

BY-LAWS OF THE KENT EDUCATION ASSOCIATION

Article I Membership and Dues

Section 1.1 Membership dues shall be 0.00975 of the Step Zero (0), BA + 0 cell on the TOTAL Salary Schedule of the previous year, payable to the Association with the annual dues of the WEA and NEA. There shall be no exception to the unified membership plan.

Section 1.2 Guest teacher dues shall be one-third (1/3) of the annual KEA dues, payable to the Association with the annual dues for associate/substitute membership in the WEA and the NEA. There shall be no exception to the unified membership plan.

Section 1.3 If errors in membership dues payment occur, the Association shall reimburse overpaid dues to the member for up to two (2) years (the current school year and one year immediately preceding).

Section 1.4

- A. Membership shall be in effect:
 - i. Continuously for members on automatic payroll authorization; or
 - ii. Upon payment of yearly dues by September 30th.
- B. Guest teacher memberships shall be in effect upon payment of annual dues to the Association.

Article II Nominations and Elections of Officers, Executive Board Members and WEA/NEA Rep Assembly Delegates

Section 2.1

- A. The KEA Election Commission is the authorizing authority to run all KEA elections.
- B. Nominations for officers and delegates shall be opened at a Representative Council meeting at least thirty (30) days prior to an election by the general membership and shall remain open for fifteen (15) days. Any member may make a nomination during the open period.
- C. To win, a candidate must receive a plurality of the votes cast. For Assembly, Delegate winners will be chosen by most votes until all seats are filled. In the event of a tie, a run-off election will be held within fifteen (15) days between the two (2) candidates receiving the most votes. In case there is still a tie, the winner will be determined by years in KEA; if still tied, then by a coin flip.

Section 2.2

- A. Elections of officers and delegates shall be held prior to May 1. Officer's terms begins at gavel down of the current year's NEA Representative Assembly.
- B. Elections of delegates shall be in accordance with WEA and NEA election timelines for the respective Representative Assemblies.
- C. Elections by the general membership shall be by secret paper or electronic ballot. Voting shall be by ballots distributed in a manner prescribed by the Elections Commission and approved by the Representative Council.

Section 2.3

- A. Vacancies of Officers and Executive Board Members, except the office of President, shall be filled according to the standard procedure for that office in a special election. For Officers, special election to be held within thirty (30) school days of the vacancy and for Executive Board Members within two (2) meetings of the Representative Council.
- B. Members of the Executive Board may be recalled by a two-thirds (2/3) vote of the Representative Council.
- C. Per the Constitution, any officer may be recalled by a two-thirds (2/3) majority of the general membership voting. Such action must be initiated by a petition signed by five (5) percent of the general membership. The petition must be initiated by a KEA member in good standing.

Section 2.4

- A. The Representative Council, or its designee, shall provide uniform rules and procedures to ensure that delegates and successor delegates are selected in compliance with the Constitution and Bylaws of the WEA and NEA.
- B. The WEA Representative Assembly delegation shall include the President, Vice-President, Secretary-Treasurer, and at-large delegate positions.
- C. The NEA Representative Assembly delegation shall include the President, Vice-President, Secretary-Treasurer, and at-large delegate positions.

Article III Nomination and Election of Building Representatives

Section 3.1

- A. Building or Unit Representatives shall be elected for a two (2) year terms in May on a ratio of one (1) for every twenty (20) members or major fraction thereof; except that each school shall have at least one (1) representative. For only the purpose of counting the number of members in a building, a unit,

or special interest group, each member shall be counted at the same rate (one-third (1/3), one-half (1/2), or full) as the member pays annual KEA dues.

- B. Each building or unit may elect one (1) alternate representative who will be a full voting member of the Representative Council in the absence of the regular representative.
- C. Members who travel from building to building, serve in more than one (1) building, or who are not assigned to a specific building, may select the building in which they will be represented.
- D. Members other than classroom teachers may elect to be represented by a special interest group rather than the building. Anyone who does not spend at least half (1/2)-time in one (1) school building may choose to be represented by a special interest group. Special interest groups must have at least thirteen (13) members. Such choices must be certified in writing to the President at the time the representatives are elected. Those teachers will remain with that special group for entirety of the next school year. Members represented by a special interest group are no longer counted towards building numbers when calculating representation for each building.
- E. As new buildings or units are added, the terms of the Representatives for these additions shall be such that approximately one-half (1/2) of the total number of building representatives shall be elected annually.
- F. Any Building or Unit Representative may be recalled by a two-thirds (2/3) vote of the electing body.

Article IV Duties of Officers

Section 4.1 The President of the Kent Education Association, elected by the membership-at-large, shall chair the Representative Council and the Executive Board.

As Chief Executive Officer of the Association, the President shall:

- A. Set the written agenda for the Executive Board and in conjunction with the Executive Board establish the agenda for the Representative Council.
- B. Chair all official meetings and perform such duties as are customarily associated with the office. The President can delegate some or all of these duties to another officer or Executive Board member as a designee.
- C. Appoint chairpersons, ~~and~~ members of the committees and commissions, and fill vacancies with the approval of the Executive Board.
- D. Make expenditures authorized by the Associations consistent with the KEA Constitution and Bylaws, the adopted budget, or other action of the Representative Council.

- E. Act as the principal Association spokesperson. The President may delegate that function, subject to the limits of the Constitution, Bylaws, and Policy.
- F. Be an ex-officio member of all committees and commissions.
- G. Serve as a Delegate to affiliate assemblies.
- H. Review and submit, annually, all Association Policies to Representative Council by the first Representative Council meeting in November.
- I. Expected to be a member of WEA-PAC and NEA-FCPE.
- J. Give direction to the Uniserv Representative and staff.
- K. Be a signatory on all KEA accounts.
- L. Cast tie-breaking votes in any body that they chair.
- M. President or their designee to be responsible for putting regular communication to members about union matters, either by paper or electronic, ideally at least bi-monthly.

Section 4.2 The Vice-President of the Kent Education Association shall:

- A. Assist the President when requested in the performance of her/his duties.
- B. Perform the duties of the President in her/his absence or incapacitation.
- C. Assume other duties as may be assigned by any one of the governance bodies.
- D. Be a voting member of the Executive Board and Representative Council.
- E. Serve as a delegate to affiliate assemblies.
- F. Expected to be a member of WEA-PAC and NEA-FCPE.
- G. Perform all other duties usually attributed to the office of the Vice-President.
- H. Be a signatory on all KEA account.

Section 4.3 The Secretary/Treasurer of the Kent Education Association shall:

- A. Assist the President and Vice-President when requested in the performance of their duties.
- B. Be a voting member of the Executive Board and Representative Council.

- C. Record the minutes of the meetings of the Executive Board, Representative Council, and the Association general membership meetings.
- D. Serve as a Delegate to affiliate assemblies.
- E. Assume other secretarial duties as may be assigned by any one of the governance bodies.
- F. Expected to be a member of WEA-PAC and NEA-FCPE.
- G. Present preliminary budget to Representative Council by June 15 for the ensuing year; and the final budget to Representative Council by November 1, according to the KEA Constitution, Article VIII, Section 2.
- H. Be a signatory on all KEA accounts.
- I. Help oversee KEA staff with issues concerning budget and document records. Help prepare budget reports to be presented to the Representative Council and Executive Board in accordance with the KEA Constitution (Article VIII), By-Laws and Policies.

Article V Executive Board

Section 5.1 The Executive Board shall:

- A. Be responsible for the management of the Association; approve all expenditures, carry out policies established by the Representative Council, report its transactions and those of the Council to the members, approve contract waivers, and suggest policies for consideration by the Council.
- B. Help approve workshops and training conferences for all representatives.

Section 5.2 Memorandums of Understanding (MOU)

- A. MOUs that only effect 10 (ten) or less members can be signed without review by the President, but Executive Board will need to be informed at the next Exec Board meeting.
- B. MOUs that effect 10 (ten) or more members must be shared with the Executive Board prior to signing by the President. Emergency Exec Board meetings may be called for this purpose.
- C. The President and/or the Executive Board has the option to present MOUs to a General Membership Meeting for an advisory vote prior to signing.

- D. Copies of MOUs will be distributed to all affected members and published as needed.
- E. MOUs can be resigned for subsequent years if no affected members objects. If there is an objection, then Executive Board can approve resigning after discussion.

Section 5.3

- A. Executive Board members elected by the Representative Council shall be elected for a two (2) year term and shall take office at the same time as Association officers.

Section 5.4

- A. The President may invite up to three (3) non-voting members to attend the Executive Board meetings as needed for subject specific issues.
- B. The President shall appoint a non-voting educator of color-at-large position to Executive Board. Other non-voting specialized positions may be appointed by and serve at the pleasure of the President.
- C. At the request of the current President, the immediate past President can serve as a non-voting advisory member of the Executive Board. If the current President has been in office for more than one term, the past President position shall be vacant.

Article VI Representative Council and Building Representatives

Section 6.1

- A. The Representative Council is the legislative and policy making authority of the Association.
- B. The duties of the Representative Council are:
 - i. Adopt the annual budget.
 - ii. Approve the establishment of paid positions in the Association.
 - iii. Adopt rules and agendas for their meetings.
 - iv. Enact other measures as may be necessary to achieve the goals and objectives of the Association not in conflict with the Constitution and Bylaws.
 - v. Approve any amendments to the Constitution and Bylaws to go before the General Membership for a vote.

Section 6.2

- A. A parliamentarian shall be appointed by the President. The parliamentary authority for the KEA shall be in accordance with the practices of the Washington Education Association.
- B. Representative Council shall meet at least monthly while school is in session, according to a calendar established yearly. Meetings shall begin at 4:00 p.m. and not continue beyond 6:00 p.m. except with approval of two-thirds (2/3) of those present and voting.
- C. The final annual budget will be reviewed by Representative Council for consideration no less than ten (10) days prior to adoption. Adoption is to occur by November 1, according to the KEA Constitution, Article VIII, Section 2.
- D. Copies of the minutes of each Council meeting shall be provided upon request to each building representative to be made available to members.

Section 6.3 The duties of the Building Representatives shall include:

- A. Attend Representative Council meetings.
- B. Communicate with all members in their building/specialty.
- C. Represent members within the building/specialty.
- D. Welcome new employees in the building.
- E. Conduct local association elections if needed.
- F. Oversee membership.
- G. Encourage involvement in KEA and/or WEA.
- H. Serve as initial grievance representatives for their worksite.
- I. Maintain two-way Association communication within the building/specialty.

Article VII

Building Representatives and Executive Board Stipend

- Section 7.1 At the end of each school year, Building Representatives and Executive Board members will receive a stipend for the work that they do for the Association. This stipend will be proposed by the Executive Board and approved by the Representative Council, pending approval of the upcoming year's budget.

The total payment Representatives receive would be calculated by multiplying the total stipend amount by the number of assemblies attended and dividing this by the total number of monthly representative assemblies held during the school year (not counting any emergency meetings).

In order to qualify for this stipend, a Building Representative/Executive Board member would have to sign in on the official sign-in sheet and attend a major portion of the Representative Council meeting. Building Representative's would have to attend 5 (five) Representative Council meetings to be eligible. Alternates can attend less than 5 (five) meetings and still be eligible if their attendance is as a replacement for the Building Representative. The stipend would be paid no later than the start of the next school year.

Article VIII Commissions

Section 8.1 The following commissions have been established:

- A. Bargaining Commission: The purpose of the Bargaining Commission shall be to conduct and supervise all collective bargaining for the Association as directed by the Representative Council.

- B. Grievance Commission: The purpose of the Grievance Commission shall be to:
 - i. Assist members of the Association in obtaining the full protection of the Collective Bargaining Agreement through the grievance procedure.
 - ii. Develop and maintain a program for training building grievance representatives.
 - iii. Follow due process procedures in making recommendations on grievances considered for arbitration.
 - iv. Consider grievances, the nature of which must be in writing, and to hold informal meetings with the grievant.
 - v. Submit a written report to the KEA Executive Board with recommendations on action to be taken.

- C. Election Commission: The purpose of the Election Commission shall be to:
 - i. Conduct and supervise all elections for the Association.
 - ii. Develop and present to the Representative Council for approval by the January Council meeting a Campaign and Election Regulations document that describes election and campaign requirements for all elections for

that year and in compliance with the Constitution and Bylaws of the WEA and the NEA and all relevant Washington State and Federal laws.

- iii. After approval, the Campaign and Election Regulations will be made public, and a copy provided to all candidates after the close of nominations.

Section 8.2 Commission Members

- A. The Bargaining Commission shall consist of at least nine (9) members. President shall make every reasonable effort to balance the commission members for elementary and secondary members.
- B. The Grievance Commission and Elections Commission shall consist of elementary and secondary members.
- C. All commission members shall represent the entire membership. Commissions shall meet at the request of the President, commission chairperson, or majority of the commission members.
- D. Commission members shall be appointed by the President and approved by the Representative Council and shall serve at the pleasure of the President. At least one (1) new member shall be appointed by the President to the Bargaining and Grievance Commission each full contract opener. Any commission member absent for more than two (2) consecutive meetings without notifying the chairperson will be dropped and the position filled according to vacancy procedures.
- E. Vacancies in commissions shall be filled by appointment of the President and approved by the Representative Council at the first Council meeting following the creation of the vacancy. New members take office immediately.
- F. Commission chairpersons shall be appointed by the President.

Article IX Committees

Section 9.1 Committees shall be appointed as needed. Committees shall include, but not be limited to: Constitution and Bylaws, Legislative, Member Services, Nominations, Public Relations and Publications, and Recognition. Committee chairpersons shall be appointed by the President.

Article X Quorum

Section 10.1 A quorum of a general meeting shall consist of one-fifth (1/5) of the members, or the members present if forty-eight (48) hours written notification of the agenda has been given to the membership.

Section 10.2 A quorum of the Representative Council or any committee shall consist of a majority of its members.

Article XI Amendments

Section 11.1 Amendments to these bylaws shall be adopted by a majority of the voting members of the Association. Amendments shall be proposed by a vote of the Representative Council or by petition of five (5) percent of the general membership. The petition for amendment must be acted upon by the membership within thirty (30) school days of submission.

Section 11.2 The Representative Council is authorized to make the following non-substantive housekeeping changes in these bylaws:

- A. Change grammar or syntax that improves readability without altering meaning or intent.
- B. Rename Article titles when appropriate.
- C. Renumber Articles or Sections when appropriate.
- D. Delete language rendered obsolete by amendment.

Adopted March 20, 1969.

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