

**SEATTLE EDUCATION ASSOCIATION  
BYLAWS  
Organized May 26, 1958  
Revised to include all Amendments to April 11, 2011**

**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

2.11a Certificated- 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

2.11b. currently certificated by the Office of the Superintendent of Public Instruction of the State of Washington or,

*[note: this includes certificated non-supervisory employees such as teachers, Educational Staff Associates (ESA’s), and Career and Technical Educators, (CTE’s).]*

2.11c. Departmental - shall be available to anyone who is:

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- 2.11c.1 serving the Seattle School District as a paraprofessional;
  - 2.11c.2 serving as regular, substitute, hourly or casual employees in office personnel positions for the Seattle School District;
  - 2.11c.3 serving as a paraprofessional or technical staff employee of the Seattle School District;
  - 2.11c.4 on the current roster of substitute teachers of the Seattle School District
  - 2.11c.5 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.
- 2.11d Complimentary Active- membership in SEA/WEA shall be provided to any exchange teacher during the year of service within the state.
- 2.11e Active membership in the Seattle Education Association shall be accompanied by active membership in the Washington Education Association and the National Education Association.
- 2.12 Continuing - shall be available to anyone who is or was at the time of retirement, a regular or departmental member of the Association.
- 2.13 Reserve - shall be available to anyone described in this section on official leave from employment with the Seattle School District, and those in a recall pool as a result of a reduction in force. Reserve members must maintain membership by paying SEA dues at the rate of their previously held assignment..
- 2.14 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.
- 2.15 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 member.

Section 2.2 DUES AND ASSESSMENTS

2.21 SEA annual dues shall be adjusted to the nearest whole dollar as follows:

- 2.21a Active certificated members who work 1.0 full time equivalent (FTE): 0.946 percent of Lane 1, Step 1 of the Certificated Non-Supervisory Employees Total Compensation (Annual Base Salary + Corresponding TRI Annual Amount) Salary Schedule for the previous employment year without adjustments for furlough days. (The Certificated Non-Supervisory Employees Total Compensation Salary Schedule can be found in Appendix A of the current collective bargaining agreement.) Overall dues will be adjusted as needed to maintain unified membership in the Washington Education Association and the National Education Association.
- 2.21b Active certificated members who work 0.25 FTE or less: one-quarter of the dues of active certificated members who work 1.0 FTE. Active certificated members who work 0.26 to 0.50 FTE: one-half of the dues of active certificated members who work 1.0 FTE. Active certificated members who work 0.51 to 0.75 FTE: three-quarters of the dues of active certificated members who work 1.0 FTE. Active certificated members who work 0.76 to 0.99 FTE or who work more than 1.0 FTE: the same amount as active certificated members who work 1.0 FTE. Overall dues will be adjusted as needed to maintain unified membership in the Washington Education Association and the National Education Association.
- 2.21c Departmental members: Active Paraprofessional members and Seattle Association of Office Personnel (SAEOP) members will have dues prorated from Grade 21, Step 9 of the SAEOP and Paraprofessional 222 Day – 8 Hour Salary Schedule for the previous employment year according to the following salary ranges: 0.708 percent for \$42,000.01 and above; 0.613 percent for \$35,000.01 to \$42,000.00; 0.518 percent for \$27,000.01 to \$35,000.00; 0.426 percent for \$22,000.01 to \$27,000.00; 0.331 percent for \$17,000.01 to \$22,000.00; 0.237 percent for \$12,000.01 to \$17,000.00; 0.142 percent for \$12,000.00 and below. Overall dues will be adjusted as needed to maintain unified membership in the Washington Education Association and the National Education Association.
- 2.21d Certificated substitute members: one-third of the dues of active certificated members who work 1.0 FTE, for 90 days. Overall dues will be adjusted as needed to maintain unified membership in the Washington Education Association and the National Education Association.

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- 2.21e Paraprofessional and SAEOP substitute members: 0.095 percent of Grade 21, Step 9 of the SAEOP and Paraprofessional 222 Day – 8 Hour Salary Schedule for the previous employment year, for 90 days. Overall dues will be adjusted as needed thereafter to maintain unified membership in the Washington Education Association.
- 2.21f Reserve members: one-half the dues for active certificated members.
- 2.21g Associate members: one-half the dues for active certificated 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.
  - 2.22b Agency shop fees for eligible members of the Seattle Education Association and its affiliates shall equal the dues and assessments that active certificated or 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 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.
- 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

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- 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

##### Introduction

The SEA President shall be the chief officer and leader of the SEA, His/her actions should reflect the charges of the Representative Assembly and SEA Board of Directors Board of Directors and the advice of the Vice President and the Executive Director.

The officers and Executive Director shall at all times present a team effort in the interpretation and implementation of SEA policies and programs for the benefit of the SEA membership.

3.41 The President shall:

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

3.41a.1 serve as the chief officer and leader of the SEA to the membership and its public.

3.41a.2 serve as the spokesperson for the SEA in matters of policy in consultation with the Executive Director.

3.41a.3 In anticipation of an absence of both the President and the Vice President, the President shall designate a spokesperson

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

3.41b.1 Call meetings of the SEA Board of Directors, Representative Assembly, and other appropriate committees and commissions.

3.41b.2 Provide agendas for SEA Board of Directors, Representative Assembly, and General Assemblies.

3.41b.3 Preside as chairperson of the SEA Executive Board, Representative Assembly, and General

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

3.41c.1 Provide for the preparation of commissions, committees, and task force charges, in consultation with the Vice President and Executive Director, for SEA Board approval.

3.41c.2 Provide for the coordination of commission, committee, and task force activities.

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

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3.41d.1 appoint a parliamentarian for the Representative Assembly subject to approval of the Board of Directors.

3.41d.2 Appoint SEA representatives to all non-SEA affiliated organizations.

3.41d.21 appoint delegates to the Martin Luther King County Labor Council subject to the approval of the Board of Directors

3.41d.4 appoint association representatives to serve where vacancies exist, until the association members at that school or faculty elect their own representative.

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

3.41e.1 Provide for the development and interpretation of SEA policy.

3.41e.2 Provide for the maintenance of an up-to-date record of such action in the form of Amendments to the Bylaws, Standing Rules, Rules of Order or Resolutions/Position Statements.

3.41e.3 Provide for the maintenance of SEA Bylaws, Standing Rules, Rules of Order, Resolutions/Positions and actions as adopted by the Representative Assembly, SEA Board, and General Assemblies.

3.41e.4 Provide for a calendar of meetings of Representative Assembly meetings.

3.41f Be responsible to the SEA board of Directors

3.41f.1 Provide advice to the SEA Board concerning non-adherence to the SEA Bylaws, Standing Rules, and Rules of Order, Resolutions/Positions by any individual member, groups of members, or internal organizations.

3.41f.2 fill vacancies on the Board of Directors subject to the approval of the Board of Directors

3.41f.3 Appoint vacant grade level officer positions.

3.41f.4 Provide for a calendar of meetings of the SEA Board of Directors.

3.41g Provide liaison with WEA and NEA governance concerning member related policy and program development.

3.41g.1 Serve as a member of the WEA/PAC Board.

3.41h Provide for negotiation of contract the Executive Director.

3.41i Attend or is represented at regular, and special meetings of the Seattle School Board.

#### VICE PRESIDENT

3.42 The Vice-President shall be an officer of the SEA. His/her activities and responsibilities as assigned by the President should provide a broad background of exposure to the roles and responsibilities of the Association President should the office become vacant. His/her actions should reflect the charges and policies of the Representative Assembly and Board and the advice of the President and Executive Director.

The officers and Executive Director shall, at all times, present a team effort in the interpretation and implementation of SEA policies and programs for the benefit of the SEA membership.

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

3.42a.1 Shall provide for and performs all the duties of the President in the absence of or with the disability of the President and when so acting, shall have all the powers and rights of and be subject to all the restrictions upon the President

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

3.42b.1 Shall serve as a spokesperson for the SEA in matters of SEA policy as directed by the President

3.42b.2 Shall provide for assistance to the President in development and interpretation of SEA policy as directed by the President.

3.42b.3 Shall serve as an officer of the Association, Representative Assembly, the SEA Executive Board, Executive Committee and General Assembly.

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3.42b.4 Shall serve as the official elected Association representative to the membership and its publics as assigned by the President.

3.42b.5 Shall serve as the official SEA representative to the WEA, NEA and other education related and non-education related organization meetings and conferences as assigned by the President.

3.42b.6 Shall serve as chairperson of the Bargaining Committee and Team.

4.42b.7 Shall provide for the completion of all responsibilities delegated by the President.

4.42b.8. Shall make recommendations for appointments.

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

3.42c.1 Shall assist the President in the preparation of recommendations concerning the charges for commissions, committees, and task forces.

3.42c.2 Shall assist and monitor the commissions, committees and task forces in carrying out the charges assigned.

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

3.42d The Vice president shall sign and keep official copies of the minutes of each meeting of the Board of Directors, the Representative Assembly, and the General Assembly.

3.42d.1 The Vice President shall also distribute copies of the official minutes to the members of the Board of Directors and the Representative Assembly and the General Assembly within ten days after the perspective meetings.

### 3.43 TREASURER

The SEA Treasurer shall be an officer. His/her, activities shall be defined in SEA Bylaws. In event of absence of both the president and vice president, the treasurer will assume the functions of said officers and shall be entitled to benefits until such time as the other executive officers return.

His/her actions should reflect the charges and policies of the Representative Assembly and SEA and the advice of the President and the Executive Director.

3.43 The Treasurer shall:

3.43a oversee the reception, reporting 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 oversee the payment of all authorized bills;

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

3.43e be the chair and Commission/Board Liaison of the Budget and Finance Commission.

#### 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, and rounding up to the nearest representative at a 0.6 ratio 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~~ VIII 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.) Additional Substitute Department representation is determined by the number of member substitutes who work a minimum of one day, before February 1<sup>st</sup> of the election year. 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

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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 4.2 TERM

- 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.
- 4.26 Terms for WEA Board directors are set by the WEA.

Section 4.3 DUTIES AND RESPONSIBILITIES

- 4.30 The Board of Directors may recommend amendments to the Bylaws, Rules of Order, Standing Rules, Resolutions/Positions, and Strategic Plan to the Representative Assembly or General Assembly;
- 4.31 The Board of Directors shall:
- 4.31a. interpret the SEA bylaws.
  - 4.31b oversee the implementation of the Bylaws, Rules of Order, Standing Rules, Resolutions/Positions, and Strategic Plan of the Representative Assembly or General Assembly;

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- 4.31c 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
- 4.31d 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 Appointments: 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 Committees and Commissions:
  - 4.35a. authorize or abolish SEA committees, other than Standing Committees and Commissions as put forth in these Bylaws.
  - 4.35b approve SEA committee and commission charges, that are not otherwise outlined in these Bylaws.
  - 4.35c receive reports of SEA commissions and committees.
  - 4.35d adopt rules and procedures for SEA commissions and committees.
  - 4.35e shall be charged with the responsibility for hearing appeals the Grievance Review Commission relating to the arbitrability of grievances.
  
- 4.36 Elections:
  - 4.36a. approve election timelines/procedures
  - 4.36b. certify elections
  
- 4.37 Represent the viewpoint of the members of his/her grade level or department while at the same time considering the best interests of the entire SEA.
  - 4.37a Board of Directors representatives must contact every association representative in their grade level assignments or program each month to offer assistance regarding problems and to solicit reactions from members.

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4.37b know SEA Bylaws, Standing Rules, Rules of Order, Resolutions/Positions and the Collective Bargaining Agreements and be able to communicate them to members, management and community leaders.

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

4.39 Assist regional buildings work sites in membership drives.

4.399 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.

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- 5.14 The Chairs of standing committees and commissions shall be ex-officio members of the Representative Assembly.
- 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).
- 5.17 A non-voting special interest liaison appointed by the president, approved by the board of directors, for special interest groups established by the board of directors; such liaison shall have the right to make and debate motions

Section 5.2 ASSOCIATION REPRESENTATIVES

- 5.21 Association representatives shall be active members of the Seattle Education Association elected as described in Section 5.15 above.
- 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 association representative.

Section 5.4 POWERS AND DUTIES

- 5.41 The Representative Assembly shall adopt, amend and ultimately interpret the Bylaws, Standing Rules, Rules of Order, Resolutions and Strategic Plan of the Seattle Education Association.
- 5.42 Each association representative shall have one vote.
- 5.43 Association 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 association representative shall be responsible for holding an election for the current school year's association 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.
- 5.47 Reserve, associate and continuing members shall have the privilege of voice at meetings of the Representative Assembly.

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.
  - 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, but only voting members of the RA have the privilege of making motions.
- 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 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.
- 6.24 General Assemblies, of each bargaining unit, are the bodies that shall ratify the collective bargaining agreement, or refer the collective bargaining agreement to a vote of their membership.

### 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 twenty percent of the Association membership representing sixty percent of the schools and work locations.
  - 6.41a. **Quorum for Ratification:** Twenty percent of each bargaining unit must be present for ratification. If a quorum of each bargaining unit is present, that body determines if a vote by voice or secret ballot will be taken.
  - 6.41b. a simple majority of the vote cast will ratify the Tentative Collective Bargaining Agreement(s).
  - 6.41c. If the contract is not ratified the General Assembly will determine what other actions will be taken.

**ARTICLE VII. REFERENDA**

Section 7.1 PETITION

- 7.11 Fifty active certificated or departmental 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 active certificated or departmental members.
  - 7.11c Verification of these signatures shall occur within five calendar days. After verification, the president shall provide to each member a ballot bearing the action in dispute. Ballots may be mailed to each member, or each member may be allowed to cast their ballot electronically using a remote access voting service.
  - 7.11d Whether the election is by mail ballot or by remote access voting, to be counted, ballots must be received not later than ten (10) 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 three 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.

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.
- 8.42 The departments shall be entitled to an allocation of support in the annual budget of the Seattle Education Association.

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- 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

9.10 Term and Charges: all committee members will serve for a two (2) year term, and direct the completion of assigned charges. When a vacancy occurs, a new appointee will finish the term [*Note: For appointments starting for the 2010-11 school year, attempts will be made to stagger the year of appointments.*]

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

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9.11a The duties of standing committees shall be recommended by the President, with the approval of the Board of Directors. Additional duties of all committees may be determined by the SEA Board of Directors.

9.11b Duties and charges of the standing committees will be recorded and added as “operating rules” to the appendices of the Standing Rules.

9.11c Only active or continuing members of the Association may serve on standing committees.

9.11d Lobbying by Members:

When identifying themselves as officially representing SEA, members shall support those policies adopted by the Representative Assembly and SEA Board of Directors. *[Note 9.11d needs to be moved to the operating rules of the EPEC and Legislative Action Team.]*

9.12 Board Committees shall consist solely of members of the Board of Directors.

9.12a The Personnel Committee is a Board Committee:

The Executive Director's employment agreement and the working conditions therein, the job description, and any performance evaluation tool shall be developed by the Personnel Committee of the SEA Board and the Executive Director for approval by the Board.

9.13 Committee members will regularly attend meetings and participate in activities as prescribed by the chairperson.

9.14 Meetings shall be scheduled when needed.

## Section 9.2 SPECIAL COMMITTEES and TASK FORCES

9.21 Special committees and task forces may be formed by the President, the Board of Directors, the Representative Assembly or the General Assembly, or as designated and ratified in a collective bargaining agreement..

9.22 Only active 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 provided to active members of the Association. *[Note: Secret ballots*

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*could be electronic, mail, or by secured balloting in buildings as determined by the Elections Committee and approved by the SEA Board of Directors.]*

- 9.32 Only active members of the Association may be elected to the WEA and NEA Representative Assemblies.
- 9.33 The President and SEA members on the WEA Board shall be ex-officio delegates to the WEA Representative Assembly by virtue of their elected positions.
- 9.34 The number of delegates sent to the NEA and WEA Representative Assemblies will be determined by the adopted operating budget. The Elections Committee will recommend the size of the delegation to the Board of Directors, for adoption, prior to the opening of nominations
- 9.35 The candidates for the WEA and/or NEA Representative Assembly Delegations who receive the most votes will be elected as delegates.
- 9.35a All candidates, including write-ins, must receive a minimum of ten (10) votes to be elected.

**ARTICLE X. COMMISSIONS**

Section 10.0 NAMES AND DUTIES

- 10.1 Term and Charges: all Commissioners will Serve for a one (1) year term, and direct the completion of assigned charges.
- 10.1a The Standing Commissions are: The Grievance Review Commission (GRC), Budget and Finance Commission, Minority Affairs Commission
- 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, as far as practicable.

#### 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 active members of the Association at the time they are appointed and during the time they serve on the Commission.
- 10.24 Commissioners will regularly attend meetings and participate in activities as prescribed by the chairperson.
- 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.

#### Section 10.4 COMMISSION/COMMITTEE CHAIRPERSON DUTIES

- 10.41 Cooperate with other chairpersons as needed.

10.42 Provide members with leadership opportunities.

10.43 Maintain regular communications with the President concerning meeting dates, locations, times, and progress on charges.

10.44 Present reports to the SEA Board as prescribed by the President. Present reports to the Representative Assembly as prescribed by the President.

10.45 Work within the approved committee and/or commission budget.

#### 10.5 COMMISSION/COMMITTEE MEMBERS

10.51 Assist in the development of bargaining-related recommendations and collective bargaining process.

10.52 Assist in developing reports to the SEA Board and Representative Assembly as prescribed.

10.53 Assist in the development of a final annual report on all charges.

### **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 An active member of the Association shall have one vote for each of the offices of President, Vice President and Treasurer.
- 11.33 Departmental and reserve members shall have one vote for each of the offices of President, Vice President and Treasurer.
- 11.34 All elections shall be conducted by secret ballot no later than ten days after the April Representative Assembly.
- 11.34a The elections Committee shall determine the date and time for the start and close of the election.
- 11.34b The start date and time shall be the earliest date and time ballots are made available to members for voting.
- 11.34c The close date shall be the date and time by which ballots must be received to be counted.
- 11.34d A minimum of 10 days shall be allowed between the start and closing dates.
- 11.35 The Elections Committee shall count all returned ballots and announce the results of the election within five working days after the closing date.

- 11.36 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.
- 11.37 The Board of Directors shall serve as an election review board and certify the election.
- 11.37a Any member may challenge an election result by submitting a written statement to the President within two business days after the posting of the election results in the SEA office and the SEA website.
- 11.37b 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.
- 11.37c If the challenge is directed at an incumbent Board member or officer, that person shall recuse himself/herself from discussion and voting.
- 11.37d 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**

The officers and Executive Director shall at all times present a team effort in the interpretation and implementation of SEA policies and programs for the benefit of the SEA membership.

- 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.  
*[note: 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]*
- 12.12a The SEA Executive Director shall be the chief administrator and leader of the SEA staff. His/her actions shall reflect the charges of the Representative

Assembly and SEA Board of Directors and the advice of the President and the Vice President.

- 12.12b In consultation with the President, [may] present, represent, and interpret Association program and policies to the public. Assists the President in presenting, representing, and interpreting the programs and policies of the Association to the membership. Provides recommendations, [periodic reports] and counsel to the elected officers and SEA Board of Directors.
- 12.12c Provides assistance in the development of a sound fiscal program, including long and short term budgets and goals; administers the adopted budget and fiscal policies; provides periodic reports to the Board of Directors; and serves on the Budget and Finances Commission.
- 12.13 The Executive Director shall be the chief staff person responsible for the collective bargaining process.
- 12.14 The Executive Director shall assume duties designated by the Board of Directors and the President.
- 12.15 The Executive Director shall recommend additional professional and clerical staff positions for employment by the Board of Directors.
- 12.16 The Executive Director shall be the Executive Director for each department of the Association.
- 12.17 The Executive Director, within parameters set by the Board of Directors, shall have general and administrative responsibilities for the affairs of the Association; provides for the implementation and achievement of SEA policies, goals, objectives, and programs as approved and directed by the SEA Board,
- 12.18 The Executive Director will foster a collaborative decision making process in working with the SEA staff.

## 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 at the Representative Assembly by an Association Representative or by petition in the form of a motion which carries the signatures of fifty active members from at least ten different school buildings.
- 14.12 A copy of the proposed amendment(s) shall be provided for posting at least ten days prior to the next Representative Assembly at which the amendment(s) will be voted upon. The Bylaw amendments must be approved by two thirds vote at the next Representative Assembly.

**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.

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