

Renton Education Association Bylaws

Updated 10/2/23

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 and fees for members shall be .00669 of the base salary (Step 0, Lane 0).
- Section 2. The annual dues of members who present proof of one-half time employment or less shall be one-half of the dues for active members.
- Section 3. The annual dues of members employed after the first month of the membership year shall be the regular dues prorated by the number of months remaining in that membership year.
- Section 4. Any change in the annual dues of this Association shall be determined by the Representative Council. Notification of proposed dues changes will be communicated to members through existing communication channels. Dues changes will be ratified by a majority of the ballots cast by a General Membership vote.
- Section 5. The Representative Council may, by a two-thirds majority vote AND ratified by a majority vote of the membership voting, authorize a special assessment to be added to the regular dues for any one (1) year. Such membership voting shall be conducted in the same manner as for election of officers.
- Section 6. The annual dues of a Regular Substitute Teacher shall be one-half (1/2) the dues for active members. These dues shall be prorated on the basis of one hundred eighty (180) days maximum. Dues shall be payable as a daily amount for days worked.
- Section 7. Representative Fees for eligible members of the Renton Education Association and its affiliates shall conform to current legal requirements as specified by the Washington Education Association General Counsel.

Article III (Meetings)

- Section 1. Any association meeting may be held virtually, either by phone or online platform. Procedures for meetings will be governed by standing rules adopted by the respective body at the start of each school year and may be amended by the body at any time.

Section 2. General Membership

- A. The president shall call at least 1 meeting of the membership per year. Meeting notices shall be provided for the members using existing communication channels, at least five (5) business days prior to the meeting.
- B. The membership shall meet at the call of the President in a Special Meeting for a specifically stated purpose. General Membership shall act only on business concerning the specifically stated purpose of such meetings and the purpose(s) must be available in written form for the members at least one (1) day prior to the meeting.
- C. The Membership shall meet within ten (10) days of receipt of a written request of ten percent (10%) of the members for a specifically stated purpose. General Membership meetings shall act only on business concerning the specifically stated purpose of such meetings and the purpose must be available using existing communication channels for the members at least five (5) business days prior to the meeting.
- D. Attendance by 25 percent (25%) of the Association membership shall constitute a quorum at non-emergency General Membership meetings.
- E. Under special circumstances, the President may call an emergency meeting without twenty-four (24) hours written notice, but in this case a quorum will be a majority of the General Membership.

Section 3. Representative Council

- A. Regularly scheduled meetings of the Representative Council shall normally be held on the first Mondays of each month during the school year.
- B. The Representative Council shall meet in special session upon the call of the President.
- C. Meetings of the Representative Council shall be held upon the written request of five members of the Council for a specifically stated purpose.
- D. A majority of their elected members shall be a quorum for Representative Council.

Section 4. Executive Board

- A. Regularly scheduled meetings of the Executive board shall normally be held on the third Mondays of each month during the school year.
- B. Additional meetings of the Executive Board shall be called by the President, or upon the written request of three members of the Board, for a specifically stated purpose.

- C. A majority of their elected members shall be a quorum for Executive Board meetings

Section 5. Substitute Member Meetings

- A. The Substitute representative(s) or REA President shall call meetings at least twice a year, or more as needed. Such meetings will be chaired by a designated representative.
- B. One (1) meeting shall be held in the spring, before a spring election window at which time elections will be held to elect new representative(s).

Section 6. All meetings are to be open to all active Association members as defined by Standard Code of Parliamentary Procedure except for executive sessions. All meeting dates, times, and locations will be made available to members through existing communication channels.

Article IV (Duties of Officers)

Section 1. The President shall:

- A. Preside over all General Membership, Representative Council and Executive Board meetings, and prepare, with the advice of the Executive Board, an agenda for each meeting.
- B. Appoint a parliamentarian, social media chair and bargaining team members with confirmation by the executive board.
- C. Be an ex-officio member of all committees excluding the Nominations and Elections Committee.
- D. Be the only official spokesperson for the Association except that they may delegate such duty to the UniServ Representative, Vice-President, or other Association designee.
- E. Perform and assume all such duties as normally pertain to the office. In assuming the duties and powers of the President, they may exercise all the authority of the Representative Council to make binding decisions for the Association when the exigencies of time or situation preclude any possibility of calling the Representative Council or Executive Board into session and obtaining a quorum.
- F. Represent the Association at all conventions, conferences, or assemblies to which elected and shall be the chairperson of the delegation.
- G. Be responsible or delegate authority for internal and external public relations. Will notify all members of accomplishments and report Association activities through existing communication channels.

- H. As a result of the election the President shall be a delegate to the WEA and NEA RA, for their two-year term, as stated on the ballot.
- I. Represent the Association at meetings with school and district management.
- J. Serve as signatory on Association bank accounts.

Section 2. The Vice-President shall:

- A. Be an ex-officio member of all committees excluding the Nominations and Committee.
- B. Assume such special jurisdiction or duties as may be assigned by the President.
- C. In the absence or incapacity of the President perform the duties of the President.
- D. Be a member of the Executive Board and Representative Council.
- E. Annually assist in preparing the REA budget and monitor expenditures on a timely basis.
- F. As a result of the election the Vice President shall be a delegate to WEA and NEA RA, for their two-year term, as stated on the ballot.
- G. Serve as signatory on Association bank accounts

Section 3. The Treasurer shall:

- A. Serve as the Chief Financial Officer of the Association.
- B. Assist in the preparation of the annual REA budget.
- C. Maintain one or more bank accounts for the Association.
- D. Maintain detailed and accurate financial records of all revenue and expenditures.
- E. Provide detailed monthly reports for the Executive Board and Representative Council showing the current status of the budget and all expenditures and revenue.
- F. Hold all funds and disburse them accordingly upon the submission of vouchers approved by the president and in accordance with rules and Policies established by the Association.
- G. Serve as a signatory on bank accounts
- H. Prepare an annual financial report which shall be distributed once each year to the membership.

- I. Secure an audit of the books by a certified public accountant once each year.
- J. Ensure that the Treasurer’s own expenses are verified and approved by another officer.
- K. Comply with Association Financial Policies, as established by the Representative Council.

Section 4. The Secretary shall:

- A. Be responsible for taking, maintaining, and storing accurate minutes of the meetings of governing bodies.
- B. Maintaining and storing working documents and providing copies of the minutes of standing committees to the committee chairpersons for the ensuing year.
- C. Make available to all members within thirty (30) days following an Executive Board, Representative Council, or Membership meeting the minutes of such meeting upon request.
- D. Handle correspondence for the Association
- E. Publish on the REA website in advance the time, location, and agenda of all meetings of each governing body and committee.
- F. Publish on the REA website the names and contact information of each officer, Executive Board member, Representative Council member, and chairs and members of each committee.
- G. Maintain accurate historical versions of all governing and Policy documents.
- H. Oversee the recording of the meetings of all governing bodies and maintain a complete archive thereof.
- I. Serve as signatory on Association bank accounts

ARTICLE V (Vacancy of Officer Positions)

Section 1. If the position of President becomes vacant, the position will be filled by the Vice-President for the remainder of the unexpired term.

Section 2. If the Vice-President position becomes vacant, the Representative Council will elect Vice- President pro tem to serve until a special election of the general membership can be held to fill the position for the remainder of the unexpired term.

Section 3. If both the President and Vice-President become vacant, the Representative Council will elect President pro tem and then call for a general election as soon as appropriate to fill the vacancies.

- Section 4. If the Secretary position becomes vacant, the Representative Council will elect a Secretary pro tem and then call for a general election as soon as appropriate to fill the vacancy.
- Section 5. If the Treasurer position becomes vacant, the Representative Council will elect a Treasurer pro tem and then call for a general election as soon as appropriate to fill the vacancy.

ARTICLE VI (Powers and Duties of Official Bodies)

- Section 1. The Representative Council shall:
- A. Be the only Policy making body of this Association when the General Membership is not in business session.
 - B. Establish guidelines/charges and hear continuing reports on bargaining and other established committees.
 - C. Have all powers of this Association not otherwise delegated herein or in the constitution.
 - D. Set the active membership dues subject to ratification by a majority of those voting in a membership election.
 - E. Adopt such internal rules as it may find expedient for the orderly conduct of business provided that such do not contravene the provisions of the Constitution and Bylaws or in any way restrict the democratic process.
 - F. Be the final decision maker in any appeal made in cases of qualification, voter eligibility, or election procedures.
 - G. Approve or ratify the establishment of paid positions in the Association.
 - H. Approve or ratify the establishment of committees not established in the Bylaws,
 - I. Elect members from the General Membership to serve as members of the UniServ Council Board of Directors. Elected reps will take their position upon the drop of the gavel at NEA-RA. Newly elected members will be invited as guests as non-voting members to the June meeting.
 - J. Be responsible for approving the annual budget.

Section 2. Duties of Building Representative Council Members

The duties of the Representative Council members in the worksite shall consist of the following:

- A. Call monthly meetings of the Association members to discuss Association business
- B. Solicit volunteers for selection to committees as the Association may require
- C. Organize and oversee the enrollment of new members
- D. Maintain two-way Association communication within the worksite or group
- E. Regularly communicate with administrators about potential worksite issues
- F. Monitor contract violations and resolve at the building level, whenever possible
 - i. In cases where violations cannot be resolved or are recurring at the building level will contact the REA Leadership.
- G. Process Step 1 grievances if contractual disputes with the principal/admin cannot be resolved
- H. Accompany a member to a meeting with an administrator upon the member's request and notify members of their Weingarten Rights
- I. Encourage and organize fellow staff members to engage in union activities.
- J. Attend one (1) or more RSD School Board Meeting

Section 3. The Executive Board shall:

- A. Conduct and manage the affairs and business of the Association, make specific recommendations to the Representative Council on items of Association business, implement policies established by the Representative Council and report its board transactions and those of the UniServ Council to the Representative Council.
- B. Implement motions, policies, and resolutions approved by the membership or Representative Council and put into operation other measures consistent with the Constitution, Bylaws, and Policies of the Association.
- C. Ensure that the budget is prepared annually and submitted for approval at the September meeting of the Representative Council.
- D. Be in session, if called by the President, during formal negotiations so negotiators can ask for advice during caucuses and be debriefed directly after a negotiations session has taken place.

- E. With the exception of committees established by the membership or the Representative Council, the Executive Board shall approve the appointment and discharge of all standing and special committee members, shall approve the creation of all special committees, and shall review the activities of all committees.
- F. Adopt a calendar of Association activities for each year, annually, at the executive board retreat or prior to September 1 which will be made available to members through existing channels of communication.
- G. Be called into session by the President for emergency decisions when the demands of time or situation preclude any possibility of calling the Representative Council into session and obtaining a quorum. In such situations, the Executive Board shall exercise the authority of the Representative Council to address the emergent situation at hand.
 - a. The Executive Board will communicate any emergency decisions with the Representative Council as soon as possible.
- H. Be responsible for approving all grievance arbitration, mediation, legal expenditures and/or legal representation fees prior to incurring the obligation.
- I. Hold and disburse all funds or property of the Association authorized by the Representative Council.
- J. Have the power to delegate any duties provided the Executive Board retains the responsibility thereof.

ARTICLE VII (Elections)

Procedures for conducting elections may be found in the Nomination and Elections Policies.

Section I. Officers

- A. The President shall be elected by the entire membership biannually, in odd years, for a two (2) year term for a maximum of three terms.
- B. The Vice-President shall be elected by the entire membership biannually, in even years, for a two (2) year term for a maximum of three terms.
- C. The Treasurer shall be elected by the entire membership biannually, in even years, for a two (2) year term.
- D. The Secretary shall be elected by the entire membership biannually, in odd years, for a two (2) year term.

Section 2. Representatives to the Executive Board

- A. The term for Executive Board members will be two years.
- B. In each odd-numbered year, the following representatives will be elected to the executive board:
 - a. One (1) primary representative (preschool – grade 2)
 - b. One (1) middle school representative (grades 6 – 8)
 - c. One (1) special services representative from the following groups
 - 1. Elementary: Music, P.E., ELL, Title I, LAP, Instructional Coaches
 - 2. Librarians
 - 3. Substitutes
 - 4. Other certificated personnel not defined above.
 - d. One (1) Special Education Classroom Teacher
- C. In each even-numbered year, the following representatives will be elected to the executive board:
 - a. One (1) intermediate representative (grades 3 – 5)
 - b. One (1) high school representative (grades 9 – 12)
 - c. One (1) ESA representative
 - 1. Speech/Language Pathologist
 - 2. Nurses
 - 3. Occupational/Physical Therapists
 - 4. Psychologists/Counselors
 - 5. Social Workers
 - 6. Any other ESA as defined by OSPI
- D. At Large Representative
 - a. Once elections have been conducted, if the percentage of people of color elected does not match the state people of color population, REA will hold an election for At-Large Executive Board directors.
- E. Representatives of the Executive Board shall be members of the groups represented at the time of election. Should a representative relinquish membership in the group represented, then that representative shall vacate that Executive Board position.
- F. A vacancy on the Executive Board of an elected representative shall be filled by appointment, by the Executive Board with ratification by the Representative Council.

Section 3. Building representatives

- A. In each unit in the Renton School District, members of this Association shall elect for a term of two (2) years, one of their number to the Representative Council for each ten (10) members. There shall be at least one (1) Representative from each unit.
- B. Units with Representation Shall Be
 - a. All worksite locations (each school building, alternative learning environment, KEC or other work location where REA members are assigned.)
 - b. Substitutes
 - c. ESA (Educational Staff Associate) per OSPI Certification.
- C. REA members assigned to more than one (1) location shall choose one (1) building in which to be officially represented and shall indicate that choice to the REA office and the Building Representative.
- D. For each worksite which has exactly one (1) representative, an alternate representative shall be elected from that unit. This person shall assist the representative from the unit in performing the duties within the building unit.
- E. Every building unit representative shall serve a two (2) year term on the Representative Council. Such term shall begin at the close of the NEA Rep Assembly.
- F. In Units allotted more than one representative, Representatives shall be elected in alternating odd/even years.
- G. Positions vacated prior to the completion of the two-year term will be filled according to the election policies 'under-represented' building section.

Section 4. Attendance and Resignation

- A. Building Representatives shall be required to attend all regular or special meetings of the Representative Council unless they provide prior notification to the President.
- B. Reps should attempt to send an alternate/guest from their worksite in their place if possible.
- C. After two (2) unreported absences by a representative with no alternate attending in place of the absent Rep, the President may declare the seat vacant and call to elect a different representative in accordance with the Nominations and Elections Policy.

Section 5. Qualifications

- A. To be elected or to serve, a Building Representative shall be an active member of this Association.

Section 6. Building Census

- A. For the purpose of allocating representatives to each site, a member count will be taken.
- B. Spring Census will be taken in March using the most recent WEA Membership Record for Representative Council Election during the month of April in accordance with the Nominations and Elections Policy.
- C. Fall Census will be taken in September using the most recent WEA Membership Record for the election of any open Representative Positions.

Section 7 Certification of Election Results

- A. Representative Council is the only body that may certify the results of elections for Officers, Executive board positions, NEA/WEA delegate positions, Rainier UniServ Council representatives, and Building representatives.

ARTICLE VIII (Calendar)

- Section 1. The fiscal year and the membership year for this Association shall be from September 1 to August 31 of the following calendar year.

Article IX (Committees)

- Section 1. Committees are authorized by the Bylaws. Charges for committees will be established by the Executive Board with approval by the Representative Council. Committees may include but shall not be limited to:

- a. Bargaining Team
- b. Budget and Finance
- c. Communications
- d. Constitution and Bylaws
- e. (Racial) Equity and Social Justice
- f. Social Events
- g. Grievance
- h. Membership
- i. Nominations and Elections
- j. Organizing (ROC)
- k. Political Action
- l. Safety

- Section 2. The president will solicit names from the general membership for members who want to chair committees. These names will be brought forward by the president, subject to approval by the Representative Council.
- Section 3. Committee membership will be open to the general membership. Membership is encouraged to offer recommendations to the committee chairs by nomination (including self-nomination) and appointment by the president.
- Section 4.
- A. Minutes of the proceedings of each committee shall be filed with the secretary of the Association. All committees shall report to the membership as directed by the president and/or the Executive Board (and/or Representative Council).
 - B. Officers shall have access to all committee working documents and records of such shall be kept, maintained, and stored by the secretary.
 - C. The president may appoint task forces to study and make recommendations on any topics.

Article X (Amendments)

- Section 1. Proposed amendments to these Bylaws or Policies may be made by any active REA member and shall be first submitted in writing to the Representative Council two (2) calendar weeks prior to consideration.
- Section 2. A two-thirds vote by the Representative council (provided there is a quorum) will ratify the amendment. Amendments shall become effective immediately unless otherwise provided.

These BYLAWS were ADOPTED November 1, 2021 by REA Representative Council and this document constitutes an overhaul of REA's past Bylaws per recommendations and guidelines provided by legal counsel of the Washington Education Association in SY 2019-2020.

Amendments will be noted below:

Date Amendment was Adopted:	Article & Section:	Notes:
10/2/22	Article VII, Section 2	A typo was fixed. In Section 2B and 2C, the ESA Rep and Special Education Classroom teacher were transposed.
10/2/22	Article VII, Section 3	Letters F and G were added.
10/2/23	Article VI Section 2	New J and Edited C for Grammar
1/8/24	Article VII, Section 2, C	Added #5, Social Workers

1/8/24	Article VII, Section 2, C	Added #6, Any other ESA as defined by OSPI
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