DUES**

Each certificated bargaining unit member in the WEA - Southeast Council shall pay annual dues which shall be .0025 times the statewide average teacher salary for the previous school year, (rounded to the next highest dollar) based on their current FTE as follows:

- .76 - 1.00 = 1 (Full dues)
- .51 - .75 = .75 ( Three quarter dues)
- .26 - .50 = .50 ( One half dues)
- .25 or less = .25 (One fourth dues)

Each classified bargaining unit member in the WEA - Southeast Council shall pay annual dues which shall be .0025 times the statewide average teacher salary for the previous school year, (rounded to the next highest dollar) based on a tiered, fixed-rate ESP dues model based on expected annual income level for each year as follows:

- \$35,000.01 and above (Full dues)
- \$27,000.01 to \$35,000.00 (83% of full dues)
- \$22,000.01 to \$27,000.00 (67% of full dues)
- \$17,000.01 to \$22,000.00 (50% of full dues)
- \$12,000.01 to \$17,000.00 (37% of full dues)
- \$12,000.00 and below (17% of full dues)

The membership year and the fiscal year shall be coincident September 1 through August 31.

Payment of UniServ dues shall be made on a monthly basis through payroll deduction.

### **SECTION 2: DUES REVIEW**

The dues rate shall be subject to annual review by the Council representative assembly. Any change in dues rate shall be made at or before the May meeting and shall take effect September 1. A majority vote of Council representatives present at a regularly scheduled meeting shall be required. Notification of proposed rate changes shall be given in writing to all Council representatives not less than thirty (30) days prior to action by the Council representative assembly.

### **SECTION 3: SPECIAL CIRCUMSTANCES**

Under special circumstances, dues rates may be changed or special assessments may be made. These must be recommended by the Executive Board of the Council and be approved at a regular Council representative assembly meeting by two-thirds (2/3) of the representatives present. Notification of proposed rate changes shall be given in writing to all Council representatives not less than thirty (30) days prior to action by the Council representative assembly.

### **ARTICLE X - PARLIAMENTARY AUTHORITY**

Sturgis Standard Code of Parliamentary Procedure (most recent edition) shall be the parliamentary authority of all proceedings of the Council and shall govern all questions not covered by the Articles of Incorporation, the bylaws, or any standing rules adopted by the Council representative assembly.

### **ARTICLE XI - AMENDMENTS**

These bylaws may be amended by the affirmative vote of a majority of representatives of the Council representative assembly at any meeting of the Council representative assembly, provided that written notice of the substance of such amendments shall be mailed to each representative of the Council representative assembly at least ten days in advance of such meeting.

Adopted: August 28, 1971

Revised: February 5, 1972, August 16, 1973, March 21, 1974, April 12, 1975, April 22, 1976, August 23, 1977, May 16, 1978, August 27, 1981, May 24, 1984, March 27, 1986, March 12, 1987, September 17, 1987, December 2, 1987, October 22, 1992, March 25, 1993, May 25, 1995, September 25, 1997, April 23, 1998, September 26, 2002, September 30, 2003, November 18, 2004, March 24, 2005, September 29, 2005, January 25, 2007, September 27, 2007, November 20, 2008, September 29, 2010.

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