

WY'EAST EDUCATION ASSOCIATION CONSTITUTION

ARTICLE I

NAME

1. The name of this association shall be the Wy'East Education Association. In this document it shall be referred to either as the Association or as WEA.

ARTICLE II

AFFILIATION

1. This charter shall be affiliated with the National Education Association (NEA) and the Oregon Education Association (OEA)
2. For matters pertaining to collective bargaining and contracts, the association is affiliated with East County Bargaining Committee.
3. The majority of WEA membership must cast affirmative votes to change WEA affiliations.

ARTICLE III

PURPOSE

1. The purpose of the Association shall be:
 - a. To promote unity and strengthen the teaching profession,
 - b. To bargain in good faith with the school board for professional salaries, fringe benefits, working conditions, instructional improvements and all other professional interests of the members.
 - c. To advocate for the best interests of the members as well as for policy and legislation that is favorable to education.

ARTICLE IV

MEMBERSHIP

1. Active Members
 - a. Active (voting) membership in this Association shall consist of all licensed personnel in the Oregon Trail School District who have paid dues to WEA, OEA, and NEA for the current school year
2. Fair Share Members
 - a. Employees who qualify as Active Members as defined in III.a., but who have not submitted a signed membership form are, by default, Fair Share Members.
 - b. Fair Share Members are entitled to contracted benefits only and are denied Association benefits.
3. Retired Members
 - a. Active Members who retire may retain membership as retired members.

- b. Retired Members are required to pay dues and are granted Association privileges by the Executive Council.
- c. A Retired member must continue to be a member of OEA.

ARTICLE V

FINANCE

1. Total Annual Dues

- a. The annual dues for each Active Member and Fair Share Member shall be the sum of those established by NEA, OEA, and WEA

2. WEA Dues

- a. WEA dues shall be \$130 per year for all members working more than 0.5 FTE.
- b. WEA dues shall be \$65 per year for all members working 0.5 FTE or Less
- c. The annual membership dues for retired members shall be \$10.

ARTICLE VI

ASSOCIATION PRIVILEGES

- 1. All Active members of the Association shall benefit from equal rights and privileges.
- 2. Retired members may be granted selected or all association privileges by the Executive Council.
- 3. These privileges include:
 - a. Hold office in an elected or appointed position
 - b. To attend all membership meetings and participate in deliberations of the Association
 - c. To nominate candidates and vote in all elections
 - d. To vote on contract ratification

ARTICLE VII

ELECTED OFFICERS

- 1. The Association elected officers shall be President, Vice President, Treasurer, and Secretary.
- 2. The President shall:
 - a. Call all meetings of the Association, plan agendas and preside over all meetings of Executive Council and general meetings of the Association.
 - b. Have a budget drawn up and passed by the Executive Council.
 - c. Be the official spokesperson of the Association and represent the Association at meetings, which are to include but are not limited to: School Board, District Budget Committee, UniServ Council and East County Bargaining Council. If the president cannot attend a meeting then a designee shall represent the Association. The Executive Council can expect the president or designee to report on any pertinent information.
 - d. Be a member of the bargaining team and the spokesperson for the Association. If the contract is not ratified by the end of the president's term of office, then he/she shall continue as a member of the bargaining team and

spokesperson of the Association. The incoming president will assume the remaining responsibilities as outlined in the constitution/bylaws.

- e. Communicate regularly with members via newsletter and other methods.
- f. Be an ex-officio member of all Association committees and task forces.

3. The Vice-President shall:

- a. Assume the duties of the president during absence or upon request, or if the president is unable to fulfill the duties of the position.
- b. Serve on the Executive Council.
- c. Serve on the labor management committee and act as advisor to the building representatives.
- d. Attend school board meetings.
- e. Coordinate with building representatives to ensure the communication between Executive Council and individual association members.
- f. Ensure adequate communication between Executive Council and individual members via building representatives.
- g. Coordinate the election of officers and representatives and have results on or about June 1.
- h. Review all financial affairs with the Treasurer by July 1.

4. The Secretary shall:

- a. Serve on Executive Council
- b. Serve as the membership chair
- c. Coordination of meeting logistics
- d. Take minutes and attendance at all Association meetings and Executive Council meetings and keep them in the Association files.
- e. Assume the responsibility of all clerical matters and release written minutes to the Executive Council after each meeting.

5. The Treasurer shall:

- a. Serve on the Executive Council.
- b. Pay all bills as authorized by the Executive Council or the President.
- c. Keep financial records of the Association, including reconciling all accounts on a monthly basis.
- d. Report to the Executive Council on a regular basis the financial status of the Association.
- e. Serve on the Budget Committee with President.
- f. Assume responsibility for reporting all appropriate information to the Uniserv office, IRS, and to other agencies as requested.
- g. Coordinate for a non-association member to conduct an audit of the financial matters of the Association on a tri-annual basis.

ARTICLE VIII

BUILDING REPRESENTATIVES

- 1. Each site will have at least one (1) building representative who will act as a liaison between Executive Council and their individual association members.
- 2. Each building shall have one (1) representative for each 20 building members

3. A building may petition the Executive Council for an additional Building Representative.
4. Additional Building Representatives will be held accountable for all responsibilities and receive allotted benefits of the position.
5. The Building Representatives shall:
 - a. Be elected from within their building and be an active member of the Association.
 - b. Serve on the Executive Council and attend all Association meetings.
 - c. Attend building representative training each year.
 - d. Hold voting rights on the Executive Council.
 - e. Keep the Executive Council informed of building activities and concerns.
 - f. Hold regular meetings with their building members after Executive Council meetings and as needed.
 - g. Distribute any Association information.
 - h. Conduct annual membership and political action drives in their buildings.
 - i. Oversee elections in the buildings, including seeking nominations and collecting secret ballots.
 - j. If unable to attend required meetings or fulfill another duty, the Building Representative will find a replacement or communicate with the President or Vice President.
 - k. Promptly report grievances or potential grievances matters to Grievance Chairperson.
 - l. Be knowledgeable of contract and legal rights in order to support and inform members effectively.

ARTICLE IX

OEA REPRESENTATIVE ASSEMBLY DELEGATE

1. Represent the Association at the annual OEA Representative Assembly (RA).
2. Be nominated and elected by the active membership and serve a two-year term.
3. The OEA Representative Assembly Delegate shall:
 - a. Attend all available trainings and meetings in order to be an informed delegate to the OEA Representative Assembly.
 - i. Region 1 Model Representative Assembly.
 - ii. One Uniserve meeting before attending RA.
 - iii. All Pre-RA meetings.
 - iv. Attend the and/or other trainings available, in order to be an informed delegate
 - b..Report back to the Association the major decisions and actions of the RA.

Article X

NON-ELECTED OFFICERS

1. The Association non-elected officers shall be Grievance Chair, Regional Political Action Chair, Local Political Action Chair, and Member Assistance Chair
2. The Grievance Chair shall:
 - a. Be appointed by the president and confirmed by the Executive Council.

- b. Facilitate the local grievance committee.
 - c. Keep the Executive Council informed of all grievance activity and report on the grievance committee meetings.
 - d. Maintain updated files of grievances and records that pertain to bargaining and legal rights.
 - e. Serve as an advocate pertaining to any portion of the grievance process.
 - f. Maintain the Collective Bargaining Agreement.
3. The Local Political Action Chair shall:
- a. Serve as a member of the School Board Advisory Committee .
 - b. Serve as the committee chairperson if needed.
 - c. Attend Executive Council meetings.
 - d. Attend school board meetings as needed and report back to Executive Council.
 - e. Track and gather information on all local political activity that includes but is not limited to:
 - i. School Board
 - ii. Local bond / levy issues
 - iii. Local political candidates
 - iv. School Budget committee
 - v. City officials and political activity
 - vi. Community outreach and organizations
 - vii. Any other relevant activity deemed necessary by the Association
4. The Regional Political Action Chair shall:
- a. Be appointed by the President and confirmed by the Executive Council.
 - b. Work in conjunction with the Local Political Action Chair and the School Board Advisory Committee.
 - c. Serve as an OEA-PIE delegate during years when the OEA PIE convention is held.
 - d. Act as a political advisor and liaison to the membership concerning state and regional politics, including legislation, candidates and other relevant issues.
 - e. Coordinate state and local election activities with the Uniserv Council, Metro SE Uniserv PIE Director Legislative Affairs Council representative.
 - f. Attend and report at Executive Council meetings.
5. Member Assistance Chair
- a. Be appointed by the president and confirmed by the Executive Council.
 - b. Chair of Member Assistance Committee.
 - c. Evaluate worthiness and make recommendations to Executive Council on dispersal of funds.
 - d. Acquire and disperse agreed upon items and/or funds.

ARTICLE XI

STANDING COMMITTEES

1. The standing committees of the Association shall be: Executive Council, Negotiations,

Grievance, School Board Advisory, Insurance Committee, and Membership Assistance.

2. Executive Council shall:

- a. Meet on a regular basis to conduct the regular business of the Association.
- b. Emergency meetings may be called by the President upon twenty four (24) hour notice.
- c. All meetings must be chaired by either the President or Vice President.
- d. Require a quorum of $\frac{1}{2}$ of the members of the council, plus one, in order to conduct business.
- e. Consist of elected officers plus the negotiations, PAC officers and grievance chairs
- f. Conduct the contract ratification meeting, as outlined in Article XIV.
- g. Approve grievances for submission to arbitration.

3. The Negotiations Committee shall:

- a. Consist of, at least, two members from the high school, two from the middle school level and two from the elementary level, plus the Association president.
- b. Members will be elected by a vote of the membership.
- c. Be chaired by a committee member elected by the negotiations committee.
- d. The negotiations chair shall be a member of the Executive Council, shall serve for the duration of the negotiated contract, and represent WEA at ECBC.
- e. If the chair is unable to fulfill their duties the President shall appoint a replacement to finish the obligations of the position.
- f. The committee shall be elected during the school year prior to the expiration of the collective bargaining agreement.
- g. Seek input from membership prior to preparing a contract proposal.
- h. Prepare negotiations proposals.
- i. Negotiate in good faith with the School Board.
- j. Keep the Executive Council and membership informed of negotiation activity and keep a detailed record of progress.
- k. Upon reaching tentative agreement with the School Board, prepare and submit its report and recommendations to the general membership.

4. Grievance Committee shall:

- a. Be appointed by the President and confirmed by the Executive Council.
- b. Consist of one member from elementary, middle and high school levels.
- c. Be chaired by the Grievance Chair or their appointee.
- d. Represent bargaining unit members during the grievance process.
- e. Meet together at the request of the Grievance Chair as needed and Coordinate if needed with the Labor Management Committee.
- f. Report to the Executive Council and act in an advisory role upon request.
- g. During a bargaining year, the committee shall also advise the negotiations committee upon request.

5. The School Board Advisory Committee shall:

- a. Shall consist of at least one active member of the Association, and shall be

- appointed by the President and confirmed by the Executive Council.
 - b. Attend all Oregon Trail School Board meetings to monitor the actions and policies of the school board, voting records and public pronouncements.
 - c. Recruit board members to fill open positions and interview candidates if they are willing.
 - d. Make recommendations to endorse or without endorsements to the Executive Council.
 - e. Report to the Executive Council and membership on a regular basis.
 - f. Coordinate with the Local PAC chair as needed.
6. The Insurance Committee shall:
- a. Be composed of at least four members, one of whom will serve as committee chair.
 - b. Be appointed by the Association president and confirmed by the Executive Council.
 - c. When selecting members the president shall strive to have all “interest groups”.
 - d. Each committee member will attend no less than three meetings.
 - e. The committee will research insurance programs available to the membership.
 - f. The committee will recommend to the Executive Council a combination of insurance programs designed to best serve the varied needs of the membership.
 - g. The committee will Prepare and submit its recommendations to the Executive Council in a timely manner.
7. Member Assistance Committee
- a. Shall be composed of at least two members, one of which will serve as committee chair.
 - b. Members shall be appointed by the President and confirmed by the Executive Council.
 - c. Receive and determine merit of member assistance requests.
 - d. The committee can approve or deny requests valued under \$100.
 - e. The committee shall make recommendations to the Executive Council for all requests over \$100

ARTICLE XII

ELECTIONS AND VACANCIES

1. An election must take place before June 1st to elect association officers and building representatives.
 - a. All results must be finalized by June 1st .
 - b. Officers shall take office on June 15th, with the exception of the Treasurer, who will take office on September 1st.
 - c. The Vice-President shall request nominees for Association officers, building representatives and if needed OEA-RA.
 - d. The Vice-President shall present a tentative ballot no later than May 20th.

- e. Each nominee or write in candidate must be a member in good standing and give his/her consent to appear on the ballot. Secret Ballots shall be used in all elections of officers and representatives.
- f. All ballots must be double counted with one elected officer and non-executive council member, who is in good standing.
- g. A place for write-in candidates shall be placed on the ballot for each position.
- h. A simple majority vote by members must be cast in order to constitute a valid election.
- i. To be elected on officer, the person must receive a majority of votes cast. In the case that no candidate receives a majority, or there is a tie, a run-off election shall be held between the two (2) candidates who received the most votes within fifteen (15) days of the original election.
- j. Individual building representatives will be elected by their respective buildings and must receive a majority of the votes cast in their building. All other officers will be elected at large.
- k. Should a vacancy occur in an elected office other than President on or before January 31st, a successor will be elected by the active membership at large through a special election. Should a vacancy occur in an elected office other than President on or after February 1st, the President shall appoint a successor with the approval of the Executive Council. This successor will serve the remaining term of the position that was vacant.

ARTICLE XIII

MEETINGS

1. On an as needed basis, the president, vice president, secretary and treasurer may meet to conduct Association business. All such business shall be subject to subsequent review, affirmation, change or denial by the Executive Council.
2. There shall be at least one general meetings of the entire Association annually.
3. The Executive Council shall meet at least monthly between September and June.
4. Other committee meetings shall be called by the President and/or the committee chair as needed.
5. Special meetings of the membership must be called by the President and/or the Executive Council within ten (10) working days after presentation of a petition to the President by thirty (30) percent of the membership.

ARTICLE XIV

CONTRACT RATIFICATION

1. There shall be 24 hour written notice for contract ratification.
2. Voting shall be done by secret ballot by all active members. There is no proxy voting.
3. The results will be determined by a simple majority of those casting ballots.
4. If a significant number of members cannot attend the ratification meeting because of other work-related responsibilities, attempts will be made to hold a second ratification meeting at a different time.

ARTICLE XV

AMENDMENTS TO THE CONSTITUTION

1. The constitution of the Wy'East Education Association may be amended by a two-thirds majority of the active membership.
2. The proposed amendments shall be submitted in writing or electronically to the membership at least one week prior to being voted upon.
3. Any dates or deadlines may be changed upon approval of the Executive Council.

ARTICLE XVI

RULES OF ORDER

1. "Robert's Rules of Order," revised edition, shall be the parliamentary authority of this Association, subject to the constitution, which has been or may be adopted.

Revised 9/19/95

Revised 9/26/95

Revised 11/6/95

Revised 11/20/95

Revised 4/24/97

Revised 5/26/02

Revised 4/10/06

Revised 5/16/13

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