

# TACOMA EDUCATION ASSOCIATION CONSTITUTION AND BYLAWS



Adopted May 2011

Amended May 2013, Feb 2015, Feb 2016,  
November 2017, May 2019



# CONSTITUTION

## Tacoma Education Association

### Article I      Name and Incorporation

Section 1.      The name of this organization shall be the Tacoma Education Association, hereafter referred to as the Association or TEA.

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 student learning by providing quality services, advocacy, 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 Tacoma 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 employees who meet the active membership requirements of the Washington Education Association and the National Education Association and who are members of a collective bargaining unit represented by TEA 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. Active members of the Association shall have equal rights and privileges within the Association which include:

- a. nominating candidates,
- b. voting in elections or on referenda of this Association,
- c. serving as an officer of this Association,
- d. participating in the deliberations of the organization and to vote on contract ratification, and
- e. attending in a non-voting capacity any meeting of the Association at which business is conducted.

Section 5. Active membership and all rights in the Association shall terminate when a member:

- (1) ceases to be an employee of Tacoma Public Schools,
- (2) requests in writing to end membership from the Association,
- (3) fails to pay membership dues in the manner and at the time required by these Bylaws or the Collective Bargaining Agreement,
- (4) ceases to be a member of the collective bargaining unit as defined in Section 1 above, or
- (5) is expelled from the Association.

Article V Dues, Fees, and Assessments

Section 1. Association members shall pay dues/fees as established in the Bylaws. The dues shall be payable through monthly payroll deductions.

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

Article VI Officers

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

Section 2. Nominations and elections of officers shall be determined according to the Bylaws and the guidelines specified by the Executive Board.

Section 3. The term of office for officers shall be two-year terms. Terms shall begin July 1st or at the conclusion of the NEA Representative Assembly, whichever is later.

- Section 4. In the event of vacancy in the office of president, the vice president shall become president for the balance of the term.
- Section 5. In the event of vacancy in the office of the vice president, the president shall make a recommendation and the Executive Board shall select a voting member from the Executive Board for the balance of the vice president's term. The president shall appoint with executive board approval replacements for any other officer vacancies.
- Section 6. The duties of officers shall be as provided in the Bylaws.
- Section 7. An elected officer may be removed from office for cause by a recall election which may be initiated by the general membership.
- The Executive Board shall notify in writing any officer who has been recommended for recall.
- A general membership meeting will be scheduled prior to the recall election within thirty (30) days after receipt of the recall petition signed by one-third (1/3) of active members of TEA. Following the general membership meeting, the recall election shall be by secret ballot of the entire membership. A two-thirds (2/3) majority of those voting shall be required for recall.

## Article VII 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 all Association Representatives and members of the Executive Board.
- Section 3. Members at each work site shall select Association Representatives as specified in the Bylaws. The term shall be for one (1) year, and there shall be at least one representative per work site. Persons with more than one work site shall vote and be counted at only one site.
- Section 4. Members of the Association Representative Assembly shall be elected as set forth in the Bylaws.
- Section 5. The specific duties of the Association Representative Assembly shall be provided in the Bylaws.
- Section 6. A recall election shall be held after the receipt of a petition bearing the signatures of at least one third (1/3) of the representative's constituency. The recall election will then be held within thirty (30) days of the receipt of the petition. A two-thirds (2/3) majority of those voting shall be required for recall.

Section 7. Any TEA member who is not an Association Representative may attend Assembly meetings and receive permission to speak, but will not have voting privileges.

Section 8. The Representative Assembly shall act on all matters affecting the welfare and/or interests of the members of the Association not otherwise specifically delegated to the Executive Board or to the general membership.

## Article VIII Executive Board

Section 1. The Executive Board shall be comprised of the officers, the certificated zone representatives, classified chapter representatives, ex-officio and at-large positions as outlined in the Bylaws.

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. The term of office for non-officer Executive Board members shall two- year terms. Terms shall begin July 1, or at the conclusion of the NEA Representative Assembly, whichever is later.

Section 4. Zone and chapter representatives shall be elected as set forth in the Bylaws.

Section 5. The specific duties of the zone and chapter representatives and of the Executive Board shall be provided in the Bylaws.

Section 6. Zone or chapter representatives may be recalled in the same manner as is outlined above in Article VI, Section 7.

Section 7. The Bylaws shall guarantee and set forth procedures for ethnic-minority representation on the Executive Board.

Section 8. Except for the officers, vacancies shall be filled by Executive Board appointment.

Section 9. Executive Board members also serving in more than one capacity shall have only one vote on Board decisions.

Article IX      Policy Authority

A majority vote of the membership present and voting at any general membership meeting or Association Representative Assembly shall determine the policies and actions of the Association, except as otherwise provided in this Constitution and Bylaws.

Article X      Parliamentary Authority

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

Article XI      Amendments

Section 1.      Proposals to amend this Constitution may be made by the Executive Board or by petition of one- third (1/3) of the membership. This Constitution shall be amended by a secret ballot. A two-thirds (2/3) majority of those voting shall be required for approval of amendments to this Constitution. Notice of this election and the proposed amendment(s) shall be delivered to each member at least twenty (20) days in advance of the vote. Voting, at the discretion of the Executive Board, may be part of an annual or special meeting or through other established election procedures. Amendments shall become effective immediately unless otherwise provided.

Section 2.      The Executive Board is authorized to make non-substantive housekeeping changes to the Constitution.

# Tacoma Education Association

## BYLAWS

### Article I Membership

All members of represented bargaining units are eligible for local association membership.

### Article II Dues, Fees, and Assessments

Section 1. Full time certificated association members shall pay dues in the amount equal to .0085 times the teacher combined salary column one, step one.

Section 2. Annual dues amounts for all classified and part-time certificated members shall be set annually by the TEA Executive Board and correspond to WEA dues models.

Section 3. Special provisions may be made for members of other locals transferring into this local during the membership year.

Section 4. Special assessments may be levied by a two-thirds (2/3) vote of the Association Representative Assembly, provided a termination of the special assessment in either dollar amounts or by a specific date is specified.

### Article III Meetings

Section 1. There shall be at least six (6) Executive Board meetings per year. All Executive Board meetings shall be called by the president, with at least seven (7) days written notice, or by a majority of the Executive Board with at least seven (7) days written notice.

Section 2. Representative Assembly meetings shall be held once a month during the school year, unless otherwise determined by the Executive Board or the Representative Assembly.

Section 3. Special meetings of the general membership may be called by the president and/or the Executive Board or within thirty (30) days of the receipt of a petition to the president signed by 1/3 of the membership.

Section 4. General membership meetings, except emergency meetings, shall be announced by notice to each member at least seven (7) days in advance of said meeting.



- Section 5. The Executive Board, by a majority vote, may call an emergency meeting of any governance body at any time.
- Section 6. Board members may participate in a meeting by means such that all persons participating in the meeting can hear or communicate with each other at the same time. Participation by such means shall constitute presence at a meeting.
- Section 7. Votes by proxy are not allowed.

Article IV Duties of Officers

Section 1. The president shall:

- a. be elected in even-numbered years;
- b. preside at all official meetings and shall perform such duties as are customarily associated with the office;
- c. be a voting member of the Executive Board;
- d. establish agendas for the Executive Board and Association Representative meetings;
- e. represent the Association at the WEA Board and Council Presidents meetings;
- f. ensure appropriate direction for staff and operations;
- g. represent the Association before the public either personally or through designees;
- h. recommend member lobbyists;
- i. appoint and discharge all committee members subject to Executive Board approval and serve as an ex-officio member of all committees or designate someone to do so;
- j. charge committees and commissions with their duties;
- k. be a signatory to the financial affairs of the Board;
- l. represent the Association at meetings with school district management.
- m. assemble a bargaining team;
- n. prepare and submit report of the Association activities at each representative assembly meeting;
- o. be a full-time release position;
- p. receive a stipend equal to fifty (50) days at the highest certificated per diem rate pursuant to the Collective Bargaining Agreement unless he/she is a twelve-month employee, at which point he/she may use flex time in the summer months to compensate for extra hours worked during the school year.
- q. ensure the maintenance of the records and files of the Association;

Section 2. The Vice President shall assist the president and shall act in the absence of the president. The Vice President shall also:

- a. be elected in even-numbered years;
- b. be a voting member of the Executive Board;
- c. assist with supervision and coordination of the work of committees and commissions;
- d. assume other duties as delegated by the President;
- e. be a secondary signatory to the financial affairs of the Board;
- f. utilize release time as necessary for the demands of the position;
- g. receive a stipend equal to fifteen (15) days at the highest certificated per diem rate pursuant to the Collective Bargaining Agreement;
- h. Maintain minutes of committees and commissions.

Section 3. The recording secretary shall:

- a. be elected in odd-numbered years;
- b. shall be a voting member of the Executive Board;
- c. keep accurate minutes of all Executive Board and Representative Assembly meetings, and submit copies of Executive Board and Representative Assembly minutes to the President or designee within seven (7) days following each meeting; and
- d. ensure distribution of all proposed amendments to the Constitution and Bylaws.

Section 4. The treasurer shall:

- a. be elected in odd-numbered years;
- b. be a voting member of the Executive Board
- c. work with the WEA staff to oversee the budget and financial reports;
- d. act as a signatory as needed;
- e. ensure the preparation of an annual financial report which shall be distributed once each year to Executive Board members;
- f. report at each representative assembly and executive board meeting; and
- g. work with WEA staff to ensure the filing of the appropriate federal and state forms.

Article V      Zone Representatives on the Executive Board

- Section 1.      There shall be five (5) certificated Zone representatives, each elected by the constituency of his or her respective zones.
- Section 2.      Zone Representatives from the Foss, Mount Tahoma, and Silas Zones shall be elected in odd- numbered years. Zone Representatives from Stadium and Lincoln Zones shall be elected in even- numbered years.
- Section 3.      The Executive Board shall review the boundaries and number of members in each zone annually, and shall make any changes necessary to provide proportional zone representation.
- Section 4.      The Zone Representatives shall:
- a. Be voting members of the Executive Board
  - b. Represent their respective membership at TEA Board and Association Representative Assembly meetings;
  - c. Act as information liaisons between their zone Association Representatives within their zones, the TEA office, and TEA officers;
  - d. Coordinate activities in their zones;
  - e. Establish zone meetings for zone Association Representatives and/or all members of their zones;
  - f. Perform duties and services as directed by the TEA Board or the Association Representatives; and
  - g. Act as greeters at the Association Representative meetings.

Article VI      Classified Chapter Representatives on the Executive Board

- Section 1.      There shall be one (1) Chapter representative for each Educational Support Professional (ESP) bargaining unit represented by the Tacoma Education Association.
- Section 2.      The TAEOP (Tacoma Association of Education Office Professionals) (OP) Chapter representatives shall be elected in even-numbered years for a two-year term. The TAPSPTE (Tacoma Association of Public School Professional Technical Employees) (PT) Chapter representative shall be elected in odd numbered years for a two-year term.
- Section 3.      The Chapter Representatives shall:
- a. Be voting members of the Executive Board
  - b. Represent their respective membership at TEA Board and Association Representative Assembly meetings;

- c. Act as information liaisons between their chapter membership and the TEA office and leadership;
- d. Assist with selection of their respective bargaining teams;
- e. Represent their respective chapter members at district Labor Management meetings; and
- f. Establish chapter meetings for members of their chapters and provide reports of the proceedings to the president and vice president of the Association.

## Article VII—Ex-Officio Board Members

### Section 1. WEA Board Director(s)

WEA Board Director(s) election procedures shall follow the current WEA Board member election policy.

The WEA Board Director(s) shall:

- a. Be a voting member of the Executive Board.
- b. Facilitate the mock Representative Assembly procedures for WEA-RA.
- c. Provide opportunities to gather members' concerns and input.
- d. Inform members of WEA's mission, goals, objectives, current activities and positions.
- e. Encourage members to participate in the opportunities for involvement and training provided by the WEA and the NEA.
- f. Attend and participate in WEA Board Meetings and committees as assigned.

### Section 2. WEA Political Action Committee (PAC) Manager

The PAC Manager is appointed by the president in even years and approved by the executive board.

The WEA-PAC Manager shall:

- a. Be a voting member of the Executive Board.
- b. Represent the Association at all WEA-PAC meetings.
- c. Chair the PAC Committee and oversee all candidate endorsement activities and procedures.
- d. Represent the Association at state lobby-events.
- e. Coordinate Political Action Committee (PAC) membership drives and information events.

Section 3. Minority At-Large Representation

If the ethnic minority representation of the Executive Board underrepresents the percentage of ethnic minority members of the general membership, the President shall appoint for Board membership, with full voting privileges, a minority-at-large representative to serve until the next Association officer election.

Section 4. Grade Level – At-Large Representation

Executive Board membership shall include at least two (2) elementary, one (1) middle school, and one (1) high school certificated member. If not represented in one or more of the elected Board positions, the President shall appoint for Board membership, with full voting privileges, grade level at large representative(s) to serve until the next Board election.

Article VIII 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 this Constitution and Bylaws.

Section 2. The Executive Board shall see that the budget is prepared and submitted for approval no later than the December Representative Assembly meeting.

Section 3. The Executive Board shall implement motions and resolutions approved by the Representative Assembly and shall put into operation other measures consistent with the Constitution, Bylaws and policies of the Association. It shall fix the time and place and shall make all necessary arrangements for annual and special meetings.

Section 4. With the exception of committees and commissions established by the membership or the Representative Assembly, 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 make all necessary arrangements for meetings.

Section 5. The Executive Board shall maintain regular and continuing contact with the work sites and personnel in their respective areas of responsibility by participating fully in release day assigned activities and zone meetings when appropriate.

Article IX Association Representative Assembly

Section 1. Each work site shall select one (1) Association Representative for every ten (10) members (or major fraction thereof). Substitutes shall be considered a work site for representation purposes.

Section 2. The duties of the Association Representative Assembly shall consist of the following:

- a. shall be the legislative and policy making authority of the Association;
- b. adopt the annual budget;
- c. approve the establishment of paid positions in the Association;
- d. adopt rules and agenda for its meetings;
- e. enact other measures as may be necessary to achieve the goals and objectives of the Association not in conflict with the Constitution and the Bylaws; and
- f. approve any amendments to the constitution and bylaws.

Section 3. The Association Representatives at each work site shall:

- a. sign in and attend Association Representative meetings;
- b. call work site meetings of Association members to discuss Association business;
- c. display and distribute Association materials;
- d. organize and oversee the subsequent selection of work site Association Representatives;
- e. enroll new members;
- f. serve as initial grievance representatives for their worksites; and
- g. maintain two-way Association communication within the work site.

Article X Nominations and Election of Officers, Executive Board Representatives, and WEA and NEA RA Delegates

Section 1. A nominations and elections committee consisting of at least seven (7) members shall be appointed by the President and approved by the Executive Board.

The committee shall:

- a. prepare slates of candidates for the Association officers, for the Executive Board Representatives, and for delegates to the state and national representative assemblies.
- b. prepare these slates in time for the elections to be completed before the end of the school year.
- c. provide recommendations for the time and place of the election and an election procedure that guarantees fairness.

- Section 2. All officers and Executive Board members shall be elected by their constituencies. Each nominee must be a member in good standing and give his/her consent to appear on the ballot.
- Section 3. The Executive Board shall approve the time, place, and procedures for nominations and elections and ensure that they are convenient for the greatest possible attendance and/or participation by all active members. The election shall be by secret ballot, observing the one (1) person, one (1) vote principle, and may be conducted electronically.
- Section 4. In order to be elected, a candidate must receive a majority of the votes cast. In the event of a plurality or a tie, the Executive Board shall hold a run-off election within fifteen (15) days between the two (2) candidates receiving the most votes.
- Section 5. Members of the committee will in no way will campaign for or against any of the nominees and will resign from the committee if they are nominees for Association officer positions or positions on the Executive Board.
- Section 6. The election of WEA and NEA Representative Assembly delegates shall follow the election procedures outlined by WEA and NEA. These delegates shall be elected at-large.

## Article XI Committees and Commissions

- Section 1. Committees are authorized by the Bylaws. Special committees may be established by the Executive Board. Committee members shall be appointed and discharged by the president. Special committee members shall serve until their committee is discharged by the president or the end of the current fiscal year if no end date is specified.
- Section 2. Committees will include but shall not be limited to:
- a. Bargaining Committee,
  - b. Budget Committee,
  - c. Membership Engagement Committee,
  - d. Constitution and Bylaws Committee,
  - e. Nominations and Elections Committee, and
  - f. Employee Rights Commission.
- Section 3. A majority of all members of any committee shall constitute a quorum, which is 50%.
- Section 4. The committees shall receive their charges from the president, as approved by the Executive Board.
- Section 5. Committees shall make interim reports to the President and to the Executive Board.

Section 6. Minutes of the proceedings of each committee or commission shall be filed with the president and vice president of the Association by the committee chair or designee. The vice president shall provide copies of the minutes of standing committees to the committee chairpersons for the ensuing year. All committees and commissions shall report to the membership as directed by the president or the Executive Board.

## 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 bargaining team 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,
- 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 a general membership meeting.

Section 3. Strike action must be authorized by a minimum of sixty-seven percent (67%) majority vote of the membership present and voting.

## Article XIV Quorum

Section 1. Quorum at any authorized meeting of the general membership shall be no less than twenty percent (20%) of the active members.

Section 2. Quorum at any authorized meeting of the Executive Board shall be a majority of its members.

Section 3. Quorum at any authorized Association Representative Assembly meeting shall be thirty-three percent (33%) of representatives.



Article XV      Amendments

Section 1.        Proposals to amend these Bylaws may be made by the Executive Board and Association Representatives.

- a. These bylaws shall be amended by secret ballot with a majority vote of the Representative Assembly.
- b. Notice of this election and the proposed amendments shall have been delivered to each member at least twenty (20) days in advance.
- c. Voting, at the discretion of the Executive Board, may be part of an annual or special meeting or through other established election procedures.
- d. Amendments shall become effective immediately unless otherwise provided.

Section 2.        The Executive Board is authorized to make nonsubstantive housekeeping changes to the Bylaws.