

SEATTLE EDUCATION ASSOCIATION
Organized May 26, 1958
Revised to Include All Amendments to January 14, 2008

The highlighted sections are sections that have been set aside to be discussed at the February RA. The proposed changes to these sections are posted at the sites and can be requested by contacting SEA Vice-President, Olga Addae.

ARTICLE I. INCORPORATION and AFFILIATIONS

1.0 The Seattle Education Association (SEA) shall be incorporated under the charter laws of the State of Washington.

[note: articles of incorporation (originally adopted 5/26/58) establish the name to be the Seattle Education Association (filed 2/25/88), which “ shall exist for the purpose of representing the employees of the Seattle School District in their employment relations with the District; and for the development of the public understanding of the objective of education, the promotion of it’s goals, and for encouraging the professional growth of the corporation’s members” (filed 7/1/76).]

1.1 Affiliations with parent organizations: SEA shall be affiliated with the National Education Association (NEA) and the Washington Education Association (WEA).

[note: As of 2001, the SEA is a Designated Uniserve Council (DUC) of the WEA.]

1.2 Other Affiliations: SEA may affiliate with other labor and community organizations as approved by the Representative Assembly.

ARTICLE II. MEMBERSHIP

Section 2.1 TYPES

2.11 Active - shall be available to anyone who is employed by the Seattle School District who has no final authority to evaluate teachers or teacher equivalents and who is

2.11a currently certificated by the Office of the Superintendent of Public Instruction of the State of Washington.

2.11b an Educational Staff Associates (ESA's) including but not limited to CDS, Psychs, counselors, audiologists and social workers

2.11c in pupil personnel services; or

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2.11d a certificated nurse.

2.12 Active half-time - shall be available to anyone who is eligible for active membership, and who is able to present proof of one-half time employment with the District or less.

Active membership in the Seattle Education Association shall be accompanied by active membership in the Washington Education Association and the National Education Association.

2.13 Departmental - shall be available to anyone who is

2.13a serving the Seattle School District as a paraprofessional;

2.13b serving as regular, substitute, hourly or casual employees in office personnel positions for the Seattle School District;

2.13c serving as a paraprofessional or technical staff employee of the Seattle School District;

2.13d on the current roster of substitute teachers of the Seattle School District

2.13e Departmental membership in the Seattle Education Association shall be accompanied by active membership in the Classified Public Employees Association and/or the Washington Education Association and the National Education Association.

2.14 Continuing - shall be available to anyone who is or was at the time of retirement, a regular or departmental member of the Association.

2.15 Reserve - shall be available to anyone described in this section on official leave from employment with the Seattle School District.

2.16 Associate - shall be available to anyone not eligible for other classes of membership. The member must not, however, be engaged actively in the education profession.

2.17 Agency Shop - shall be available to anyone represented by the Seattle Education Association who is employed by the Seattle School District who has been suspended or expelled from membership or who does not choose to become an active or departmental member.

Section 2.2 DUES AND ASSESSMENTS

2.21 Dues shall be adjusted to the nearest whole dollar as follows:

2.21a Active members: 0.6 percent of the average teacher's salary. (The average teacher's salary shall be determined by multiplying the previous year's average salary based on the April 1 salary placement schedule by the percent of the overall increase negotiated for certificated personnel for the current year.)

2.21b Active half-time members: one-half of the dues for active members.

2.21c Paraprofessionals: one-half of the dues of active members.

2.21d Seattle Association of Educational Office Personnel: one-half the unified dues for active members.

2.21e Substitute teachers, substitute paraprofessionals and substitute office personnel: \$2.00 per day, for the first 50 days of work beginning September 1982 and adjusted as needed thereafter to maintain unified membership in the Washington Education Association

2.21f Reserve members: one-half the dues for active members.

2.21g Professional and technical staff: three fourths the dues for active members.

2.21g Associate members: one-half the dues for active members.

2.21h Continuing members shall pay no dues the first year of retirement and \$5.00 each year thereafter.

2.22 Assessments may be made upon the membership when approved by a two-thirds majority of the Board of Directors and a two-thirds majority vote of the representatives present and voting at the Representative Assembly or General Assembly, provided that the quorum defined by these bylaws has been established.

2.22a Notice of a proposed assessment shall be presented at the previous Representative Assembly or General Assembly.

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- 2.22b Agency shop fees for eligible members of the Seattle Education Association and its affiliates shall equal the dues and assessments that active and departmental members must pay.

Section 2.30 TERM

- 2.31 The membership year shall be from September first to August thirty-first, inclusive.

Section 2.40 PRIVILEGES AND DUTIES

- 2.41 Active and departmental members shall have the privilege of voice, vote and holding office provided they hold the [other] qualifications that may be required by these bylaws.
- 2.42 Continuing members, associate members and professional staff shall not have the privilege of holding office, petition or vote.
- 2.43 Reserve members shall not have the privilege of holding office.
- 2.44 All members shall respect the terms of Collective Bargaining Contract and Association Policy.

Section 2.50 REVOCATION AND REINSTATEMENT

- 2.51 The Board of Directors shall act as an Appeals Board and shall have the power to censure, suspend, fine or expel any member, after due notice and hearing, for crossing an authorized picket line or for willfully violating the terms of the Collective Bargaining Contract.
- 2.52 The Board of Directors shall have the power to reinstate any suspended or expelled member.

ARTICLE III. ELECTED OFFICERS

Section 3.1 OFFICERS

- 3.11 The officers of this Association shall be a President, a Vice-President, a Treasurer, and the Department Chairs.

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- 3.12 Each officer shall be an active member of the Association from at least the first of the membership year in which he/she is seeking office.

Section 3.2 TERM

- 3.21 Each officer of this Association shall serve a two year term which will expire on the day following the last teacher contract day of even-numbered years or until a successor is duly elected.
- 3.22 After an officer has been elected to the same position for two consecutive terms, that officer may not succeed to a third consecutive term in the same position.
- 3.23 A president who has served for two or more terms may not run for the position of Vice-President or Treasurer without one year intervening from the time he/she left office.

Section 3.3 VACANCY

- 3.31 If the position of President becomes vacant, the position will be filled by the Vice-President for the remainder of the unexpired term.
- 3.32 If the position of Vice-President or Treasurer becomes vacant, the position shall be filled for the unexpired term by a special election at a regularly scheduled Representative Assembly or General Assembly.
- 3.32a If a vacancy occurs between the June and August Rep Assembly, the President shall appoint an interim Vice President or Treasurer.
- 3.33 If the positions of President and Vice-President become vacant, or the officers are unable to serve, the member of the Board of Directors with the longest, continuous service currently serving on the Board of Directors shall serve as Chairperson Pro-Tem of the, Board of Directors and Representative Assembly. The Chairperson Pro-Tem shall:
- 3.33a Convene a special or regular Representative Assembly to elect a President Pro-Tem within thirty (30) days.
- 3.33b Serve until a President Pro-Tem is elected.
- 3.34 If the positions of President and Vice-President become vacant, a President Pro-Tem shall be elected by a majority vote in a special election at a special or

regularly scheduled Representative Assembly. Such representative Assembly shall be convened within thirty (30) days of these offices becoming vacant. The position of President Pro-Tem shall expire forty-five (45) teacher contract/working days after his/her election, or at such time as legally elected President can assume the office, whichever occurs first.

- 3.35 If the positions of President and Vice-president become vacant, the position of President shall be filled for the unexpired term by a vote of the general membership in a special election. The position of Vice President shall be filled as provided by 3.2 above.

Section 3.4 DUTIES AND RESPONSIBILITIES

- 3.41 The President shall:

3.41a be the official representative and spokesperson for the Association;

3.41b preside as the chief officer at all meetings of the Board of Directors, Representative Assembly and General Assemblies;

3.41c be an ex-officio member of all Committees, Commissions, and task forces, except the Nominations and Elections Committees;

3.41d appoint a parliamentarian and committee and commission members and chairs subject to the approval of the Board of Directors;

3.41e appoint faculty representatives to serve where vacancies exist, until the association members at that school or faculty elect their own representative.

3.41f be responsible to the Representative Assembly and the general membership;

3.41g fill vacancies on the Board of Directors subject to the approval of the Board of Directors

VICE PRESIDENT

3.42 The Vice-President shall:

3.42a assume the duties of the President in his/her absence;

3.42b assume such duties as the President, the Board of Directors, the Representative Assembly and General Assembly may direct;

3.42c be an ex-officio member of all committees and commissions except Nomination & Elections Committees; and

3.42d attend all meetings of the Board of Directors, the Representative Assembly and General Assemblies of the Association.

3.43 TREASURER

3.43 The Treasurer shall:

3.43a receive, report and care for all monies of the Association;

3.43b see that there is an annual audit and accurate accounting or receipts and expenditures,

3.43c pay all authorized bills;

3.43d keep the books open for inspection at reasonable times by any member of the Association.

Section 3.50 RECALL

- 3.51 An elected officer may be removed from office for misfeasance, malfeasance or nonfeasance by a recall election which may be initiated by the Board of Directors or the general membership in one of the following manners.
- 3.51a The Board of Directors may request a recall election after a three-fourths majority vote of its members; or
- 3.51b The general membership may request a recall election by petition containing the signatures of 10% of the bona fide active members of this Association.
- 3.52 A general membership meeting will be scheduled for the recall election within sixty (60) calendar days after receipt of either the Board of Director's recall motion or the membership's recall petition.

ARTICLE IV. Board of Directors

Section 4.1 COMPOSITION

- 4.11 All members of the Board of Directors shall be members of the Seattle Education Association. The Board of Directors shall be the President, the Vice-President, the Treasurer, the Department Representatives, the Grade Level Representatives and WEA Board Directors who represent the Seattle Education Association on the WEA Board. There shall be one non-voting member from the Seattle Retired Teachers' Association.
- 4.12 Grade Level Representatives shall be defined as Certificated Members elected at a ratio of one representative for every 250 members, from the following teaching areas: Elementary, Middle School, High School, Multi-grade Schools, (K-8, K-12, & 6-12), and an additional group of certificated members composed of centrally supervised certificated members and ESA members (SLP/Audiologists, OT/PT's, Nurses, and Psychologists). The membership count in each of the Levels described above as of the February 1 in an election year will be used to

determine the number of Level Representatives on the Board of Directors for the following two year term of office.

4.13 As a minimum, the Chair and an elected representative of each Department of the Association, as defined in Article X of these bylaws, shall be members of the Board of Directors. The Departments may have additional members on the Board of Directors if they qualify with a membership of more than six hundred fifty (650) members. (Using a ratio of 1/250, and rounding up at 2.6 representatives.) The membership count as of February 1 in an election year of each of the Departments will be used to determine the number of Department Representatives on the Board of Directors, for the following two year term of office.

4.14 The ethnic minority composition of the Board of Directors shall be proportionate to the ethnic minority membership in this Association.

4.14a If, after taking office, the new Board of Directors does not have a total ethnic minority representation proportionate to the total ethnic minority membership of the Association, the President, subject to the approval of the Board of Directors, shall appoint ethnic minority members to bring the Board of Directors into compliance. Such positions shall be considered “ethnic minority at-large” positions.

4.15 There shall be a board of Director serving as a Commission/Board Liaison to each commission as provided by *Article X, section 10.25*. Each Liaison shall attend the commission meetings to which they are appointed.

Section 4.2TERM

4.21 Board representatives shall serve a two year term which will expire on the day following the last teacher contract day, or until a successor has been duly elected.

4.22 Board representatives may be re-elected once to the same position.

4.23 Board representatives serve a maximum of five consecutive years. A representative who has served two or more consecutive terms may not run for the board without one year intervening from the time he/she left office.

4.24 Should a level representative move to another level, that board position shall be declared vacant.

- 4.25 Should a board representative position become vacant for any reason, the president shall appoint a qualified replacement to fill out the term.

Section 4.3 DUTIES AND RESPONSIBILITIES

4.31 The Board of Directors shall:

4.31b recommend Bylaws, Rules of Order, Standing Rules, Resolutions/Positions, and Strategic Plan to the Representative Assembly or General Assembly;

4.31c Oversee the implementation of the Bylaws, Rules of Order, Standing Rules, Resolutions/Positions, and Strategic Plan of the Representative Assembly or General Assembly;

4.31d select and fix the salary, conditions of service of, and provide direction for the Executive Director, subject to the review of the Representative Assembly; and

4.31e act, collectively, as the trustees of the Association or corporation.

4.32 The Board of Directors may approve excess expenditures under \$1,500.00, provided the expenditures can be covered by non- budgeted receipts or savings.

4.33 In emergencies requiring immediate action, the Board of Directors may act to resolve the emergency. Such action shall be reported at the next regular Representative Assembly, or at an emergency RA called by the President

4.34 The Board of Directors shall review and approve all presidential appointments to commissions and committees, to chair committees and commissions and to fill Board of Directors representative vacancies including the parliamentarian.

4.35 Board of Directors representatives must contact every faculty representative in their regions each month.

4.36 Each Board of Directors member must attend meetings of the Board of Directors, the Representative Assembly and the General Assembly.

4.37 Whenever a two thirds majority of the Board of Directors agrees that a Board of Directors Representative is incapacitated, or has been guilty of misfeasance, malfeasance or nonfeasance in performing his/her duties, or is no longer employed a majority of the time at the level he/she was elected to represent, the Board of Directors shall declare that the position is vacant.
[note: for SEA elected officers see Article III section 3.50 Recall]

Section 4.4 MEETINGS

4.41 There shall be at least one meeting of the Board of Directors each month during the school year. Additional meetings may be called at the discretion of the President or a majority of the Board of Directors.

4.42 Board of Directors meetings are open to members of the Association.

Section 4.5 QUORUM

4.51 A Board of Directors quorum shall consist of at least one person more than one-half of the Board of Directors membership.

ARTICLE V. REPRESENTATIVE ASSEMBLY

Section 5.1 COMPOSITION

5.11 The President of the Seattle Education Association shall chair the meetings of the Representative Assembly.

5.12 The officers of the Seattle Education Association shall be the officers of the Representative Assembly.

5.13 Voting Members of the Board of Directors of the Seattle Education Association shall be ex-officio voting members of the Representative Assembly.

5.14 The Chairs of standing committees and commissions shall be ex-officio members of the Representative Assembly.

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- 5.15 Each school, department or teaching unit shall be represented at the Representative Assembly by one representative for each twenty (20) members or fraction thereof.
- 5.16 The ethnic minority composition of the Representative Assembly shall be proportionate to the ethnic minority membership of this Association.
- 5.16a If the Board of Directors determines that the Representative Assembly's proportionate representation is not in compliance, the President shall nominate, with the approval of the Board of Directors, at least one candidate for each additional position.
- 5.16b Additional nominations may be made at the Representative Assembly before the Assembly elects the new representative(s).

Section 5.2 FACULTY REPRESENTATIVES

- 5.21 Faculty representatives shall be active, or departmental members of the Seattle Education Association.
- 5.22 At least one representative from each building, teaching unit or department should have a minimum of one year of employment in the Seattle School District.

Section 5.3 ELECTIONS

- 5.31 Representatives shall be elected through a proper and democratic process by the Association members of each appropriate category as defined in the elections article of these bylaws.
- 5.32 The election of the representatives shall be held during the month of May. Those elected shall hold office for a term of one year, beginning with the August Representative Assembly.
- 5.33 Association members in a building, teaching unit or department may elect an equivalent number of alternates to their representatives. An alternate may vote only when serving as a representative.
- 5.34 Association members in a building, teaching unit or department may elect additional representatives for an interim as membership warrants.
- 5.35 The representative receiving the most votes shall become the head faculty representative.

Section 5.4 POWERS AND DUTIES

- 5.41 The Representative Assembly shall determine the Bylaws, Standing Rules, Rules of Order, Resolutions and Strategic Plan of the Seattle Education Association.
- 5.42 Each faculty representative shall have one vote.
- 5.43 Faculty representatives shall:
 - 5.43a attend all Representative Assemblies;
 - 5.43b assume responsibility for representing their faculties at each Representative Assembly;
 - 5.43c encourage and enroll membership in the Association; and
 - 5.43d hold building meetings each month.
- 5.44 In May of each year, the incumbent head faculty representative shall be responsible for holding an election for the current school year's faculty representative(s).
- 5.45 The Representative Assembly shall review the Board of Directors' recommendation of the terms and conditions of employment of the Executive Director and professional staff.
- 5.46 The Representative Assembly shall review and act upon the annual Association budget at its October meeting.

Section 5.5 MEETINGS

- 5.51 Regular meetings of the Representative Assembly shall be held each month throughout the school year on a schedule determined by the President, subject to the approval of the Board of Directors, and Representative Assembly.
- 5.52 Special meetings of the Representative Assembly may be called at any time by the President, by a majority of the Board of Directors or by the President when presented with a petition which states the object of the meeting and is signed by at least ten percent of the representatives.

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- 5.52a This petition shall be presented to the President at least two weeks before the date of the requested meeting.
- 5.53 All meetings of the Representative Assembly are open to Association members who shall have the privilege of voice.
- 5.54 Written summaries of actions taken at each Representative Assembly shall be sent to each building, department and teaching unit before the next Representative Assembly.
- 5.55 Notice of all meetings of the Representative Assembly shall be given at least one week in advance of each meeting.

Section 5.6 QUORUM

- 5.61 A Representative Assembly quorum shall consist of fifty representatives or their alternates from buildings, departments and teaching units.

ARTICLE VI. GENERAL ASSEMBLIES

Section 6.1 COMPOSITION

- 6.11 All members of the Association are encouraged to attend all General Assemblies.

Section 6.2 POWERS AND DUTIES

- 6.21 All powers vested in the Representative Assembly shall be vested in meetings of the General Assembly.
- 6.22 Only active and departmental members of the Association shall have the privilege of voice and vote at meetings of the General Assembly.
- 6.23 Reserve, associate and continuing members shall have the privilege of voice at meetings of the General Assembly.

Section 6.3 MEETINGS

- 6.31 The President shall send notices announcing the time, place and the main topic of all General Assemblies.

- 6.32 General Assemblies may be called at the discretion of the Representative Assembly or by a majority of the Board of Directors, or by the President when presented with a petition which state the object of the meeting and is signed by at least six percent of the membership.
- 6.33 Written summary of action taken at each general meeting shall be sent to the schools within thirty (30) days.

Section 6.4 QUORUM

- 6.41 A general meeting quorum shall consist of at least five percent of the Association membership representing forty percent of the schools and work locations.

ARTICLE VII. REFERENDA

Section 7.1 PETITION

- 7.11 Fifty active members from ten different buildings in the Association may petition the officers of the Association of their interest to seek a referendum.
 - 7.11a The petition must occur within five school days after the Representative Assembly or General Assembly at which the action in dispute took place.
 - 7.11b Within ten days following the receipt of the petition of intent, there must be on file in the Association's office a petition bearing the signature of three hundred bona fide members.
 - 7.11c Verification of these signatures shall occur within five calendar days. After verification, the president shall mail to each member a ballot bearing the action in dispute.
 - 7.11d The ballots must be returned to the SEA office by U.S. Mail not later than ten school days following the date of the ballot.
 - 7.11e The referendum action shall become effective if it is approved by a majority of the valid ballots received by the Seattle Education Association.
- 7.12 Members may petition for special meetings of the Board of Directors, the Representative Assembly and General Assembly, by examining appropriate Articles in these bylaws.

ARTICLE VIII. DEPARTMENTS

Section 8.1 TYPES

- 8.11 The four departments of the Seattle Education Association are the Department of Substitute Teachers, the Department of the Seattle Association of Educational Office Personnel, and the Department of Paraprofessionals and the department of Professional and Technical Staff.

Section 8.2 MEMBERSHIP

- 8.21 Classification for membership in one of the departments shall be in accordance with the role or job description of the eligible Seattle School District employees.
- 8.22 Only those employees who are not eligible for other classes of membership in the Seattle Education Association may be members of the departments.
- 8.23 Those employees who are eligible for membership in two or more departments may choose the department to which they would rather belong.
- 8.24 The president and vice president of the Seattle Education Association shall be ex-officio non-voting members of each department.

Section 8.3 FUNCTION

- 8.31 Departments shall serve as a means for some of the larger classes of members within the Seattle Education Association to express their unique and common concerns and seek means of resolving their concerns through the collective bargaining process.

Section 8.4 PROCEDURE

- 8.41 The constitution, bylaws, policies and programs of the departments shall be subordinate to and in conformity with the Bylaws, Standing Rules, Rules of Order, and Resolutions/Positions of the Seattle Education Association.

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- 8.42 The departments shall be entitled to an allocation of support in the annual budget of the Seattle Education Association.
- 8.42a The Board of Directors shall determine the scope of services extended by the association to its departments.
- 8.42b Field service for the Association rendered by an officer or other member of a department shall be at the expense of the Association only when such service is assigned or approved by the president or the executive director or the Seattle Education Association.
- 8.42c Approved expenses incurred by the departments shall be paid by the Seattle Education Association and charged to the departments.
- 8.43 The departments shall be autonomous in selecting their officers and in the operation of their activities, providing these activities are not in conflict with the Bylaws, Standing Rules, Rules of Order, and Resolutions/Positions of SEA. However,
- 8.43a officers of each department shall be elected through a proper and democratic process by department members; and
- 8.43b departmental elections shall coincide with the Association's biennial election.

Section 8.5 MEETINGS

- 8.51 Departments shall hold regular meetings.

ARTICLE IX. COMMITTEES AND DELEGATIONS

Section 9.00 STANDING AND BOARD

- 9.11 The standing committees shall be , Nominations, Elections, Waiver, Personnel, and Educators for Public Education Committee (EPEC).

9.11aThe duties of standing committees shall be recommended by the President, with the approval of the Board of Directors.

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9.11b Only active, departmental or continuing members of the Association may serve on standing committees.

9.12 Board Committees shall consist solely of members of the Board of Directors.
9.12a The Personnel Committee is a Board Committee:

9.13 Additional duties of all committees may be determined by the Representative Assembly.

9.14 Meetings shall be scheduled when needed.

Section 9.2 SPECIAL

9.21 Special committees and task forces may be formed by the President, the Board of Directors, the Representative Assembly or the General Assembly.

9.22 Only active, departmental or continuing members of the Association may serve on special committees and task forces. Meetings shall be scheduled when needed.

Section 9.3 DELEGATIONS

9.31 Candidates and alternates for the WEA and NEA delegations shall be elected by secret ballots sent to active, and departmental members of the Association.

9.32 Only active, or departmental members of the Association may be elected to the WEA and NEA Representative Assemblies.

ARTICLE X. COMMISSIONS

Section 10.0 NAMES AND DUTIES

10.11 The Grievance Review Commission shall inform the membership about their rights and responsibilities, promote high standards of professional ethics, work for fair and professional treatment for all members of the profession, assist individual and groups found to be unjustly treated, and consider problems brought before the Commission.

- 10.11a Conclusions and recommendations which result from research on problems considered by the Commission shall be reported to the Board of Directors, who shall take such action as they deem appropriate.
- 10.12 The Budget and Finance Commission shall prepare the annual budget, develop policies relating to the SEA budget and finance, monitor expenditures and report to the Board of Directors and Representative Assembly.
- 10.13 The Minority Affairs Commission shall promote and support minority members' involvement by providing opportunities to participate in all levels of association activities and by providing a strong voice for input into decisions affecting minority members. The membership of this commission should reflect the rich ethnic and cultural diversity of the student population of Seattle School District.

Section 10.2 COMPOSITION

- 10.21 Each Commission shall be structured as follows:
Certificated: 4 minimum, 6 maximum
Paraprofessional: 1 minimum, 3 maximum
SAEOPs: 1 minimum, 3 maximum
Substitutes: 1 minimum, 3 maximum.
The number of members of each Commission shall be determined by the President, with the advice of each Commission chair.
- 10.22 The members shall be appointed by the President, with the advice and approval of the Board of Directors.
- 10.23 Members of Commissions must be members of the Association at the time they are appointed and during the time they serve on the Commission.
- 10.25 The ex-officio members of the Commissions shall be the President, the Vice President and one member of the Board of Directors, appointed by the President, who shall serve a two year term as a Commission /Board Liaison.
- 10.26 The President shall attempt to secure representation from ethnic minorities on each Commission.

Section 10.3 MEETINGS

10.31 Commission meetings shall be scheduled when needed.

ARTICLE XI. NOMINATIONS AND ELECTIONS

Section 11.1 THE NOMINATIONS AND ELECTIONS COMMITTEES

11.11 The Nominations and Elections Committees shall each consist of at least five members appointed by the President with the advice and approval of the Board of Directors at its September meeting.

11.12 Two additional members may be elected by building representatives at the October Representative Assembly.

11.13 The Nominations Committee shall develop written nominations for Officer positions and Board of Directors positions consistent with the requirements of these bylaws.

11.14 The Elections Committee shall develop elections procedures consistent with requirements of these bylaws.

Section 11.2 NOMINATIONS

11.21 The Nominations Committee shall present nominees for all elective offices at the March meeting of the Representative Assembly.

11.21a Nominations may be made from the Floor at the March Representative Assembly.

11.21b Additional nominations may be made in writing by one or more members who submit the nomination to the President prior to the close of the March Representative Assembly.

11.21c If there are positions undeclared within 1 week of the closing of Nominations, the Election Chair shall notify the President, and the Minority Affairs Commission and put an announcement in the SEA publication about the positions(s) still to be declared.

Section 11.3 ELECTIONS

- 11.31 All Association officers shall be elected by a voting majority of the Association membership.
- 11.32 For elected positions for which there will be more than one person elected, the candidates receiving the most votes shall be elected.
- 11.33 An active member of the Association shall have one vote for each of the offices of President, Vice President and Treasurer.
- 11.34 Departmental and reserve members shall have one vote for each of the offices of President, Vice President and Treasurer.
- 11.35 All elections shall be conducted by secret ballot no later than ten days after the April Representative Assembly.
- 11.35a The Elections Committee shall determine a return date, of at least ten days following the date of ballot distribution by the committee.
- 11.36 The Elections Committee shall count all returned ballots and announce the results of the election within five working days after the ballots must have been returned to the Association.
- 11.37 Newly elected officers and board representatives shall assume their duties on the day following the last teacher contract day.
- 11.37a The President-elect shall be an ex-officio, non-voting, member of the Board of Directors until assuming office.
- 11.38 The Board of Directors shall serve as an election review board and certify the election.
- 11.38a Any member may challenge an election result by submitting a written statement to the President within forty-eight hours after the posting of the election results in the SEA office.
- 11.38b The President will call a special session of the Board of Directors to be held within five school days after receipt of the challenge in order to rule on the challenge.

11.38c If the challenge is directed at an incumbent Board member or officer, that person shall recuse himself/herself from discussion and voting.

11.38d If a contested election is declared void by a majority of the Board of Directors, a new election must be held within twenty school days after the action of the Board.

ARTICLE XII. PROFESSIONAL STAFF

Section 12.1 EXECUTIVE DIRECTOR

12.11 The Board of Directors shall be responsible for employing an executive director whose terms and conditions of employment shall be reviewed by the Representative Assembly. (see Executive Director employment /evaluation in Standing Rules)

12.12 The Executive Director shall be the administrative director of the Association.
[note: see additional administrative duties enumerated in the Standing Rules]

12.13 The Executive Director shall assume duties designated by the Board of Directors and the President.

12.14 The Executive Director shall recommend additional professional and clerical staff positions for employment by the Board of Directors.

12.15 The Executive Director shall be the Executive Director for each department of the Association.

12.16 The Executive Director, within parameters set by the Board of Directors, shall have general and administrative responsibilities for the affairs of the Association;

Section 12.2 PROFESSIONAL STAFF

12.21 Professional staff which include Associate Directors employed by the Seattle Education Association shall work under the supervision of the Executive Director.

12.22 The Seattle Education Association recognizes other union contracts, rights and responsibilities that are the bargaining agents for its professional staff.
[notes: union contract, rights and responsibilities are under the Washington Education association Staff Organization WEASO]

Section 12.3 ASSOCIATE STAFF

12.31 Associate staff employed by the Seattle Education Association shall work under the supervision of the Executive Director.

12.32 The Seattle Education Association recognizes other union contracts, rights and responsibilities that are the bargaining agents for its associate staff.

[notes: union contract, rights and responsibilities are under the Washington Education Association Staff Organization WEASO]

ARTICLE XIII. FISCAL POLICY

Section 13.1 FISCAL YEAR

13.11 The fiscal year shall extend from September first to August thirty-first.

Section 13.2 BUDGET CONTROL

13.21 The Association's preliminary annual budget shall be presented to the Board of Directors at the May meeting.

13.22 The final budget shall be presented for adoption at the October Representative Assembly.

13.23 An annual audit shall be completed by November 15 of each year.

13.24 The Board of Directors shall be provided with a monthly statement of all withdrawals from and deposits to the savings account.

13.25 The Treasurer, Budget and Finance Commission, and Board of Directors shall monitor the receipts and expenditures of the Association.

13.3 INDEMNIFICATION OF OFFICERS AND PROFESSIONAL STAFF

13.31 The Seattle Education Association shall ensure the indemnification of each present and future Board of Directors member, Officers and members of the professional staff of this Association

[note: the indemnification of officers and professional staff is covered by WEA liability insurance.]

ARTICLE XIV. AMENDMENTS

Section 14.1 AMENDMENTS

- 14.11 Amendments to these bylaws may be proposed to the Representative Assembly by a two-thirds majority of the Board of Directors, or by a faculty representative on the floor of a Representative Assembly, or by a petition in the form of a motion which carries the signatures of fifty members from at least ten different school buildings.
- 14.12 Proposed amendments to these bylaws shall be presented at General Assembly as a matter of business and shall be approved by a two-thirds of the ballots cast at the next Representative Assembly or General Assembly, whichever occurs first.
- 14.13 A copy of the proposed amendment(s) shall be provided for posting at least ten school days prior to the meeting at which the amendment(s) will be voted upon.

ARTICLE XV. PARLIAMENTARY AUTHORITY

Section 15.1 PARLIAMENTARY AUTHORITY

- 15.11 Roberts Rules of Order, Newly Revised, shall be the authority governing all matters of procedure not otherwise provided for in the bylaws or the special rules of order of this association.

Seattle Education Association Bylaws
as of January 14, 2008
