

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.

- 48
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
57 the 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
75 in 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
84 concerning 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
88 limitation 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
96 that may be initiated by petition, signed by one third of the General
97 Membership.

98
99 The Executive Board shall notify in writing any officer who has been
100 recommended for recall.

101
102 Formal notice of the recall election shall be given to the General Membership
103 two weeks after completion of the initiative and the validation of signatures.

104
105 The recall election shall be by secret ballot of the General Membership.
106 Voting shall be conducted by Association Representatives.

107
108 A simple majority of ballots cast shall be necessary for recall, provided that
109 quorum requirements are met.

110
111 **Article VII—Executive Board**

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

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

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

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

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

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

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

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

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

141
142 **Article VIII—Association Representative Assembly**

- 144 Section 1. The Association Representative Assembly shall be the legislative and policy
145 making body of the Association.
146
- 147 Section 2. The Association Representative Assembly shall consist of the Executive
148 Board and one or more representatives from each site. (A school site shall be
149 considered any facility used for the purpose of education or educational
150 support.)
151
- 152 Section 3. Members at each site may elect one Association Representative Assembly
153 member for each ten members or major fraction thereof. There shall be at
154 least one Representative per site. An Association Representative Assembly
155 quorum will be based on Association Representatives.
156
- 157 Section 4. Each term of service shall be for one year. Sites with fewer than ten (10)
158 members may consolidate with a nearby site.
159
- 160 Section 5. Members of the Association Representative Assembly shall be elected as set
161 forth in the Bylaws.
162
- 163 Section 6. The specific duties of the Association Representative(s) shall be provided in
164 the Bylaws.
165

166 **Article IX—Guiding Document Review**

167
168 The Constitution and Bylaws and the Annual Standing Rules shall be
169 reviewed regularly.
170

171 **Article X—Parliamentary Authority**

172
173 The current edition of Sturgis Standard Code of Parliamentary Procedure
174 governs this organization in all parliamentary situations that are not
175 provided for in the law or in its charter, constitution, bylaws, or written
176 policies.
177

178 **Article XI—Amendments**

179
180 Proposals to amend this Constitution may be made by the Executive Board or
181 by petition of the Membership.
182

183 Amendments to this Constitution may be made by a two-thirds (2/3) secret
184 ballot vote of the members voting. Notice of this election and the proposed
185 amendment(s) shall be available to each member at least ten (10) days in
186 advance. Voting, at the discretion of the Executive Board, may be a part of
187 an annual or special meeting or through other established election
188 procedures.
189
190
191
192

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 x 8 hours = \$189.20 x 180 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.

48 Section 4. All meetings of the General Membership, except emergency meetings, shall
49 be announced to each Member at least two weeks in advance.
50

51 Section 5. The Executive Board and/or Association Representative Assembly, by a
52 majority vote, may call an emergency meeting of any governance body at any
53 time.
54

55 **Article IV—Duties of Officers**
56

57 Section 1. The president shall:
58

- 59 a. oversee the day-to-day operation of the Association, including routine
60 decisions not requiring Executive Board or Association Representative
61 Assembly action, and coordinating with the Association office
62 manager.
63
- 64 b. work with Membership and Management on grievance, disciplinary,
65 and contract issues.
66
- 67 c. preside at meetings of the Association Representative Assembly and
68 the Executive Board.
69
- 70 d. appoint and/or discharge all committee members, PSUC
71 Representatives, MAC Chair and Chief Bargainer with the approval of
72 the Executive Board and/or Association Representative Assembly and
73 serve as an ex-officio member of all committees or designate someone
74 to do so.
75
- 76 e. delegate such duties, responsibilities, and assignments to members of
77 the Executive Board and other committees that they deems necessary
78 and proper for the efficient administration of the Association.
79
- 80 f. represent the Association at the Washington Education Association
81 Representative Assembly, National Education Association
82 Convention, meetings of the Federal Way School Board, and, if
83 possible, other activities the Executive Council deems necessary, and
84 report applicable information to the Association.
85
- 86 g. In bargaining years, remain in office until ratification of new contract.
87

88 Section 2. The vice-president shall assist the president and, in the event of the
89 president’s absence, perform all the duties of the president. The vice-
90 president shall also assume the role of Association treasurer.
91

92 The vice-president/treasurer shall:
93

- 94 a. communicate budget information to Association Representatives
95 regularly.
96

- 97 b. oversee the receipt, deposit, and disbursement of all funds held by the
98 Association in accordance with policy guidelines.
99
- 100 c. present monthly financial reports, the Annual Report, and other
101 reports deemed necessary by the Executive Board and Association
102 Representative Assembly.
103
- 104 d. work with the Association office manager to facilitate the bookkeeping
105 and yearly audit of the Association’s financial activities.
106

107 Section 3. The secretary shall:

- 108
- 109 a. be responsible for keeping and presenting records of Executive Board
110 and Association Representative Assembly.
111

112 **Article V—Duties of the Association Representative Assembly**

113

114 Section 1. The duties of the Association Representative Assembly shall consist of the
115 following:

- 116
- 117 a. establish Association policies and objectives,
118
- 119 b. establish guidelines and hear continuing reports on bargaining,
120
- 121 c. adopt the annual budget,
122
- 123 d. approve or ratify the establishment of committees not established in
124 the Bylaws,
125
- 126 e. adopt rules and agenda for its meetings.
127
- 128 f. enact such other measures as may be necessary to achieve the goals
129 and objectives of the Association that are not in conflict with this
130 Constitution and the Bylaws.
131

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

- 134
- 135 a. call meetings regularly of the Members to discuss Association
136 business.
137
- 138 b. appoint such committees or committee members as the Association
139 may require.
140
- 141 c. organize and oversee the Association elections and surveys,
142 subsequent elections of Building Representative Assembly members,
143 and the enrollment of new Members.
144

- 145 d. maintain two-way Association communication at each site.
146
147 e. be custodians of the contract and knowledgeable of the content of the
148 Constitution and Bylaws.
149

150
151 **Article VI—Duties of the Executive Board**
152

153 Section 1. Between meetings of the Association Representative Assembly, the Executive
154 Board shall conduct and manage the affairs and business of the Association,
155 including interpretation of the Constitution and Bylaws.
156

157 Section 2. The Executive Board shall see that the budget is prepared and submitted for
158 approval by the Association Representative Assembly.
159

160 Section 3. The Executive Board shall implement motions and resolutions approved by
161 the Membership and/or Association Representative Assembly and put into
162 operation other measures consistent with the Constitution, Bylaws, and
163 Standard Operating Procedures of the Association.
164

165 Section 4. The Executive Board shall approve the appointment and discharge of all
166 standing and special committees.
167

168 Section 5. Authorize the execution of contracts and other agreements necessary to
169 conduct the business of the Association.
170

171 Section 6. With the approval of the Association Representative Assembly, authorize
172 expenditures and/or transfer of funds for any purpose not contained in the
173 budget or set forth in the Standard Operating Procedures.
174

175 Section 7. Arrange for the training of Association Representatives.
176

177 Section 8. Attend meetings of the Association Representative Assembly as non-voting
178 members.
179

180 Section 9. Serve as liaison with designated school sites and Association
181 Representatives.
182

183 **Article VII—Education Support Professional and Categorical Representatives on**
184 **the Executive Board**
185

186 Section 1. Categorical and Educational Support Professional representatives shall be
187 elected by the General Membership.
188

189 Section 2. Except for the office of the president, which would be assumed by the vice-
190 president/treasurer, vacancies on the Executive Board shall be filled as
191 follows: a) if six (6) months or more remain in the term, then by special
192 election; b) if uncontested, the Representative Assembly shall be allowed to

193 elect by acclamation; and c) if less than six (6) months remains, then by
194 appointment of the Executive Board.

195
196 Section 3. Executive Board members shall be elected for two-year terms as set forth in
197 the Standard Operating Procedures.

198
199 The officers: president, vice-president/treasurer, and secretary shall be
200 elected in even numbered years.

201
202 One educational support professional representative, one elementary
203 representative, one high school representative, and one ethnic minority
204 representative shall be elected in even numbered years.

205
206 One elementary representative, one middle school representative, one
207 itinerant & special services representative, one special education
208 representative, and one athletic coach shall be elected in odd numbered
209 years.

210
211 Section 4. The special education representative will represent PTs, OTs, Adaptive PE,
212 Speech Therapists, Mobility & Vision Specialists, Psychologists, and Special
213 Education educators.

214
215 The special education representative will attend Special Education Advisory
216 Council meetings.

217
218 Section 5. The itinerant & special services representative will represent Nurses, PE
219 Specialists, Itinerant Music Teachers, Librarians, Counselors, GATE, and
220 other itinerant educators.

221
222 **Article VIII—Puget Sound UniServ Council Delegates**

223
224 Section 1. PSUC Representatives shall be appointed by the president with the approval
225 of the Executive Board.

226
227 Section 2. UniServ Council Delegates will include the current Association president,
228 political action chairperson (PAC), and appointed members. The number of
229 Delegates will be based on a delegate to membership ratio prescribed by the
230 PSUC.

231
232 Section 3. The composition of the PSUC Delegation must reflect ethnic-minority
233 representation at least proportionate to the total ethnic-minority membership
234 of the Association and Educational Support Professionals.

235
236 Section 4. Each Delegate shall attend regular meetings and recommended training of
237 the Puget Sound UniServ Council.

238
239 Section 5. It will be the responsibility of the Delegation to maintain two-way
240 communication between the FWEA Executive Board and PSUC.

241

242 Section 6. Whenever a Delegate is unable to attend a meeting, the president shall
243 appoint an alternate.
244

245 **Article IX—Nominations and Election of Officers, Executive Board Members, and**
246 **WEA and NEA Delegates**
247

248 Section 1. Nominations shall be opened at an upcoming Association Representative
249 Assembly meeting following procedures outlined in the Standard Operating
250 Procedures.
251

252 Section 2. Nominations from the floor shall be called for and received at the March
253 Building Representative Assembly meeting. At the close of the March
254 meeting, nominations shall be considered closed.
255

256 Section 3. Each nominee must be a Member and give their written consent to appear on
257 the ballot.
258

259 Section 4. The slate of officers shall include candidates for all Association offices.
260 Delegates to WEA, whenever possible, and NEA Representative Assemblies
261 shall be conducted in conjunction with the election of Association officers and
262 Executive Board members. All shall be elected by the General Membership in
263 accordance with Association policy.
264

265 Section 5. The election shall be by secret ballot, observing the one (1) person, one (1)
266 vote principle.
267

268 Section 6. To win, a candidate must receive a majority (50%+1) of the votes cast. In the
269 event of a plurality or a tie, the Executive Board shall authorize a run-off
270 election within fifteen (15) days between the two (2) candidates receiving the
271 most votes.
272

273 Section 7. The election of WEA and NEA Representative delegates shall follow the
274 election procedures outlined by WEA and NEA. These delegates shall be
275 elected at-large.
276

277 Section 8. An elected officer may be removed from office for cause by a recall election
278 that may be initiated by the Executive Board or the general membership in
279 one of the following manners:
280

- 281 a. The Executive Board may request a recall election after a three-
282 fourths (3/4) majority vote of its members, or;
- 283 b. The general membership may request a recall election by petition
284 containing the signatures of thirty percent (30%) of the active
285 members of this Association.
286

287 The Executive Board shall notify in writing any officer who has been
288 recommended for recall.
289

290 A general membership meeting will be scheduled for the recall election
291 within 30 days after receipt of either the Executive Board’s recall motion or
292 the membership’s recall petition. This election shall be determined by a
293 majority of those casting valid ballots.

294
295 **Article X—Committees**

296
297 Section 1. Based on necessity, committees are authorized by the Bylaws or Standard
298 Operating Procedures. Committee members shall be appointed by the
299 president with the approval of the Executive Board. Committee members
300 shall serve until the end of the year for which they are appointed or until
301 discharged by the president with the approval of the Executive Board.

302
303 Section 2. Committees may include but shall not be limited to:

- 304
305 a. Bargaining Team: The president shall appoint a bargaining
306 chairperson. Team members shall be appointed by and serve until
307 discharged by the president.
- 308
309 b. Labor Management Team: The team shall be appointed by the
310 president and will meet with FWPS Management representatives
311 regularly to discuss and attempt to resolve issues that arise.
- 312
313 c. Advocacy Team: Trained Association members as appointed by the
314 president will advocate for members’ professional and contractual
315 rights.
- 316
317 d. Crisis Team: Members appointed by the president will serve as
318 coordinators and leaders in the event of a job action or threat of job
319 action.

320
321 Section 3. Bargaining Support Team: Appointed Members shall develop and conduct
322 preliminary interviews, develop and conduct a paper survey, and conduct
323 additional research to support the Negotiations Committee.

324
325 Section 4. Colleague Assistance Team and Mentor Team: The president shall appoint
326 member educators to provide guidance, support or advocacy for (FWEA)
327 members in evaluation, professional excellence, plans of improvement, or
328 instructional issues.

329
330 Section 5. Committee chairpersons will report regularly to the president.

331
332 **Article XI-Affinity Groups**

333
334 Section 1. Based on self-determined necessity, affinity groups within the association
335 may be officially established for any historically marginalized community
336 members who wish to meet.

- 337
338 a. The goals of affinity spaces for marginalized communities should be

339 decided on by the members of the affinity space.

340
341 Section 2. Affinity spaces shall be member-led. Neither an officer nor Executive Board
342 member may designate affinity members or leadership.

- 343
344 a. Upon a group's creation, association representatives will vote to officially
345 recognize the group as a FWEA affinity group.
346
347 b. The lack of appointed leadership shall not affect support by the
348 association for providing space, food, and materials, so long as the group
349 is officially recognized by the association.
350
351 c. Within the group, internal leadership may be determined by the affinity
352 group if so desired.

353
354 Section 3. FWEA elected leadership should support affinity spaces by:

- 355
356 a. Maintaining two-way communication with affinity group members to
357 remain knowledgeable about the if the group is actively running, meeting
358 times, and ongoing school-district issues related to identity if relevant.
359
360 b. Reviewing proposals for additional funding as requested by the affinity
361 space.
362
363 c. Alerting association members to the existence of affinity groups, meeting
364 times, and events.

365
366 **Article XII—Membership and Fiscal Year**

367
368 The Membership and fiscal year shall be September 1 through August 31.

369
370 **Article XIII—Ratification of Agreement and Authorization for Strikes**

371
372 Section 1. The president and the chairperson of the Negotiation Committee shall be
373 authorized to sign a legal, binding, yearly or multi-year agreement with the
374 employing board only after completion of the following procedure at a general
375 Membership meeting:

- 376
377 a. a report and recommendation by the Bargaining Team,
378
379 b. a report and recommendation by the Executive Board and/or
380 Association Representative Assembly,
381
382 c. a written digest of the proposed agreement or changes provided to all
383 Members in attendance at the ratification meeting,
384
385 d. discussion by the Membership, and
386

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

389
390 Section 2. Ratification of amendments to the negotiated agreement shall occur at a
391 Building Representative Assembly meeting.

392
393 Section 3. Except when already engaged in a work stoppage situation, at least a twenty-
394 four (24) hour notice of the ratification meeting is required. The notice shall
395 specify the date, time, place and purpose of the meeting.

396
397 Section 4. Strike action must be authorized by a 75% affirmative vote of any General
398 Membership Meeting that has reached quorum.

399
400 Voting for any strike action will be done in person, by secret ballot. Ballots
401 will be counted by a panel of no less than five (5) willing members, randomly
402 selected by the General Membership meeting. Results will be made available
403 to all members upon validation by the Executive Board.

404
405 **Article XIV—Quorum**

406
407 Section 1. A quorum for any General Membership Meeting shall consist of 50% of the
408 total active Membership.

409
410 Section 2. A quorum at any duly authorized meeting of the Executive Board,
411 Association Representative Assembly, or any committee shall be a majority of
412 its members.

413
414 Section 3. The Association Representative Assembly quorum will be based on member
415 Representatives, not school site entitlements as determined by the
416 membership to representative ratio at a given school site. Members of the
417 Executive Board are considered non-voting members of the Association
418 Representative Assembly.

419
420 **Article XV—Amendments**

421
422 Proposals to amend these Bylaws may be made by the Executive Board or by
423 petition of the Membership. These Bylaws shall be amended by a two-thirds
424 majority vote at any regular meeting of the Association Representative
425 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 1st through August 31st.

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

48 representative, and one athletic coach shall be elected in odd
49 numbered years.

50
51 c. The special education representative will represent PT's, OT's,
52 Adaptive PE, Speech Therapists, Mobility and Vision Specialists,
53 Psychologists, 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,
59 PE Specialists, Itinerant Music Teachers, Librarians, Counselors,
60 GATE, and other itinerant educators.

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

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

- 66
67 1. All checks shall be signed by the vice-president/treasurer with either the president
68 and/or
69 secretary.
70 2. All reimbursement of expenditures shall require appropriate payment voucher and
71 vender
72 receipt(s).
73 3. All expenditures over \$100 not specified by the Executive Board as operating funds will
74 require prior approval:
75 treasurer/president: \$100 +
76 officers (president, vice-president, secretary): \$250 +
77 executive council: \$500 +
78 4. Cell phone and credit card payments shall be made on Association-owned accounts only.
79

80 **Article IV - Association Representative Assembly**

81
82 Section 1. A site is a building, workplace, or school. Sites with fewer than ten members
83 may consolidate with a nearby site.

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

89
90 Section 3. The composition of the Association Representative Assembly should reflect
91 ethnic-minority representation at least proportionate to the total ethnic-
92 minority membership of the Association.

93
94 Section 4. General membership participation in an Association Representative
95 Assembly meeting: Members who are not Association Representatives that
96 would like to speak to an item on the agenda of an Association

97 Representative Assembly meeting must inform the president of their
98 intention to speak 23 hours in advance.

99
100 Section 5. Meeting dates will be set and published by September.

101
102 Section 6. A published agenda should be available to Association Representatives as
103 soon as possible.

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

107
108 **Article V - Making of Motions**

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

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

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

123
124 **Article VI - Full-Time Release President**

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

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

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

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

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

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Article VII - Conducting Elections/Surveys

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

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

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

Election instructions shall include the following:

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

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

- a. Ballots will be counted by Association member volunteers. Member volunteers will initial each tally sheet they count, accepting responsibility for accuracy.
- b. Member volunteers will sign a confidentiality agreement; they agree not to disclose the outcome of an election until the results have been made public.
- c. The number of ballots and the number of valid signatures must match. If they do not match, the entire site's ballots will be declared null and void and will not be counted.
- d. To win, a candidate must receive a majority (50%+1) of the votes cast. In the event of a plurality or a tie, the Executive Board shall authorize

197 a run-off election within fifteen (15) days between the two (2)
198 candidates receiving the most votes. If, at the outcome of any election
199 the margin of difference is one percent (1%) or less, the entire election
200 in question will be recounted immediately before the election is
201 deemed official by the committee.
202

- 203 e. When the election is declared official, the results will be delivered to
204 the president. All candidates will be notified of the results as soon as
205 possible. All ballots will remain in the possession of the Executive
206 Board for the remainder of the current school year, after the election
207 is verified as official.
208
- 209 f. Buildings will be notified if and why ballots were not validated.
210
- 211 g. Each candidate or their designee will have access to the official count,
212 and may monitor all aspects of the committee's procedures. Monitors
213 will limit their participation to observation only.
214
- 215 h. Candidates will have the power to challenge the outcome of any
216 election if they can show evidence that a volunteer erred in the
217 procedures set forth, and that the outcome of the election may have
218 been affected. Challenges will be made in writing to the Executive
219 Board after the election has been verified by the volunteers within ten
220 (10) days. It will be the responsibility of all Association members to
221 bring to the attention of the committee any irregularities found as
222 soon as possible.
223
- 224 i. Challenges must be responded to, in writing, by the Executive Board
225 within five (5) work days after the challenge has been submitted. The
226 Executive Board will rule upon any challenges. If the challenge is
227 upheld, the election will be declared void. The Executive Board will
228 then resubmit the ballot to the entire membership.
229
- 230 j. Should any procedural problem arise that is not specifically spoken to
231 above, the Executive Board will rule on the matter.
232

233 **Article VIII - Delegate Responsibilities**

234
235 Section 1. WEARA, WEALA, and all other conference delegates/representatives shall
236 sign a letter of agreement:
237

238 Section 2. As a duly elected delegate to the **National Education Association's**
239 **Representative Assembly**, delegates shall agree to the following:
240

- 241 a. Mandatory attendance at all WEA State Delegation meetings
242 prior to the business sessions
- 243 b. Attend all business sessions for all of the days of the Representative
244 Assembly. (If it becomes necessary to leave the floor, departures
245 should be a brief [10 to 15 minutes] in length.)

- 246 c. If you are a first-time delegate, attend the New Delegate Orientation
- 247 conducted prior to the first session.
- 248 d. Vote in all elections at the designated voting time for the Washington
- 249 Delegation.
- 250 e. Delegates will receive a check to cover the cost of airfare, meals,
- 251 lodging, and incidentals. Rooms are based on double occupancy.
- 252 Delegates are responsible for any costs that exceed that dollar
- 253 amount.
- 254 f. Delegates unable to fulfill their obligation will be held liable for any
- 255 and all costs already paid by the Federal Way Education Association
- 256 including, but not limited to airfare, hotel, and stipends for meals and
- 257 incidental expenses.
- 258

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

- 261
- 262 a. Attendance at PSUC Mock RA held during the month prior to the
- 263 Representative Assembly.
- 264 b. Attendance at PSUC Caucus Meetings held each morning prior to the
- 265 business sessions for the purpose of discussing business that will be
- 266 conducted that day.
- 267 c. Attend all business session for all of the days of the Representative
- 268 Assembly. Be certain that you have an alternate seated if it becomes
- 269 necessary for you to leave the floor. If no alternates are available,
- 270 departures should be brief (10 to 15 minutes) in length.
- 271 d. Vote in all elections at designated voting times.
- 272 e. First-time delegates will attend the New Delegate Orientation.
- 273 f. Delegates will receive a check to cover the cost of airfare, meals, and
- 274 lodging. This amount will be based on the actual cost of the airfare,
- 275 room plus tax, and a set dollar amount for meals each day. Rooms are
- 276 based on double occupancy. Delegates are responsible for any costs
- 277 that exceed that dollar amount.
- 278 g. Delegates unable to fulfill their obligation will be held liable for any
- 279 and all costs already paid by the Federal Way Education Association
- 280 including, but not limited to airfare, hotel, and stipends for meals.
- 281

282 Section 4. As an attendee to the **Washington Education Association's Leadership**
283 **Academy (WEA-LA)**, attendees shall agree to the following:

- 284
- 285 a. Attendance at all assigned classes for each day of the Leadership
- 286 Academy.
- 287 b. The cost of meals and lodging will be paid by FWEA. Rooms are based
- 288 on double occupancy. You are responsible for any additional costs.
- 289 c. Attendees unable to fulfill their obligation will be held liable for any
- 290 and all costs already paid by the Federal Way Education Association.
- 291
- 292
- 293