

BEA Internal Procedures (adopted by Rep. Council May 19th, 2016)

I. Internal Procedures of the Bellevue Education Association

The Bylaws of the Bellevue Education Association provide the basic rules for operation. However, many of these rules need procedures for their implementation. Contained in the following pages are procedures, which have been duly approved by the legislative body of the Association – the Representative Council.

Members and elected officers are responsible for and to these internal procedures. Chairpersons of BEA Committees are especially responsible for having these procedures adhered to by their members. However, the Executive Board is charged with the ultimate administration of and compliance with the internal procedures.

Changes or additions to these internal procedures shall be submitted to the Executive Board. If ratified by a majority vote of the Executive Board, the Board, in turn, shall submit such recommendations to the Representative Council for consideration and adoption. The internal procedures shall be distributed to and discussed annually by the Executive Board. It is the responsibility of the Vice-President to implement this distribution and discussion in the fall of each year.

II. Executive Board

- A. All meetings of the Executive Board shall be open to the General Membership with the exception of those specified in paragraph "B" below.
- B. The Executive Board may hold closed meetings for the purposes of discussing matters pertaining to negotiations, staff personnel, Professional Rights and Responsibilities (PR&R) reports, member grievances, and Meet-and-Confer parameters. Minutes of these discussions will be taken with distribution limited to Executive Board members. Reference to those discussions shall be recorded in the minutes to be distributed as outlined in paragraph "C" below.
- C. Minutes or summaries of minutes of the Executive Board shall be distributed to members of the Executive Board.
- D. The Collective Bargaining Agreement between the Bellevue Education Association and the District: governs all items brought up by either the Association or the District at Meet-and-Confer sessions or through Meet-and-Confer memoranda. Summaries of these sessions and memoranda should be provided monthly to the Representative Council Members.

III. Appointments to Committees

A. Committees

Members requesting membership on Committees shall be notified in writing by the President as to their appointment status. Members not selected shall have the right to request reasons for non-selection in writing. If a member is not satisfied with the reason given, redress may be requested through internal grievance channels.

B. Appointments to District Committees

From time to time, the District may form Committees and request names of certificated staff members from the Association. When this happens, volunteers will be solicited through the BEA Bulletin and from interested parties and groups within the Association. Names will be submitted to the Executive Board for approval. The Board will further screen

BEA Internal Procedures (adopted by Rep. Council May 19th, 2016)

and then submit a list to the District for possible approval. Representatives of the Board and the District may then work out a mutually acceptable list.

IV. Internal Information and Press Releases

- A. All external press releases which announce an official BEA position must be approved by the President and, if possible, a majority of the Executive Board members of the Association.
- B. Internal education or information releases published at Association expense or using the Association name or mail privileges must be approved by the President, or Committee Chairperson originating such releases.

V. Appointments to Conventions or Meetings

- A. With the exception of the Washington Education Association or National Education Association assemblies, the President of the Association shall recommend appointment of members to attend conferences or meetings and the Executive Board shall consider and approve, change, or disapprove all such recommendations.
- B. When the budget permits, opportunities to attend relevant conferences or meetings will be made available to members. Such opportunities will be advertised to members by leadership or may be proposed by members to leadership. Application forms will be available on the BEA website. Members will be selected through an application process approved by the Executive Board.
- C. Delegates and alternates to the Washington Education Association and National Education Association assemblies shall be elected in accordance with WEA and NEA guidelines.

VI. Job Descriptions

- A. With the exception of itinerant employees, full-time paid staff members shall have a contract, which is approved by the Executive Board.
- B. Consultants shall be paid after a standard letter of contract is drawn by the President and approved by the Executive Board.
- C. Job descriptions for staff members shall be attached to these internal procedures.

VII. Initiatives, Resolutions, Policies and Procedures

- A. The President of the Association shall be responsible for maintaining a chronological file of all actions taken by the Association that bind or obligate the Association and its members. This file shall include but not be limited to negotiated agreements, adopted internal procedures, Executive Board directives, Association contracts and agreements, Representative Council directives, and initiatives from the membership.
- B. All actions taken by the members of the Association that bind or obligate the membership must be submitted through channels as provided by the Association bylaws.

VIII. Election Procedures

Online voting will be the standard method of voting unless circumstances prohibit its use in which case the procedures for paper ballot voting will be used. Ratification of agreements and authorization for strikes will be according to Bylaws Article XI. Only members in good standing will be allowed to vote.

BEA Internal Procedures (adopted by Rep. Council May 19th, 2016)

A. Online voting

1. Procedures for secure online voting will be recommended by the Executive Board and approved by the Representative Council.
2. Online voting dates and times will be determined by the Executive Board; members will be notified at least 10 days prior to the first day of voting.
3. Members on leave may request access to online voting.

B. Paper ballot voting

1. Polling place(s) and or procedures shall be established for each voting unit. Location(s) will be widely publicized.
2. Time(s) for voting at building sites will be announced by the BEA Building Representative or her/his designee. When voting occurs in buildings all ballots shall be returned to the BEA office by a method, time, and date as specified by the Executive Board.
3. Each member will be given a ballot. Upon return of the ballot, whether marked or unmarked the voter will check the "Returned Ballot" box and deposit the ballot in the Ballot Box. Each voter must sign the registration sheet
4. Members traveling between buildings may vote in the building most convenient.
5. Members on leave may vote at the BEA office on election day or may request a ballot to be returned by mail on or before election day.

C. Election Results

1. Results will be made public within two school days following the election. However, if counting is not complete or if there are discrepancies, results will not be announced until the results have been certified.
2. If the Elections Committee determines that serious discrepancies in the election have occurred, the Elections-Committee will rule on the discrepancies so that no member will be disenfranchised and notify the BEA President of such ruling as soon as possible. Such ruling may include certification or non-certification of the election results.
3. The official tally of votes will be made by the Elections Committee at the BEA office.

D. Candidate Statements:

Each candidate has a right to submit a statement which will be distributed with the ballot. Approved candidate statements will be posted on the BEA website. This candidate statement is due by the date and time listed. Late submissions will not be accepted. Statements must not contain profanity or unfounded allegations. If statements exceed the minimum length the following action will be taken:

1. Candidate will be notified via email that the statement is too long and given 24 hours to revise and resubmit the statement to BEA
2. Should the candidate fail to resubmit a statement or if the submission is still too long, the statement will, be cut off at the appropriate word count.
3. The maximum candidate statement length shall be as follows:
 - a. President - 200 words
 - b. All other Executive Board Positions - 100 words

E. Coordinated Campaign Literature Posting:

BEA Internal Procedures (adopted by Rep. Council May 19th, 2016)

BEA will provide an opportunity for publicity of one piece of campaign material per candidate that will be posted on the BEA website. The campaign flier must meet the following guidelines:

- Submitted electronically to BEA's administrative assistant no sooner than the opening of nominations and no later than Monday at 5:00pm following the close of nominations.
- Limited to the equivalent of an 8.5 x 11 one (1) page Word or .pdf document;
- Bear the name of the candidate and members responsible for the content if other than the candidate;
- Contain no profanity or unfounded allegations.

F. Other Campaigning:

1. All campaign materials are subject to the same content standards of no profanity and no unfounded allegations.
2. All campaigning for candidates or by candidates that takes place at worksites may only occur before or after the contractual day or during duty-free lunch. Candidates or their designees are permitted to post or distribute campaign materials at worksites in places designated for Association communications, including mailboxes.
3. Use of district email or copying/printing machines for campaigning is prohibited. However, district email may be used by Rep Council Members to send out reminders of the timeline, rules and regulations, and where to access campaign materials for all candidates.
4. BEA generated membership lists that contain home address and personal email addresses may not be used by candidates and/or his/her representatives for campaign purposes.
5. Campaigning in buildings does not preclude the use of hand-delivered materials to the building at a candidate's own expense.
6. The cost of duplication and the distribution of campaign materials is the responsibility of the candidates.
7. Candidates may not use the BEA office or equipment for any campaign-related duplication, meeting, or work party.
8. Campaign materials shall bear the name of candidates and the members responsible for the content if other than the candidate.

G. Write-In Campaign Rules

1. Write-in candidates may use Building Representatives to distribute and post campaign materials as other candidates may do.
2. On the day of the election, voters may not be reminded of write-in candidates by the representative conducting the election.
3. On the ballot, the write-in candidate's name must be written in, AS WELL AS THE APPROPRIATE BOX CHECKED FOR THE BALLOT TO BE COUNTED.

H. Campaign Expense Rules

Campaign expenses, or reasonable retail, shall not exceed (\$100.00) one hundred dollars. An itemized list of all expenses will be sent to BEA within (15) fifteen days of the election.

BEA Internal Procedures (adopted by Rep. Council May 19th, 2016)

I. Emergency Votes

1. From time-to-time special circumstances may necessitate the waiving of the above procedures.
2. According to bylaws Article III, Section 5 "The Executive Board by a majority vote may call a special meeting of any governance body at any time."
3. Examples of emergency situations requiring a special meeting include the necessity for conducting concerted action, the necessity for ending concerted action and votes to ratify agreements with the District when the normal (10) ten day waiting period is not feasible.
4. The vote will be by secret ballot unless the rules are suspended by a (2/3) two-thirds vote of the members present.

J. Special Elections

1. From time-to-time special circumstances may necessitate a special election due to a vacancy on the Executive Board. At the time such a circumstance occurs, the President shall inform the Executive Board and they shall establish a time line for filling the vacancy.
2. The nominations shall be made as in Article VIII of the bylaws. The nominations shall be open for a (2) two-week period and must be announced in a Bulletin to the Association members. At the next Representative Council meeting, the President will announce all nominations received. Within (10) ten days, the President shall publish to the Association members a list of all candidates and a brief informational paragraph on each candidate.
3. All other election procedures apply. The person(s) elected shall take office immediately and complete the term of the person they are replacing.
4. If no nominations are made, that position on the Executive Board shall remain vacant, The Executive Board can vote to extend the nomination period.

IX. BEA Internal Complaint Procedures

- A. If a member of the Association feels that s/he has not been provided fair and just treatment in an action by a BEA officer or agency, that member may consult with the President or Chairperson of the PR&R Committee.
- B. If the member desires to proceed with their grievance, an informal meeting between the accused BEA officer or agency and the grievant may be held.
- C. If the grievant still desires to proceed with the grievance after the informal meeting outlined in "B" above, that member may submit a formal complaint to the BEA-PR&R Commission. If the BEA-PR&R Commission is a party in the complaint, then the complaint should be directed to the BEA Executive Board.
- D. At the request of the grievant, s/he will be contacted by an Investigating Committee appointed from the appropriate body. This committee will hear the specifics of the concern and advise the member as to appropriate actions.
- E. The Executive Board will be notified in writing by the PR&R Commission as to the nature of the complaint.
- F. At the request of the grievant, there will be a formal meeting of all parties in an attempt to resolve the problem.
- G. If a resolution to the satisfaction of the grievant and the accused BEA agency or officer is not achieved at this point, either can request that the matter be referred to a Committee of (3)

BEA Internal Procedures (adopted by Rep. Council May 19th, 2016)

three selected from the BEA Representative Council. This Committee will be selected on the basis of mutual agreement between the President of BEA, the grievant, and the accused BEA agency or officer. The BEA President shall provide a list of (5) five names. The remaining (3) three names shall compose the Committee. This Committee will hear the matter and recommend action for the consideration of the BEA Executive Board.

- H. If the action of the Executive Board is not acceptable to the grievant or the accused BEA agency or officer, a hearing will be held before the Representative Council as a whole. Recommendations of the Representative Council to resolve the complaint will be implemented by the Executive Board.

X. Financial Policies and Procedures

A. General Policies

1. All funds received by the Bellevue Education Association shall be receipted by the Administrative Assistant and immediately deposited in the Bellevue Education Association bank account.
2. No funds shall be collected by the Bellevue Education Association or deposited in the Bellevue Education Association account that are not intended for authorized use by the Association.
3. The General Association bank account shall have the following persons as authorized signatures: the President, Vice-President, Treasurer of the Association and Administrative Assistant. All disbursements shall have (2) two of the above mentioned signatures provided that the check benefits neither of the signers.
4. There shall be the following Association accounts:
 - a. BEA General account (checking account)
 - b. Money-market funds
5. The Association budget shall accommodate all items of expense and disbursement.
6. All invoices and expense claims shall be properly documented and approved by the President or Treasurer of the Association prior to the issuance of payment.
7. All expenditures for equipment or supplies of over (\$500.00) five hundred dollars shall be approved by the Executive Board at a meeting or through email.
8. The Chairperson of any Bellevue Education Association Committee is authorized to incur expense within the limits of policy and budget for their function.
9. Auto expenses on approved Association business shall be reimbursed at the highest allowable rate under Internal Revenue Service regulations before such reimbursement must be reported as income, plus parking and tolls.
10. Travel expenses to be incurred while attending authorized conventions, conferences, or meetings shall be prepaid when possible; when not possible, a cash advance may be issued.
11. Entertainment expenses incurred, as an Association expense shall be documented as to cost, purpose, and who was entertained.

B. Dues

1. Dues for all members except substitutes shall be computed at the rate of (.01) one-tenth of the base salary for a beginning teacher.
2. Substitute dues shall reflect the current contract language.

C. Purchase of Equipment and Supplies

BEA Internal Procedures (adopted by Rep. Council May 19th, 2016)

The Administrative Assistant will present their requests for equipment and supplies in amounts exceeding (\$100.00) one hundred dollars to the President prior to each Executive Board meeting.

D. Committee

1. Food expenses may be charged at (1) one of the restaurants in the area where the Association has established credit.
2. Travel expenses will be reimbursed on the first of each month according to the policies and procedures governing travel expense.
3. Incidental expenses for Association business conducted within the District will be paid within (2) two weeks upon presenting documentation of expense to the Administrative Assistant such as a receipt, invoice, or statement. This documentation should be attached to a Claim Voucher form.
4. For travel overnight and outside the District, see "4" under "Travel Expenses."

E. President Expenses

1. The President shall have up to (15) fifteen days additional per diem during the term of office, and the President will account to the Executive Board for any planned use of time. If additional days are needed, they may be granted by the Executive Board. An alternative to this would be if the President chose, and the Executive Board approved, compensatory time.
2. If the President received an activity stipend in the year before taking office, that stipend will be paid while the individual is President of the Association.
3. If the President is elected to the WEA or NEA Representative Assemblies, those expenses will be charged to the budget category for WEA and NEA expense.

F. Travel Expenses

1. Expenses must be submitted on a Claim Voucher form and must show purpose, destination, tolls and total mileage and such other expenses. Mileage will be calculated from place of work to destination and back to place of work (calculation to be by deduction of distance between actual starting point and place of work from actual mileage driven). Mileage will be paid to President, Vice-President, and office personnel for local travel if requested and approved on a regular Claim Voucher form.
2. Carpooling is encouraged. However, only the driver will be reimbursed according to policy for transportation costs.
3. Bookings for out-of-town travel will be arranged by the Administrative Assistant when possible.
4. All travel expenses will be subject to a maximum amount established by the Executive Board and will include a maximum reimbursement by the Association. For Example: The Executive Board would state what the Association would pay (e.g. (\$105.00) one hundred five dollars) for representing BEA at a WEA Convention in Spokane before people ran for such a position. If the sum were (\$105.00) one hundred five dollars, then that sum would be both the maximum and minimum paid.

G. Vacation Leave and Work Calendar – Association Employees

1. The paid staff of the Association shall receive the number of vacation days as stipulated in their annual Agreement of Employment with the Association. A signed copy of these documents will be the property of, and part of, a permanent Association file.
2. Prior to the end of the first month of employment under each new contract year for Association personnel, the paid staff of the Association will provide the Association President with a tentative vacation leave calendar. Any deviation from this calendar

BEA Internal Procedures (adopted by Rep. Council May 19th, 2016)

must be noted in writing to the Association President prior to the vacation leave being taken. The President of the Association shall be responsible for maintaining the calendars and accounting for vacation leave days taken or accrued.

3. Should the paid staff of the Association terminate employment with vacation leave accrued, the President is authorized to approve payment for the unused portion for that contract year, provided proper documentation has been maintained as outlined in number "2" above as to the amount of vacation leave accrued
 4. The paid staff of the Association is entitled to paid holidays each year in the amount as negotiated for administrative and classified personnel of the Bellevue School District. Such holidays shall not be classified as paid vacation days.
 5. Compensatory time for the Administrative Assistant shall be authorized only by the President of the Association.
 6. All requests for compensatory time must be filed prior to the time being taken with the President of the Association for purposes of record keeping.
- H. **Financial Contracts and Binding Agreements**
Any contract or agreement that financially obligates or binds the Association shall receive prior approval of the Executive Board and shall be signed by the President and Secretary of the Association.
- I. **Audit of Association Records**
1. The annual audit of Association books of account shall include an examination of compliance with internal financial procedures.
 2. All Association financial audit reports shall be a permanent Association file open to inspection of all members.
- J. **Budget Committee**
1. The Budget Committee shall be a special committee composed of no fewer than (5) five members. The Vice-President of the Association shall serve as chairperson. The Executive Board shall approve the members of the committee by the October meeting every year.
 2. The President of the Association, in consultation with the Treasurer and Vice-President, shall draft a tentative budget for presentation to the Budget Committee. This tentative budget must be presented to the Budget Committee by November 1st of each year.
 3. The Budget Committee shall present the proposed final budget to the Executive Board for review by the November Executive Board meeting of each year. The Executive Board will vote to recommend approval to the Representative Council.
 4. The Representative Council will vote at the December meeting to approve the budget.