

WEA-SAMMAMISH UNISERV COUNCIL BYLAWS

Approved with changes, October 7, 2013

MISSION

The WEA-Sammamish UniServ Council's mission is to advance public education by advocating for our students, members, and communities.

VISION

Our vision is to have a high quality, public education system for all students.

GOALS

- To attract and retain high quality educational staff through increased compensation and improved working and learning conditions
- To develop relationships throughout the community that support public education
- To ensure quality staff through a supportive system of professional development for members
- To have a membership that is aware of and participates in the association

ARTICLE I Name

The name of this corporation shall be the WEA-Sammamish UniServ Council (herein after referred to as the "Council").

ARTICLE II- Membership

Section 1. Members

The members of the Council (hereinafter referred to as "locals") shall be:

Bellevue Education Association
Issaquah Education Association
Lake Washington Educational Support Professionals
Mercer Island Education Association
Riverview Education Association
Snoqualmie Valley Education Association
Snoqualmie Valley Administrative Secretaries' Association
Tahoma Education Association

Section 2. Admission of Additional Members

Membership may be extended to any other local association in the State of Washington upon approval of 70% of the Council Board in attendance through a vote at a regularly scheduled meeting, provided such associations meet the qualifications for membership as set forth in Section 3 hereof.

Section 3. Qualifications for Membership

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

- (a) Such association shall be affiliated with and at all times remain in good standing as a local unit of the Washington Education Association (WEA) and the National Education Association (NEA).
- (b) Such association shall adhere to the guidelines and policies of the UniServ program as now and hereafter provided by the WEA and the NEA.

Section 4. Term of Membership

The term of membership shall commence on September 1 and end on August 31. Membership may be extended on a year-to-year basis from September 1 of each year to August 31 of the next year, for so long as contributions toward operations shall continue to be made by the WEA and the NEA. An association may become a member on September 1 following separation from another Council, or any time following the formation of a new unit. To terminate its membership on August 31 of any given year, an association shall inform the Council President of this request in writing before March 1 of the same year and receive approval from 70% of the Council Board in attendance through a vote at a regularly scheduled Council Board meeting.

ARTICLE III Officers

Section 1. The officers of the Council shall consist of a President, a Vice President, a Treasurer, and a Secretary, each of whom shall be elected from and by the Council Board at its June meeting, and shall serve for a term of one year, commencing July 10 of a given year and ending the following July 9.

Section 2. Duties of the President

The President shall be the executive officer of the Council and shall preside over all Council Board meetings.

Section 3. Duties of the Vice-President

The Vice-President shall serve in the absence of the President and assume other duties as assigned by the President.

Section 4. Duties of the Secretary

The Secretary shall take the minutes at Council Board meetings and provide for their distribution at the following Council Board meeting.

Section 5. Duties of the Treasurer

The Treasurer shall serve as the chair of the Budget Committee and shall supervise the Council budget while working with the Council Level III and Council President.

Section 6. Recall

Recall of any officer shall be initiated by a petition from 50% of Council Board members. Recall of any officer shall be for cause. Recall must be approved by 70% of the Council Board in attendance through a vote at a regularly scheduled Council meeting. Selection of replacement officers shall be by a majority vote of the Council Board. A replacement officer shall serve for the remainder of the term.

Section 7. Vacancy

A vacancy in office shall exist in the case of death, resignation, or inability to serve. In case of a vacancy in the office of the President, the Vice-President shall become President. Any vacancy in the other officer position(s) which occurs shall be filled at a special election held at a meeting of the Council Board

ARTICLE IV - Constituency of the Council Board

Section 1. Membership

The Council Board consists of Council officers, local delegates, Council WEA Board Directors, and the Council WEA-Retired representative.

Local associations, as members of the Council, shall be represented by and through local delegates whom they shall elect or appoint to the Council. Each such association shall be entitled to one delegate attributable to its membership in the Council and one additional delegate for each 350 members (or major fraction thereof) of the total number of its own individual active members set forth in the immediately preceding WEA Representative Assembly Membership Report. Delegates shall be elected or appointed in accordance with the Bylaws or rules of procedure as adopted by each local which is a member of the Council. One-year board membership terms shall commence on July 10 of a given year and end the following July 9. The UniServ Council WEA Board Director(s) and one representative of WEA-Retired shall be an ex-officio voting member(s) of the Council,. Council officers and WEA Board Directors shall not be counted against a local Association's delegate total.

Section 2. Powers and Functions

Program development and policy-making shall vest in the Council. The Council shall be responsible for adopting policies and carrying out the following functions for and on behalf of those locals which are members of the Council:

- (a) Develop Council programs by establishing priorities, coordinating local activities and allocating staff services to each local.
- (b) Cooperate with WEA in the employment of staff personnel.
- (c) Inform WEA of the development of the Council budget to meet the program needs.
- (d) Evaluate the effectiveness of the Council program by June of each year.
- (e) Provide input to WEA on their yearly evaluation of the UniServ staff.
- (f) Take appropriate steps to assure compliance with all provisions of any contract of which the Council is a party.

Be the sole fiduciary and retain all the rights and duties thereof.

- (g) Assume other functions as shall be necessary or appropriate to carry out the purposes and objectives of the Council.

Section 3. Meetings

The Council Board shall hold regularly scheduled meetings. Additional meetings of the Council Board may be called by the President or upon request of 50% of the Council Board with written notice emailed and mailed to each local ten (10) days in advance.

- (a) Prior to September, a meeting schedule for the year shall be presented to and adopted by the Council Board.
- (b) Nomination of officers shall be opened at the meeting prior to the June Council meeting. Nominations shall close prior to the election at the June Council meeting.
- (c) Election of officers shall take place at the June Council meeting.

Section 4. Quorum and Voting

A quorum shall consist of fifty percent (50%) of the Council Board. At any meeting of the Council Board, where there is a quorum present, the Council Board shall be authorized to consider and act upon any matter presented to it and shall be authorized to take action through majority approval of the Council Board.

Section 5. WEA Board Director Substitute

Should the elected Director(s) to the WEA Board from WEA-Sammamish UniServ Council be unable to attend a meeting(s) of the WEA Board of Directors Council Board members, in the following order, will substitute for the meeting(s) the elected Director is unable to attend: President, Vice-President, Treasurer, Secretary or the Council President's designee. The designee shall come from the Council Board membership. The WEA Board Director will notify WEA, the Council President, and any other elected Director(s) from the Council of their absence in advance. The substitute Director of the WEA Board will have full voting rights at the identified meeting(s).

Section 6. WEA Board Director Non-Contested Election

Non-contested WEA Board elections shall follow WEA procedures.

ARTICLE V - Committees/Task Forces

- Section 1. The Council President shall appoint such committees/task forces as deemed necessary and appropriate to carry out the duties of the Council. All such committees/task forces shall operate according to rules approved by the Council. The Council President shall develop charges for the committee/task force and authorize its duration.

Section 2. Presidents' Meeting

The Council President, Presidents of the locals, and Council staff will meet monthly. The Council President will chair this meeting and create the agenda in consultation with the local Presidents and Council staff.

ARTICLE VI- Dues

Each local shall pay annual dues which shall be an amount established by the Council Board. Changes in Council dues must be approved by a majority vote of Council Board members in attendance at a regularly scheduled Council Board meeting

ARTICLE VII - Rules of Procedure

Section 1. Parliamentary Authority

Sturgis Standard Code of Parliamentary Procedure shall be the parliamentary authority for all proceedings of the Council and shall govern all questions not covered by the Articles of Incorporation, the Bylaws, or any standing rules adopted by the Council. The President may appoint a parliamentarian if and when the need arises.

Section 2. Emergency / Interim Action of the Council

The Council may take action on an emergency matter or time sensitive matter without a meeting upon the written approval of a majority of the Council officers and WEA board representatives.

ARTICLE VIII - Amendments

Amendments of these Bylaws must be presented and discussed at a regularly scheduled Council Board meeting. Any amendment shall become effective immediately upon adoption by a majority vote of Council Board members in attendance at a regularly scheduled Council Board meeting. Such vote shall be taken at the meeting following the presentation of said amendments.