

# Federal Way Education Association

In order to recognize the merger of FWEA and FWESP, the following are guiding principles that reflect the shared vision and direction of the larger corporate organization.

- All voices are represented in all aspects of Association business.
- Equal representation of all members (e.g. ESP and Ethnic Minority).

The reasons for the merger are:

- Shared goals for the advancement of public education.
- There is strength in numbers.
- Contributions of all members fosters the success of the Association.

## Constitution

### Article I—Name and Incorporation

Section 1. The name of this organization shall be the Federal Way Education Association hereafter referred to as the Association.

Section 2. The Association shall be incorporated as a nonprofit corporation under the laws of the State of Washington.

### Article II—Purpose

The purpose of the Association shall be to promote public education and to provide services and mutual protection for members through representation of all members in bargaining, grievances, and in all matters relating to terms and conditions of employment with the Federal Way School District.

### Article III—Affiliation

The Association shall affiliate with the Washington Education Association and the National Education Association.

### Article IV—Membership

Section 1. All classified and certificated (but not administrative) employees as defined in our contracts who meet the active membership requirements of the Washington Education Association and National Education Association may, upon payment of dues as herein provided, become active Members of this Association with full rights and privileges of membership.

- 49 Section 2. Active Members of this Association shall also be members of the Washington  
50 Education Association and the National Education Association.  
51
- 52 Section 3. Except for nonpayment of dues and assessments, no Member shall be fined,  
53 censured, suspended, expelled, or otherwise disciplined, except as provided in  
54 the WEA Constitution and Bylaws.  
55
- 56 Section 4. All Members of the Association shall have equal rights and privileges within the  
57 Association which include:  
58
- 59 a. to nominate candidates,
  - 60
  - 61 b. to vote in elections or on referenda of this Association,
  - 62
  - 63 c. to hold office,
  - 64
  - 65 d. to participate in the deliberations of the organization and to vote on  
66 contract ratification, and  
67
  - 68 e. to attend Building Representative meetings.  
69

#### 70 **Article V—Dues, Fees, and Assessments**

- 71
- 72 Section 1. Association Members shall pay dues/fees as established in the Bylaws.  
73
- 74 Section 2. The Association may levy special assessments on its membership as provided in  
75 the Bylaws.  
76

#### 77 **Article VI—Officers**

- 78
- 79 Section 1. The officers of the Association shall consist of a president, a vice-president/  
80 treasurer, and secretary.  
81
- 82 Section 2. Nominations of officers shall be closed at the meeting following notice to all  
83 Members and an open period for nominations. Specific requirements concerning  
84 this notice and this open period shall be contained in the Bylaws.  
85
- 86 Section 3. The term of office for officers shall be two years, beginning at the close of the  
87 National Education Association Representative Assembly. There is no limitation  
88 on successive terms.  
89
- 90 Section 4. The duties of officers shall be as provided in the Bylaws.  
91
- 92 Section 5. The Executive Board may request a recall election after a 75% vote of its  
93 members, or;  
94
- 95 An elected officer may be removed from office for cause by a recall election that  
96 may be initiated by petition, signed by one third of the General Membership.  
97

98 The Executive Board shall notify in writing any officer who has been  
99 recommended for recall.  
100  
101 Formal notice of the recall election shall be given to the General Membership two  
102 weeks after completion of the initiative and the validation of signatures.  
103  
104 The recall election shall be by secret ballot of the General Membership. Voting  
105 shall be conducted by Association Representatives.  
106  
107 A simple majority of ballots cast shall be necessary for recall, provided that  
108 quorum requirements are met.  
109

110 **Article VII—Executive Board**

111  
112 Section 1. The Executive Board shall be comprised of:

113  
114 The officers: president, vice-president/treasurer, and secretary elected in even  
115 numbered years.  
116

117 One educational support professional representative, one elementary  
118 representative, one high school representative, and one ethnic minority  
119 representative elected in even numbered years.  
120

121 One elementary representative, one middle school representative, one itinerant  
122 & special services representative, one special education representative, and one  
123 athletic coach elected in odd numbered years.  
124

125 The political action chairperson(s) and the chief bargainer as appointed by the  
126 president.  
127

128 Section 2. The Executive Board shall be the body through which the general administrative  
129 and executive functions of the Association shall be carried out.  
130

131 Section 3. All Executive Board members shall be elected as set forth in the Bylaws.  
132

133 Section 4. The specific duties of the Executive Board shall be provided in the Bylaws.  
134

135 Section 5. Vacancies on the Executive Board shall be filled as follows: a) if six (6) months  
136 or more remain in the term, then by special election; b) if the special election is  
137 uncontested, the Representative Assembly shall be allowed to fill the vacancy by  
138 acclamation; and c) if less than six (6) months remains, then by appointment of  
139 the Executive Board.  
140

141 **Article VIII—Association Representative Assembly**

142  
143 Section 1. The Association Representative Assembly shall be the legislative and policy  
144 making body of the Association.  
145

- 146 Section 2. The Association Representative Assembly shall consist of the Executive Board  
147 and one or more representatives from each site. (A school site shall be  
148 considered any facility used for the purpose of education or educational support.)  
149
- 150 Section 3. Members at each site may elect one Association Representative Assembly  
151 member for each ten members or major fraction thereof. There shall be at least  
152 one Representative per site. An Association Representative Assembly quorum  
153 will be based on Association Representatives.  
154
- 155 Section 4. Each term of service shall be for one year. Sites with fewer than ten (10)  
156 members may consolidate with a nearby site.  
157
- 158 Section 5. Members of the Association Representative Assembly shall be elected as set  
159 forth in the Bylaws.  
160
- 161 Section 6. The specific duties of the Association Representative(s) shall be provided in the  
162 Bylaws.  
163

#### 164 **Article IX—Guiding Document Review**

165  
166 The Constitution and Bylaws and the Annual Standing Rules shall be  
167 reviewed regularly.  
168

#### 169 **Article X—Parliamentary Authority**

170  
171 The current edition of Sturgis Standard Code of Parliamentary Procedure  
172 governs this organization in all parliamentary situations that are not provided for  
173 in the law or in its charter, constitution, bylaws, or written policies.  
174

#### 175 **Article XI—Amendments**

176  
177 Proposals to amend this Constitution may be made by the Executive Board or by  
178 petition of the Membership.  
179

180 Amendments to this Constitution may be made by a two-thirds (2/3) secret ballot  
181 vote of the members voting. Notice of this election and the proposed  
182 amendment(s) shall be available to each member at least ten (10) days in  
183 advance. Voting, at the discretion of the Executive Board, may be a part of an  
184 annual or special meeting or through other established election procedures.  
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# Federal Way Education Association

## Bylaws

### Article I—Membership

All members of the recognized bargaining unit are eligible for local Association membership.

### Article II—Dues and Assessments

Section 1. Annual dues shall be paid by monthly payroll deduction for Classified and Certificated members.

Certificated Association members shall pay dues/fees up to the amount of .55 of one percent (.0055) of Step 0 on the certificated salary schedule for the previous school year.

Classified Association members shall pay dues/fees up to the amount of .55 of one percent (.0055) of a Level 4, Step 1 on the classified salary schedule for the previous school year, hourly salary times 8 hours per day times 180 days per year, ex.  $\$23.65 \times 8 \text{ hours} = \$189.20 \times 180 \text{ days} = \$34,056.00$ .

Section 2. Special assessments may be levied by a two-thirds (2/3) vote of the Association Representative Assembly, provided they include a termination of the special assessment in either dollar amounts or a specific date.

### Article III—Meetings

Section 1. The Executive Board shall meet regularly.

The Executive Board may meet at other times on the call of the president or on written petition of two-thirds of the voting members of the Executive Board.

Executive Board meetings minutes are available to the general membership upon request.

A majority of the membership of the Executive Board shall be necessary to constitute a quorum.

Section 2. Meetings of the Association Representative Assembly shall be held regularly.

Section 3. Special meetings of the General Membership may be called by the president and/or the Executive Board or upon receipt of a petition to the president signed by two-thirds of the Association Representatives.

Section 4. All meetings of the General Membership, except emergency meetings, shall be announced to each Member at least two weeks in advance.

49  
50 Section 5. The Executive Board and/or Association Representative Assembly, by a majority  
51 vote, may call an emergency meeting of any governance body at any time.  
52

53 **Article IV—Duties of Officers**  
54

55 Section 1. The president shall:  
56

- 57 a. oversee the day-to-day operation of the Association, including routine  
58 decisions not requiring Executive Board or Association Representative  
59 Assembly action, and coordinating with the Association office manager.  
60
- 61 b. work with Membership and Management on grievance, disciplinary, and  
62 contract issues.  
63
- 64 c. preside at meetings of the Association Representative Assembly and the  
65 Executive Board.  
66
- 67 d. appoint and/or discharge all committee members, PSUC  
68 Representatives, MAC Chair and Chief Bargainer with the approval of the  
69 Executive Board and/or Association Representative Assembly and serve  
70 as an ex-officio member of all committees or designate someone to do  
71 so.  
72
- 73 e. delegate such duties, responsibilities, and assignments to members of  
74 the Executive Board and other committees that they deems necessary  
75 and proper for the efficient administration of the Association.  
76
- 77 f. represent the Association at the Washington Education Association  
78 Representative Assembly, National Education Association Convention,  
79 meetings of the Federal Way School Board, and, if possible, other  
80 activities the Executive Council deems necessary, and report applicable  
81 information to the Association.  
82
- 83 g. In bargaining years, remain in office until ratification of new contract.  
84

85 Section 2. The vice-president shall assist the president and, in the event of the president's  
86 absence, perform all the duties of the president. The vice-president shall also  
87 assume the role of Association treasurer.  
88

89 The vice-president/treasurer shall:  
90

- 91 a. communicate budget information to Association Representatives  
92 regularly.  
93
- 94 b. oversee the receipt, deposit, and disbursement of all funds held by the  
95 Association in accordance with policy guidelines.  
96

- 97 c. present monthly financial reports, the Annual Report, and other reports  
98 deemed necessary by the Executive Board and Association  
99 Representative Assembly.  
100  
101 d. work with the Association office manager to facilitate the bookkeeping  
102 and yearly audit of the Association's financial activities.  
103

104 Section 3. The secretary shall:

- 105  
106 a. be responsible for keeping and presenting records of Executive Board  
107 and Association Representative Assembly.  
108

109 **Article V—Duties of the Association Representative Assembly**  
110

111 Section 1. The duties of the Association Representative Assembly shall consist of the  
112 following:

- 113  
114 a. establish Association policies and objectives,  
115  
116 b. establish guidelines and hear continuing reports on bargaining,  
117  
118 c. adopt the annual budget,  
119  
120 d. approve or ratify the establishment of committees not established in the  
121 Bylaws,  
122  
123 e. adopt rules and agenda for its meetings.  
124  
125 f. enact such other measures as may be necessary to achieve the goals  
126 and objectives of the Association that are not in conflict with this  
127 Constitution and the Bylaws.  
128

129 Section 2. The duties of the Association Representative at each site shall consist of the  
130 following:

- 131  
132 a. call meetings regularly of the Members to discuss Association business.  
133  
134 b. appoint such committees or committee members as the Association may  
135 require.  
136  
137 c. organize and oversee the Association elections and surveys, subsequent  
138 elections of Building Representative Assembly members, and the  
139 enrollment of new Members.  
140  
141 d. maintain two-way Association communication at each site.  
142  
143 e. be custodians of the contract and knowledgeable of the content of the  
144 Constitution and Bylaws.  
145  
146

147 **Article VI—Duties of the Executive Board**

148  
149 Section 1. Between meetings of the Association Representative Assembly, the Executive  
150 Board shall conduct and manage the affairs and business of the Association,  
151 including interpretation of the Constitution and Bylaws.

152  
153 Section 2. The Executive Board shall see that the budget is prepared and submitted for  
154 approval by the Association Representative Assembly.

155  
156 Section 3. The Executive Board shall implement motions and resolutions approved by the  
157 Membership and/or Association Representative Assembly and put into operation  
158 other measures consistent with the Constitution, Bylaws, and Standard  
159 Operating Procedures of the Association.

160  
161 Section 4. The Executive Board shall approve the appointment and discharge of all  
162 standing and special committees.

163  
164 Section 5. Authorize the execution of contracts and other agreements necessary to conduct  
165 the business of the Association.

166  
167 Section 6. With the approval of the Association Representative Assembly, authorize  
168 expenditures and/or transfer of funds for any purpose not contained in the  
169 budget or set forth in the Standard Operating Procedures.

170  
171 Section 7. Arrange for the training of Association Representatives.

172  
173 Section 8. Attend meetings of the Association Representative Assembly as non-voting  
174 members.

175  
176 Section 9. Serve as liaison with designated school sites and Association Representatives.

177  
178 **Article VII—Education Support Professional and Categorical Representatives on**  
179 **the Executive Board**

180  
181 Section 1. Categorical and Educational Support Professional representatives shall be  
182 elected by the General Membership.

183  
184 Section 2. Except for the office of the president, which would be assumed by the vice-  
185 president/treasurer, vacancies on the Executive Board shall be filled as follows:  
186 a) if six (6) months or more remain in the term, then by special election; b) if  
187 uncontested, the Representative Assembly shall be allowed to elect by  
188 acclamation; and c) if less than six (6) months remains, then by appointment of  
189 the Executive Board.

190  
191 Section 3. Executive Board members shall be elected for two-year terms as set forth in the  
192 Standard Operating Procedures.

193  
194 The officers: president, vice-president/treasurer, and secretary shall be elected  
195 in even numbered years.  
196



197 One educational support professional representative, one elementary  
198 representative, one high school representative, and one ethnic minority  
199 representative shall be elected in even numbered years.  
200

201 One elementary representative, one middle school representative, one itinerant  
202 & special services representative, one special education representative, and one  
203 athletic coach shall be elected in odd numbered years.  
204

205 Section 4. The special education representative will represent PTs, OTs, Adaptive PE,  
206 Speech Therapists, Mobility & Vision Specialists, Psychologists, and Special  
207 Education educators.  
208

209 The special education representative will attend Special Education Advisory  
210 Council meetings.  
211

212 Section 5. The itinerant & special services representative will represent Nurses, PE  
213 Specialists, Itinerant Music Teachers, Librarians, Counselors, GATE, and other  
214 itinerant educators.  
215

#### 216 **Article VIII —Puget Sound UniServ Council Delegates**

217  
218 Section 1. PSUC Representatives shall be appointed by the president with the approval of  
219 the Executive Board.  
220

221 Section 2. UniServ Council Delegates will include the current Association president, political  
222 action chairperson (PAC), and appointed members. The number of Delegates  
223 will be based on a delegate to membership ratio prescribed by the PSUC.  
224

225 Section 3. The composition of the PSUC Delegation must reflect ethnic-minority  
226 representation at least proportionate to the total ethnic-minority membership of  
227 the Association and Educational Support Professionals.  
228

229 Section 4. Each Delegate shall attend regular meetings and recommended training of the  
230 Puget Sound UniServ Council.  
231

232 Section 5. It will be the responsibility of the Delegation to maintain two-way communication  
233 between the FWEA Executive Board and PSUC.  
234

235 Section 6. Whenever a Delegate is unable to attend a meeting, the president shall appoint  
236 an alternate.  
237

#### 238 **Article IX—Nominations and Election of Officers, Executive Board Members, and** 239 **WEA and NEA Delegates**

240  
241 Section 1. Nominations shall be opened at an upcoming Association Representative  
242 Assembly meeting following procedures outlined in the Standard Operating  
243 Procedures.  
244

- 245 Section 2. Nominations from the floor shall be called for and received at the March Building  
 246 Representative Assembly meeting. At the close of the March meeting,  
 247 nominations shall be considered closed.  
 248
- 249 Section 3. Each nominee must be a Member and give their written consent to appear on the  
 250 ballot.  
 251
- 252 Section 4. The slate of officers shall include candidates for all Association offices.  
 253 Delegates to WEA, whenever possible, and NEA Representative Assemblies  
 254 shall be conducted in conjunction with the election of Association officers and  
 255 Executive Board members. All shall be elected by the General Membership in  
 256 accordance with Association policy.  
 257
- 258 Section 5. The election shall be by secret ballot, observing the one (1) person, one (1) vote  
 259 principle.  
 260
- 261 Section 6. To win, a candidate must receive a majority (50%+1) of the votes cast. In the  
 262 event of a plurality or a tie, the Executive Board shall authorize a run-off election  
 263 within fifteen (15) days between the two (2) candidates receiving the most votes.  
 264
- 265 Section 7. The election of WEA and NEA Representative delegates shall follow the election  
 266 procedures outlined by WEA and NEA. These delegates shall be elected at-  
 267 large.  
 268
- 269 Section 8. An elected officer may be removed from office for cause by a recall election that  
 270 may be initiated by the Executive Board or the general membership in one of the  
 271 following manners:  
 272
- 273 a. The Executive Board may request a recall election after a three-fourths  
 274 (3/4) majority vote of its members, or;
  - 275 b. The general membership may request a recall election by petition  
 276 containing the signatures of thirty percent (30%) of the active members of  
 277 this Association.  
 278
- 279 The Executive Board shall notify in writing any officer who has been  
 280 recommended for recall.  
 281
- 282 A general membership meeting will be scheduled for the recall election within 30  
 283 days after receipt of either the Executive Board's recall motion or the  
 284 membership's recall petition. This election shall be determined by a majority of  
 285 those casting valid ballots.  
 286

287 **Article X—Committees**  
 288

- 289 Section 1. Based on necessity, committees are authorized by the Bylaws or Standard  
 290 Operating Procedures. Committee members shall be appointed by the president  
 291 with the approval of the Executive Board. Committee members shall serve until  
 292 the end of the year for which they are appointed or until discharged by the  
 293 president with the approval of the Executive Board.  
 294

- 295 Section 2. Committees may include but shall not be limited to:  
296  
297 a. Bargaining Team: The president shall appoint a bargaining chairperson.  
298 Team members shall be appointed by and serve until discharged by the  
299 president.  
300  
301 b. Labor Management Team: The team shall be appointed by the president  
302 and will meet with FWPS Management representatives regularly to  
303 discuss and attempt to resolve issues that arise.  
304  
305 c. Advocacy Team: Trained Association members as appointed by the  
306 president will advocate for members' professional and contractual rights.  
307  
308 d. Crisis Team: Members appointed by the president will serve as  
309 coordinators and leaders in the event of a job action or threat of job  
310 action.  
311

312 Section 3. Bargaining Support Team: Appointed Members shall develop and conduct  
313 preliminary interviews, develop and conduct a paper survey, and conduct  
314 additional research to support the Negotiations Committee.  
315

316 Section 4. Colleague Assistance Team and Mentor Team: The president shall appoint  
317 member educators to provide guidance, support or advocacy for (FWEA)  
318 members in evaluation, professional excellence, plans of improvement, or  
319 instructional issues.  
320

321 Section 5. Committee chairpersons will report regularly to the president.  
322

323 **Article XI—Membership and Fiscal Year**  
324

325 The Membership and fiscal year shall be September 1 through August 31.  
326

327 **Article XII—Ratification of Agreement and Authorization for Strikes**  
328

329 Section 1. The president and the chairperson of the Negotiation Committee shall be  
330 authorized to sign a legal, binding, yearly or multi-year agreement with the  
331 employing board only after completion of the following procedure at a general  
332 Membership meeting:  
333

- 334 a. a report and recommendation by the Bargaining Team,  
335  
336 b. a report and recommendation by the Executive Board and/or Association  
337 Representative Assembly,  
338  
339 c. a written digest of the proposed agreement or changes provided to all  
340 Members in attendance at the ratification meeting,  
341  
342 d. discussion by the Membership, and  
343

344 e. a majority affirmative vote by secret ballot of the total active Membership  
345 present and voting.

346  
347 Section 2. Ratification of amendments to the negotiated agreement shall occur at a Building  
348 Representative Assembly meeting.

349  
350 Section 3. Except when already engaged in a work stoppage situation, at least a twenty-  
351 four (24) hour notice of the ratification meeting is required. The notice shall  
352 specify the date, time, place and purpose of the meeting.

353  
354 Section 4. Strike action must be authorized by a 75% affirmative vote of any General  
355 Membership Meeting that has reached quorum.

356  
357 Voting for any strike action will be done in person, by secret ballot. Ballots will  
358 be counted by a panel of no less than five (5) willing members, randomly  
359 selected by the General Membership meeting. Results will be made available to  
360 all members upon validation by the Executive Board.

### 361 362 **Article XIII—Quorum**

363  
364 Section 1. A quorum for any General Membership Meeting shall consist of 50% of the total  
365 active Membership.

366  
367 Section 2. A quorum at any duly authorized meeting of the Executive Board, Association  
368 Representative Assembly, or any committee shall be a majority of its members.

369  
370 Section 3. The Association Representative Assembly quorum will be based on member  
371 Representatives, not school site entitlements as determined by the membership  
372 to representative ratio at a given school site. Members of the Executive Board  
373 are considered non-voting members of the Association Representative  
374 Assembly.

### 375 376 **Article XIV—Amendments**

377  
378 Proposals to amend these Bylaws may be made by the Executive Board or by  
379 petition of the Membership. These Bylaws shall be amended by a two-thirds  
380 majority vote at any regular meeting of the Association Representative  
381 Assembly.

# Federal Way Education Association

## Standard Operating Procedures

A Standing Rule can be adopted or suspended (temporarily tabled) by a majority vote at any business meeting without previous notice. A Standing Rule can be amended or rescinded (permanently deleted) by a majority vote at any Executive Board meeting provided notice has been given.

### Article I - Inclusion Goals

It is the priority of the Association to include ethnic minority members and ESP members in all Association activities and appointed committees. The goal is that ethnic minority and ESP representation be at least proportionate to the total ethnic minority and ESP membership of the Association.

### Article II - Executive Board

Section 1. All meetings will be set and published by September.

Section 2. A published agenda should be available to Executive Board members as soon as possible.

Section 3. Prepare and submit an annual report outlining Association activities.

Section 4. The budget year shall be from September 1<sup>st</sup> through August 31<sup>st</sup>.

Section 5. A member of the Executive Board should be designated as parliamentarian.

Section 6. Appoint and remove all agents and employees of the Association, determine their compensation, prescribe their duties, and require such agreements and bonds as may be necessary.

Section 7. Election of Executive Board members:

a. The officers: president, vice-president/treasurer, and secretary shall be elected in even numbered years.

b. Representatives shall be elected for two year terms as set forth in the Standard Operating Procedures.

One educational support personnel representative, one elementary representative, one high school representative, and one ethnic minority representative shall be elected in even numbered years.

One elementary representative, one middle school representative, one itinerant & special services representative, one special education representative, and one athletic coach shall be elected in odd numbered years.

51 c. The special education representative will represent PT's, OT's, Adaptive  
52 PE, Speech Therapists, Mobility and Vision Specialists, Psychologists,  
53 and Special Education educators.

54  
55 The special education representative will attend Special Education  
56 Advisory Council meetings.

57  
58 d. The itinerant & special services representative will represent Nurses, PE  
59 Specialists, Itinerant Music Teachers, Librarians, Counselors, GATE, and  
60 other itinerant educators.

61  
62 **Article III - Disbursement of Funds**

63  
64 The vice-president/treasurer shall disburse funds in accordance with the following guidelines:

- 65  
66 1. All checks shall be signed by the vice-president/treasurer with either the president and/or  
67 secretary.  
68 2. All reimbursement of expenditures shall require appropriate payment voucher and vender  
69 receipt(s).  
70 3. All expenditures over \$100 not specified by the Executive Board as operating funds will  
71 require prior approval:  
72 treasurer/president: \$100 +  
73 officers (president, vice-president, secretary): \$250 +  
74 executive council: \$500 +  
75 4. Cell phone and credit card payments shall be made on Association-owned accounts only.

76  
77 **Article IV - Association Representative Assembly**

78  
79 Section 1. A site is a building, workplace, or school. Sites with fewer than ten members  
80 may consolidate with a nearby site.

81  
82 Section 2. Each year, the Executive Board will determine how to best to encourage  
83 attendance of Association Representatives. Assembly Representatives who fail  
84 to attend two consecutive meetings shall be named in the minutes and a notice  
85 will be sent to the school site that they represent.

86  
87 Section 3. The composition of the Association Representative Assembly should reflect  
88 ethnic-minority representation at least proportionate to the total ethnic-minority  
89 membership of the Association.

90  
91 Section 4. General membership participation in an Association Representative Assembly  
92 meeting: Members who are not Association Representatives that would like to  
93 speak to an item on the agenda of an Association Representative Assembly  
94 meeting must inform the president of their intention to speak 23 hours in  
95 advance.

96  
97 Section 5. Meeting dates will be set and published by September.

98  
99 Section 6. A published agenda should be available to Association Representatives as soon  
100 as possible.

101

102 Section 7. Utilization of Building Association Teams (BAT) is strongly encouraged for  
103 distribution of all materials and communication with members.  
104

105 **Article V - Making of Motions**  
106

107 Section 1. Motions that do not require the input of the General Membership need to be  
108 indicated as an item for discussion at the time the agenda is approved. Requests  
109 for additions and corrections to the agenda are asked for by the president at the  
110 beginning of each meeting. Any items not added at that time will be considered  
111 out of order and may be submitted for consideration at the next Building  
112 Representative Assembly.  
113

114 Section 2. All motions shall be made in writing by the maker of the motion and submitted to  
115 the secretary at the time the motion is made.  
116

117 Section 3. Motions requiring General Membership input must be submitted in writing prior to  
118 the Executive Council meeting generally held prior to the Association  
119 Representative Assembly.  
120

121 **Article VI - Full-Time Release President**  
122

123 Section 1. The president shall be paid at the highest step of the certificated salary schedule  
124 in accordance with RCW-A 41.32.267 Service Credit for Paid Leave of Absence  
125 – Applications to Elected Officials of Labor Organizations.  
126

127 In addition, the president shall receive pay for any supplemental contracts  
128 available to all staff under the operating Collective Bargaining Agreement as  
129 stipulated in RCW-A 41.32.267 Service Credit for Paid Leave of Absence -  
130 Applications to Elected Officials of Labor Organizations.  
131

132 Retirement will be claimed in compliance with RCW-A 41.32.267 Service Credit  
133 for Paid Leave of Absence - Applications to Elected Officials of Labor  
134 Organizations.  
135

136 The president will be compensated for an additional 27 days, equivalent to a  
137 220-day contract, paid at per diem which shall also be based on the highest step  
138 of the certificated salary schedule with the understanding that the additional 27  
139 days not necessarily represent only calendar days but shall include stacking of  
140 overtime hours.  
141

142 Additional costs to the Federal Way Education Association shall include all other  
143 benefits normally paid by the Federal Way School District.  
144  
145

146 **Article VII - Conducting Elections/Surveys**  
147

148 Section 1. Nominations should be opened at an Association Representative Assembly  
149 meeting two months prior to a published deadline. Nominations can be made at  
150 the Association Representative meeting, or by calling or emailing the Association  
151 office. Each nominee must be a member and give their consent to appear on  
152 the ballot.  
153

154 Section 2. When two or more candidates are in contest for the same office, the name will  
155 appear in alphabetical order. For WEA-RA and NEA-RA elections, alphabetical  
156 listing will be printed in reverse order every other year. Election instructions will  
157 be provided to the Association Representative conducting the election.

158  
159 Association Representatives will be responsible for conducting elections for their  
160 constituents. They will comply with all procedures set forth.

161  
162 Election instructions shall include the following:

- 163 a. Procedures for distributing and collecting ballots.
- 164 b. In order for ballots to be considered valid, ballots must be received in the  
165 office at or before the time designed.
- 166 c. The number of signatures must coincide with the number of ballots  
167 received from the given school site. If there is a discrepancy, all ballots  
168 from that school site will be considered invalid.
- 169 d. Any other instructions deemed necessary to the election process.
- 170 e. Buildings will be notified if and why ballots were not validated.

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176 Section 3. Ballots received at the Association office at the stated deadline will be  
177 handled in the following manner:

- 178 a. Ballots will be counted by Association member volunteers. Member  
179 volunteers will initial each tally sheet they count, accepting responsibility  
180 for accuracy.
- 181 b. Member volunteers will sign a confidentiality agreement; they agree not  
182 to disclose the outcome of an election until the results have been made  
183 public.
- 184 c. The number of ballots and the number of valid signatures must match. If  
185 they do not match, the entire site's ballots will be declared null and void  
186 and will not be counted.
- 187 d. To win, a candidate must receive a majority (50%+1) of the votes cast. In  
188 the event of a plurality or a tie, the Executive Board shall authorize a run-  
189 off election within fifteen (15) days between the two (2) candidates  
190 receiving the most votes. If, at the outcome of any election the margin of  
191 difference is one percent (1%) or less, the entire election in question will  
192 be recounted immediately before the election is deemed official by the  
193 committee.
- 194 e. When the election is declared official, the results will be delivered to the  
195 president. All candidates will be notified of the results as soon as  
196 possible. All ballots will remain in the possession of the Executive Board  
197 for the remainder of the current school year, after the election is verified  
198 as official.



- 206 f. Buildings will be notified if and why ballots were not validated.  
207  
208 g. Each candidate or their designee will have access to the official count,  
209 and may monitor all aspects of the committee's procedures. Monitors will  
210 limit their participation to observation only.  
211  
212 h. Candidates will have the power to challenge the outcome of any election  
213 if they can show evidence that a volunteer erred in the procedures set  
214 forth, and that the outcome of the election may have been affected.  
215 Challenges will be made in writing to the Executive Board after the  
216 election has been verified by the volunteers within ten (10) days. It will be  
217 the responsibility of all Association members to bring to the attention of  
218 the committee any irregularities found as soon as possible.  
219  
220 i. Challenges must be responded to, in writing, by the Executive Board  
221 within five (5) work days after the challenge has been submitted. The  
222 Executive Board will rule upon any challenges. If the challenge is upheld,  
223 the election will be declared void. The Executive Board will then resubmit  
224 the ballot to the entire membership.  
225  
226 j. Should any procedural problem arise that is not specifically spoken to  
227 above, the Executive Board will rule on the matter.  
228

## 229 **Article VIII - Delegate Responsibilities**

230  
231 Section 1. WEARA, WEALA, and all other conference delegates/representatives shall sign  
232 a letter of agreement:  
233

234 Section 2. As a duly elected delegate to the **National Education Association's**  
235 **Representative Assembly**, delegates shall agree to the following:  
236

- 237 a. Mandatory attendance at all WEA State Delegation meetings  
238 prior to the business sessions  
239 b. Attend all business sessions for all of the days of the Representative  
240 Assembly. (If it becomes necessary to leave the floor, departures should  
241 be a brief [10 to 15 minutes] in length.)  
242 c. If you are a first-time delegate, attend the New Delegate Orientation  
243 conducted prior to the first session.  
244 d. Vote in all elections at the designated voting time for the Washington  
245 Delegation.  
246 e. Delegates will receive a check to cover the cost of airfare, meals, lodging,  
247 and incidentals. Rooms are based on double occupancy. Delegates are  
248 responsible for any costs that exceed that dollar amount.  
249 f. Delegates unable to fulfill their obligation will be held liable for any and all  
250 costs already paid by the Federal Way Education Association including,  
251 but not limited to airfare, hotel, and stipends for meals and incidental  
252 expenses.  
253

254 Section 3. As a duly elected delegate to the **Washington Education Association's**  
255 **Representative Assembly**, delegates shall agree to the following:  
256

- 257 a. Attendance at PSUC Mock RA held during the month prior to the
- 258 Representative Assembly.
- 259 b. Attendance at PSUC Caucus Meetings held each morning prior to the
- 260 business sessions for the purpose of discussing business that will be
- 261 conducted that day.
- 262 c. Attend all business session for all of the days of the Representative
- 263 Assembly. Be certain that you have an alternate seated if it becomes
- 264 necessary for you to leave the floor. If no alternates are available,
- 265 departures should be brief (10 to 15 minutes) in length.
- 266 d. Vote in all elections at designated voting times.
- 267 e. First-time delegates will attend the New Delegate Orientation.
- 268 f. Delegates will receive a check to cover the cost of airfare, meals, and
- 269 lodging. This amount will be based on the actual cost of the airfare, room
- 270 plus tax, and a set dollar amount for meals each day. Rooms are based
- 271 on double occupancy. Delegates are responsible for any costs that
- 272 exceed that dollar amount.
- 273 g. Delegates unable to fulfill their obligation will be held liable for any and all
- 274 costs already paid by the Federal Way Education Association including,
- 275 but not limited to airfare, hotel, and stipends for meals.
- 276

277 Section 4. As an attendee to the **Washington Education Association's Leadership**

278 **Academy (WEA-LA)**, attendees shall agree to the following:

279

- 280 a. Attendance at all assigned classes for each day of the Leadership
- 281 Academy.
- 282 b. The cost of meals and lodging will be paid by FWEA. Rooms are based
- 283 on double occupancy. You are responsible for any additional costs.
- 284 c. Attendees unable to fulfill their obligation will be held liable for any and all
- 285 costs already paid by the Federal Way Education Association.
- 286
- 287
- 288