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.

Section 2. Active Members of this Association shall also be members of the Washington Education Association and the National Education Association.

Section 3. Except for nonpayment of dues and assessments, no Member shall be fined, censured, suspended, expelled, or otherwise disciplined, except as provided in the WEA Constitution and Bylaws.

Section 4. All Members of the Association shall have equal rights and privileges within the Association which include:

a. to nominate candidates,

b. to vote in elections or on referenda of this Association,

c. to hold office,

d. to participate in the deliberations of the organization and to vote on contract ratification, and

e. to attend Building Representative meetings.

Article V—Dues, Fees, and Assessments

Section 1. Association Members shall pay dues/fees as established in the Bylaws.

Section 2. The Association may levy special assessments on its membership as provided in the Bylaws.

Article VI—Officers

Section 1. The officers of the Association shall consist of a president, a vice-president/ treasurer, and secretary.

Section 2. Nominations of officers shall be closed at the meeting following notice to all Members and an open period for nominations. Specific requirements concerning this notice and this open period shall be contained in the Bylaws.

Section 3. The term of office for officers shall be two years, beginning at the close of the National Education Association Representative Assembly. There is no limitation on successive terms.

Section 4. The duties of officers shall be as provided in the Bylaws.

Section 5. The Executive Board may request a recall election after a 75% vote of its members, or;

An elected officer may be removed from office for cause by a recall election that may be initiated by petition, signed by one third of the General Membership.

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

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

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

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

Article VII—Executive Board

Section 1. The Executive Board shall be comprised of:

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

One educational support professional representative, one elementary representative, one high school representative, and one ethnic minority representative 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 elected in odd numbered years.

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

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

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

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

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

Article VIII—Association Representative Assembly

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

Section 2. The Association Representative Assembly shall consist of the Executive Board and one or more representatives from each site. (A school site shall be considered any facility used for the purpose of education or educational support.)

Section 3. Members at each site may elect one Association Representative Assembly member for each ten members or major fraction thereof. There shall be at least one Representative per site. An Association Representative Assembly quorum will be based on Association Representatives.

Section 4. Each term of service shall be for one year. Sites with fewer than ten (10) members may consolidate with a nearby site.

Section 5. Members of the Association Representative Assembly shall be elected as set forth in the Bylaws.

Section 6. The specific duties of the Association Representative(s) shall be provided in the Bylaws.

Article IX—Guiding Document Review

The Constitution and Bylaws and the Annual Standing Rules shall be reviewed regularly.

Article X—Parliamentary Authority

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

Article XI—Amendments

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

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

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 the majority of the voting members of the Executive Board or Association Representative Assembly.

Executive Board meeting minutes are available to all Federal Way Education Association members 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 monthly during the academic year except in emergency circumstances.

Special meetings of the Association Representative Assembly may be called by the president or a majority (vote or written petition) of the voting members of the Executive Board or the Association Representative Assembly.

Section 3. Special meetings of the General Membership may be called by a majority vote or majority written petition of the voting members of the Executive Board the Association Representatives.

Section 4. Members will be notified at least two weeks in advance of all meetings of the General Membership, excepting special or emergency meetings.

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

Article IV—Duties of Officers

Section 1. The president shall:

a. oversee the day-to-day operation of the Association, including routine decisions not requiring Executive Board or Association Representative Assembly action, and coordinating with the Association office manager and WEA staff.

b. work with Membership and Management on grievance, disciplinary, and contract issues.

c. preside at meetings of the Association Representative Assembly and the Executive Board.

d. appoint and/or discharge all committee members, Puget Sound UniServ Council Representatives, Membership Action Committee Chair and Bargaining Chair with the approval of the Executive Board and/or Association Representative Assembly and serve as an ex-officio member of all committees or designate someone to do so.

e. delegate such duties, responsibilities, and assignments to members of the Executive Board and other committees that they deem necessary and proper for the efficient administration of the Association.

f. represent the Association at the Washington Education Association Representative Assembly, National Education Association Assembly, Puget Sound UniServ Council, meetings of the Federal Way School Board, and, if possible, other activities the Executive Board deems necessary, and report applicable information to the Association.

g. In bargaining years, remain in office until ratification of new contract.

Section 2. The vice-president/treasurer shall

a. communicate budget information to Association Representatives regularly.

b. oversee the receipt, deposit, and disbursement of all funds held by the Association in accordance with policy guidelines.

c. present monthly financial reports, the Annual Report, and other reports deemed necessary by the Executive Board and Association Representative Assembly.

d. work with the Association office manager to facilitate the bookkeeping and yearly audit of the Association's financial activities.

e. in the event of the president's absence, perform all duties of the president.

Section 3. The secretary shall:

a. be responsible for keeping and presenting records of Executive Board and Association Representative Assembly.

Article V—Duties of the Association Representative Assembly

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

a. establish Association policies and objectives,

b. establish guidelines and hear continuing reports on bargaining,

c. adopt the annual budget,

d. approve expenditures or transfer of funds for any purpose not contained or defined in the budget.

e. approve or ratify the establishment of committees not established in the Bylaws,

f. adopt rules and agenda for its meetings.

g. enact such other measures as may be necessary to achieve the goals and objectives of the Association that are not in conflict with this Constitution and the Bylaws.

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

a. call monthly meetings of the Members to discuss Association business.

b. serve as a member of committees as the Association may require, or designate someone else to do so.

c. organize and oversee the Association elections and surveys, subsequent elections of Building Representative Assembly members, and the enrollment of new Members.

d. maintain two-way Association communication at each site.

e. be custodians of the contract and knowledgeable of the content of the Constitution and Bylaws.

Article VI—Duties of the Executive Board

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

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

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

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

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

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

Section 7. Arrange for the training of Association Representatives.

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

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

Article VII—Education Support Professional and Categorical Representatives on the Executive Board

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

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

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

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

One educational support professional 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 representative shall be elected in odd numbered years.

a. The special education representative will represent PTs, OTs, Adaptive PE, Speech Therapists, Mobility & Vision Specialists, Psychologists, and all other Special Education members.

b. The special education representative will attend Special Education Advisory Council meetings.

c. The itinerant & special services representative will represent Nurses, PE Specialists, Itinerant Music Teachers, Librarians, Counselors, and all other itinerant members.

Article VIII —Puget Sound UniServ Council Delegates

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

Section 2. UniServ Council Delegates will include the current Association president, MAC, and appointed members. The number of Delegates will be based on a delegate to membership ratio prescribed by the PSUC.

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

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

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

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

Article IX—Nominations and Election of Officers, Executive Board Members, and WEA and NEA Delegates

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

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

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

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

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

Section 6. 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 a run-off election within fifteen (15) days between the two (2) candidates receiving the most votes.

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

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

a. The Executive Board may request a recall election after a 75% majority vote of its members, or;

b. The AR Assembly may request a recall election after a 75% majority vote of its members, or;

c. The general membership may request a recall election by petition containing the signatures of thirty percent (30%) of the active members of this Association.

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

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

Article X—Committees

Section 1. Based on necessity, committees are authorized by the Bylaws. Committee members shall be appointed by the president with the approval of the Executive Board. Committee members shall serve until the end of the year for which they are appointed or until discharged by the president with the approval of the Executive Board.

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

a. Bargaining Committee: The president shall appoint a bargaining chairperson. Committee members shall be appointed by and serve until discharged by the president.

b Labor Management Committee: The committee shall be appointed by the president and will meet with FWPS Management representatives regularly to discuss and attempt to resolve issues that arise.

c. Advocacy Committee: Trained Association members as appointed by the president will advocate for members' professional and contractual rights.

d. Crisis Committee: Members appointed by the president will serve as coordinators and leaders in the event of a job action or threat of job action.

e. Member Action Committee: Attend and report to the Executive Board and AR Assembly as necessary.

f. Bargaining Support Committee: Appointed Members shall develop and conduct preliminary interviews, develop and conduct a paper survey, and conduct additional research to support the Bargaining Committee.

g. Colleague Assistance Team and Mentor Committee: The president shall appoint member educators to provide guidance, support or advocacy for (FWEA) members in evaluation, professional excellence,

plans of improvement, or instructional issues.

h. Committee chairpersons will prepare and deliver reports regularly to the president, Executive Board, and AR Assembly.

Article XI-Affinity Groups

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

a. The goals of affinity spaces for marginalized communities should be decided on by the members of the affinity space.

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

a. Upon a group's creation, association representatives will vote to officially recognize the group as a FWEA affinity group.

b. The lack of appointed leadership shall not affect support by the association for providing space, food, and materials, so long as the group is officially recognized by the association.

c. Within the group, internal leadership may be determined by the affinity group if so desired.

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

a. Maintaining two-way communication with affinity group members to remain knowledgeable about the if the group is actively running, meeting times, and ongoing school-district issues related to identity if relevant.

b. Reviewing proposals for additional funding as requested by the affinity space.

c. Alerting association members to the existence of affinity groups, meeting times, and events.

Article XII—Membership and Fiscal Year

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

Article XIII—Ratification of Agreement and Authorization for Strikes

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

a. a report and recommendation by the Bargaining Team,

b. a report and recommendation by the Executive Board and/or Association Representative Assembly,

c. a written digest of the proposed agreement or changes provided to all Members in attendance at the ratification meeting,

d. discussion by the Membership, and

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

Section 2. Ratification of amendments to the negotiated agreement shall occur at an Association Representative Assembly meeting, provided that notice has been given.

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

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

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

Article XIV—Quorum

Section 1. A quorum for any General Membership Meeting shall consist of the majority of the total active Membership.

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

Section 3. The Association Representative Assembly quorum will be based on member Representatives, not school site entitlements as determined by the membership to representative ratio at a given school site.

Article XV—Amendments

Proposals to amend these Bylaws may be made by the Executive Board or by petition of the Membership. These Bylaws shall be amended by a two-thirds majority vote at any regular meeting of the Association Representative 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. Review the governing documents annually.

Article III - Disbursement of Funds

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

1. All checks shall be signed by the vice-president/treasurer with either the president and/or secretary.
2. All reimbursement of expenditures shall require appropriate payment voucher and vender receipt(s).
3. All expenditures over $500 not specified by the Executive Board as operating funds (e.g. funds essential to maintaining regular operations such as services and utilities) will require prior approval by the Executive Board.

4. Cell phone and credit card payments shall be made on Association-owned accounts only.

Article IV - Association Representative Assembly

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

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

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

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

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

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

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

Article V – Standing Rules of Meetings

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 VI - Making of Motions

Section 1. Requests for additions and corrections to the agenda are asked for by the president at the beginning of each meeting. Any items not added at that time will be considered out of order and may be submitted for consideration at the next Association Representative Assembly. Motions must be related to an item on the approved agenda in order to be made during the meeting.

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

Section 3. Motions requiring General Membership input must be submitted in writing prior to the Executive Board meeting generally held prior to the Association Representative Assembly.

Article VII - Full-Time Release President

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

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

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

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

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

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

e. When the election is declared official, the results will be delivered to the president. All candidates will be notified of the results as soon as possible. All ballots will remain in the possession of the Executive Board for the remainder of the current school year, after the election is verified as official.

f. Buildings will be notified if and why ballots were not validated.

g. Each candidate or their designee will have access to the official count, and may monitor all aspects of the committee's procedures. Monitors will limit their participation to observation only.

h. Candidates will have the power to challenge the outcome of any election if they can show evidence that a volunteer erred in the procedures set forth, and that the outcome of the election may have been affected. Challenges will be made in writing to the Executive

Board after the election has been verified by the volunteers within ten (10) days. It will be the responsibility of all Association members to bring to the attention of the committee any irregularities found as soon as possible.

i. Challenges must be responded to, in writing, by the Executive Board within five (5) work days after the challenge has been submitted. The Executive Board will rule upon any challenges. If the challenge is upheld, the election will be declared void. The Executive Board will then resubmit the ballot to the entire membership.

j. Should any procedural problem arise that is not specifically spoken to above, the Executive Board will rule on the matter.

Article IX - Delegate Responsibilities

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

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

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

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

a. Attendance at PSUC Mock RA held during the month prior to the Representative Assembly.
b. Attendance at PSUC Caucus Meetings held each morning prior to the business sessions for the purpose of discussing business that will be conducted that day.
c. Attend all business session for all of the days of the Representative Assembly. Be certain that you have an alternate seated if it becomes

necessary for you to leave the floor. If no alternates are available, departures should be brief (10 to 15 minutes) in length.

d. Vote in all elections at designated voting times.

e. First-time delegates will attend the New Delegate Orientation.

f. Delegates will receive a check to cover the cost of airfare, meals, and lodging. This amount will be based on the actual cost of the airfare, room plus tax, and a set dollar amount for meals each day. Rooms are based on double occupancy. Delegates are responsible for any costs that exceed that dollar amount.

g. Delegates unable to fulfill their obligation will be held liable for any and all costs already paid by the Federal Way Education Association including, but not limited to airfare, hotel, and stipends for meals.

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

a. Attendance at all assigned classes for each day of the Leadership Academy.

b. The cost of meals and lodging will be paid by FWEA. Rooms are based on double occupancy. You are responsible for any additional costs.

c. Attendees unable to fulfill their obligation will be held liable for any and all costs already paid by the Federal Way Education Association.