

**Constitution, Bylaws,
and
Policies & Procedures**

Walla Walla Valley Education Association

Version 2016

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CONSTITUTION

ARTICLE I

Name of Organization

The name of this organization shall be the Walla Walla Valley Education Association, Incorporated. The association will be incorporated under the charter laws of the State of Washington and be affiliated with the Washington Education Association and the National Education Association.

ARTICLE II

Purpose of WWVEA

Section 1

To develop and promote a continuing program to improve salaries, fringe benefits, working conditions, and instruction through collective bargaining.

Section 2

To unify and enable members to speak with a common voice on matters pertaining to the education profession and to present their individual and common interests.

Section 3

To hold property and funds and to employ a staff for the attainment of these purposes.

ARTICLE III

WWVEA Membership

Section 1

Membership shall be open as provided in these bylaws to all persons who shall:

- a) Subscribe to the goals and objectives of the Association, the Washington Education Association, and the National Education Association;
- b) Abide by their constitutions and bylaws;
- c) Engage in teaching or other educational work; and
- d) Be eligible for membership in WEA and NEA.

Section 2

Membership will not be denied to individuals on the basis of race, ethnic origin, creed, national origin, sex, sexual orientation, or marital status.

Section 3

The membership year will be from September 1 to August 31, inclusive.

Section 4

Membership will be continuing from year to year, except upon resignation, retirement, death, expulsion, or discontinuance as provided in the bylaws.

Section 5

Active membership in the Association shall be accompanied by active membership in the Washington Education Association and the National Education Association in all cases where reciprocal arrangements are assured.

Section 6

Only active members shall have the right to vote, to hold office, or to represent the Association in the local, state, or national Association or in any departments thereof.

Section 7

Membership shall be contingent upon the authorization for payment of annual dues in the forms of cash payment or authorization through automatic payroll allowances (APA) as provided in the bylaws.

Section 8

The Executive Board may censure, suspend, or expel any member for cause, after due notice and hearing.

Section 9

Reinstatement of any suspended or expelled member shall be by the Executive Board.

ARTICLE IV

Dues and Assessments

Section 1

Payment of local dues will be accompanied by payment of state and national dues when required.

Section 2

Dues as established by the law for active members and those represented in ARTICLE III, Section I, shall be paid by Automatic Payroll Authorization (APA) or in cash. Dues for Substitutes and the Classified Extra Curricular group can only be paid by check or cash through the WWVEA office.

ARTICLE V

WWVEA Officers

Section 1

Officers of the Association shall consist of the President, Vice-President/ Co-President (as determined by Executive Board), and Secretary-Treasurer, elected to serve terms in accordance with these bylaws except in the case of removal, resignation, or death prescribed in the bylaws.

Section 2

The term of office will be two years, concurrent with the membership year. The President will be elected in odd years and the Vice-President/ Co-President and Secretary/Treasurer will be elected in even years.

Section 3

All officers will be elected by secret ballot, physical or electronic, following open nominations by the general membership. Election of officers shall be held in advance of deadline for RA elections for combined elections of officers. In the event the president is unable to serve his/ her full term of office, the vice-president will assume the office of the president for the balance of the unexpired term. If a vacancy occurs in any other office, the representative assembly will call a special election to fill that vacancy for the balance of the unexpired term.

Section 4

Any officer may be recalled at any election called for that purpose - by a two-thirds vote of all members voting. In the event the president is recalled, the vice-president

will assume the office of president for the balance of the unexpired term. If any other officer is recalled, a new officer will be chosen by the regular means of election and will assume the office for the balance of the unexpired term.

Such a recall election may be called by a two-thirds vote of the representative assembly.

ARTICLE VI

Executive Board Membership

Section 1

The Executive Board shall consist of the President, Vice-President, Secretary-Treasurer, nine (9) Members-At-Large.

Section 2

The officers of the Executive Board shall serve terms as prescribed in these bylaws. The other members of the Executive Board shall serve a term of one year, concurrent with the membership year.

Section 3

The Members-At-Large will be nominated by the-members to represent Pre-2, 3-5, 6-8, 9-12, Special Education and Specialists in the Walla Walla School District and Pre-3, 4-8 and 9-12 in the College Place School District. Election will be by a secret ballot, physical or electronic, with each teaching level voting to elect its own representative.

Section 4

Additional representatives may be elected as at-large members according to the election procedures in these bylaws in order to comply with the proportional representation requirements of the National Education Association constitution and bylaws.

Section 5

The chief negotiator and the immediate past president will be non-voting, ex-officio members of the board except when they are duly elected Executive Board members.

Section 6

Any local member who is elected to a state and/or national Association office shall be a non-voting, ex-officio member of the Board except when the person is a duly elected Executive Board member.

Section 7

Executive board members with the exception of the President, Vice-President/Co-President, and Secretary/Treasurer will serve one (1) year terms concurrent with the membership year.

Section 8

The officers of the Association shall be the officers of the Executive Board.

ARTICLE VII

Building Rep Council Membership

Section 1

The Building Rep Council shall serve a term of 1 year concurrent with the member year and shall consist of:

- a) All Executive Board members
- b) Representatives from each building unit elected in accordance with the election procedures of the bylaws.

Section 2

Any member of the Association who is not a member of the Building Rep Council may attend its meetings and shall sit apart from the voting body, but may receive permission to speak.

Section 3

Each named school or office complex in which active members work shall be considered a building unit provided there are five or more members. In any named school or office complex where there are less than five active members, the members will be assigned to another unit.

Section 4

The officers of the Association shall be the officers of the Building Rep Council.

ARTICLE VIII

General Membership Meetings

Section 1

There will be a minimum of one (1) general membership meeting annually.

Section 2

General membership meetings called in accordance with these bylaws shall be held with a quorum present to conduct business as prescribed in the bylaws.

ARTICLE IX

Parliamentary Authority

Section 1

Sturgis Rules of Order shall be the authority on questions of parliamentary law.

ARTICLE X

Amendments to Bylaws

Section 1

The bylaws may be amended by a majority vote of the general membership. Proposed amendments must have been previously studied by the Executive Board. Copies of the amendments must have been sent to Building Representatives two calendar weeks in advance of the voting. Voting must be by electronic or paper ballot.

Section 2

Any active member of the Association may propose amendments to the bylaws through his/her Association Representative.

Section 3

The bylaws shall be reviewed once every three years, or as otherwise needed for amendment.

BYLAWS

ARTICLE I

Membership Classifications

Section 1

Active membership in the association will be accompanied by active membership in the Washington Education Association and the National Education Association in all cases where reciprocal arrangements are assured.

Section 2

The membership of the association will consist of these classes:

- a) Active membership in the Association shall be available to all personnel employed by or on leave from the school districts who have been designated to be represented by the Association in their employment with the school districts.
- b) Student membership shall be open to any student employed by the district while enrolled in or preparing for, a teacher-education program in an accredited college or university.
- c) Substitute membership shall be available to all “represented” substitutes as referenced to in the WWSD Negotiated Agreement. These members must first meet the guidelines of: WWPS - 15 continuous or 30 non-consecutive days of substituting; CPPS – 21 consecutive or 31 non-consecutive days of substituting.
- d) Classified extra-curricular membership shall be available to all “classified extra-curricular” members. These members are delineated by serving in an extra curricular position that is not regularly recognized as a certificated position, and paid with extra-curricular funds. See extracurricular CBA.
- e) Agency shop and bona fide religious objectors representation – non-members are not active members of the bargaining unit. These non-members, while represented by the Association are NOT active members of WWVEA. They enjoy no rights or privileges of membership except representation as directed by Washington State Law. Classified extra-curricular employees and substitutes are exempt from this provision.

ARTICLE II

Dues & Assessment Payments

Section 1

The annual local Association dues of an active member shall be .734 % of the previous year's base salary of the average of the districts' negotiated salary schedules. The Building Rep Council will review the need for dues adjustment (.734% X the average beginning teacher's salary for the previous year) at the April meeting of the council.

Section 2

The annual local dues of members/fee payers shall be prorated as follows:

- Full dues for .76 to 1.00 FTE
- 75% dues for .51 to .75 FTE
- 50% dues for .26 to .50 FTE
- 25% dues for .25 or less FTE

Section 3

The annual dues of a member/fee payer employed after the first month of the school year (September 1 – September 30) shall be the regular dues prorated by the number of months remaining in the school year.

Section 4

Associate and Reserve members will pay dues in cash.

Section 5

Student members shall be assessed no local dues if released from their employment for student teaching.

Section 6

The Agency Shop Representation and bona fide religious objectors fee shall be an amount equal to member dues less special assessments not applicable to non-members.

Section 7

Special Association assessments may be levied by a simple majority vote of the active members.

Section 8

The local, state, and national dues and special assessments of all members/ fee payers shall be payable to the Association. The local, state, and national dues and special assessments of bona fide religious objectors shall go to an approved charity.

ARTICLE III

OFFICER RESPONSIBILITIES

President

- a) Preside over meetings of the Executive Board, the Building Rep Council, and the General Membership.
- b) Appoint Committees and chairpersons of non-standing committees.
- c) Be a non-voting, ex-officio member of all committees, except the President shall not be a member of the Nominations and Elections Committee or the Financial Review Committee.
- d) Chair the Negotiations committee.
- e) Sign financial transactions undertaken by the Association.
- f) Represent the Association before the public either personally or through delegates.
- g) Meet with the appropriate officials of the school district to inform and to exchange ideas on matters of concern.
- h) Initiate action to implement policy as established by the Building Rep Council with the advice of the Executive Board.
- i) Employ all staff subject to Executive Board ratification
- j) Prepare the tentative budget of the Association for approval by the Executive Board.
- k) Provide policy advice to the Executive Board.
- l) Serve as administrator of the Association and supervise the headquarters office and staff.
- m) Submit a written monthly report to the Executive Board and Building Rep Council.
- n) Perform all other functions usually attributed to office.

- o) Serve as a member of the UniServ Council.
- p) Submit monthly WAR report to secretary by 15th of the following month.

Vice President

- a) Serve as Vice President of the Association and shall perform the functions usually attributed to that office, and other duties prescribed in these bylaws.
- b) Serve as the chair of the Nominations and Elections Committee and the Financial Review Committee.
- c) Become President when the presidency becomes vacant except as prescribed in these bylaws.
- d) Sign financial transactions undertaken by the Association only when the President or Secretary/Treasurer is not available.
- e) Sign all vouchers for payment in the event the President and/or Treasurer is not available.
- f) Chair the Member Engagement Committee to organize and carry out any special events as may serve the needs of the members.
- g) Serve as a member of the UniServ Council.
- h) Perform all other functions usually attributed to that office.
- i) Submit a monthly report to the Executive Board and the Building Rep Council.

Secretary/Treasurer

- a) Record minutes of the Executive Board, the Building Rep Council, and General Membership meetings and submit to the Office Manager for distribution.
- b) Sign financial transactions undertaken by the Association.
- c) Ensure that all vouchers have supporting documents attached.
- d) Oversee the following responsibilities of the Association-Office Manager:
 - 1. Holding the funds of the Association and distributing them upon authorization by the President.
 - 2. Depositing dues received to the WWVEA checking account.
 - 3. Keeping accurate accounts of receipts and disbursements.

4. Keeping the President, Executive Board, and the Association informed of the financial status of the Association.
 - a) Present the annual budget upon approval by the Executive Board for approval by the Building Rep Council.
 - b) Serve as a member of the UniServ Council.
 - c) Serve as the chair of the Scholarship Committee.
 - d) Perform all other functions usually attributed to that office.
 - e) Chair the financial review committee.

ARTICLE IV

Executive Board Meetings

Section 1

Regular meetings of the Executive Board will be held will be held approximately monthly during the school year on the third Monday of each month. Additional meetings may be held at the discretion of the President or on request of a majority of the Executive Board.

ARTICLE V

Building Rep Council Meetings and Responsibilities

Section 1

Each building shall have proportional representation at one (1) representative for ten (10) active members or a major fraction thereof.

Section 2

Each Building Rep Council member shall attend the regular meetings of the Building Rep Council. If the Building Rep is unable to attend, the Building Representative will designate a substitute from that building to attend in the Representative's place.

Section 3

A building unit will be notified if it is not represented at a regular Building Rep Council meeting. The building will be notified of the opportunity to elect new representatives.

Section 4

If a building fails to elect a representative to the Building Rep Council, one will be appointed by the Executive Board and/or the President.

Section 5

For voting purposes, each Building Representative to the Council shall have one vote. Proxy voting is not permitted.

Section 6

The Building Representatives, with the Head Building Representative as chairman shall:

- a) Call meetings of the Association members in the building to discuss Association business.
- b) Assist in the enrollment of new members.
- c) Establish two-way Association communication within the building.
- d) Perform all functions usually attributed to that position.

ARTICLE VI

WWVEA Committees

Section 1

Each committee will meet on the call of the chairman or a majority of the members.

Section 2

When notification has been given, those present at a committee meeting (standing committees, ad hoc committees, task forces) shall constitute a quorum.

Section 3

The selection of the Negotiations Committee members must be approved by the Building Rep Council.

- a) The Negotiations Committee shall be chaired by the President of the Association and consist of at least one (1) member from each grade level configuration in each of the districts.

1. Any WWVEA Association member may participate on the Negotiations Committee.

- b) Each district shall establish its own Negotiations Team.
 - 1. The Negotiations Team shall consist of the head negotiator and up to six (6) members from each district.
 - 2. Each district shall choose a head negotiator for their district's negotiations team.
 - 3. Negotiations Team members will be chosen jointly by the President and the head negotiator.

Section 4

The Nominations and Elections Committee shall be composed of three active members who are not officers of the Association and shall run all elections.

Section 5

Each chairperson shall report as necessary, or upon request by the President, the Executive Board, or the Building Rep Council. Each chairperson shall prepare an annual written report summarizing goals, objectives, action programs, gains, and unmet goals; and this shall become a part of the continuing committee record in the Association files. A summary or annual report may be made available to the membership

Section 6

Committees may be authorized by the Building Rep Council or by the Executive Board. Chairpersons and members shall serve a term defined by the President with the approval of the Executive Board.

Section 7

Standing committees may include:

- a) Negotiations Team
- b) Bargaining Support Committee
- c) Scholarship
- d) Nominations and Elections
- e) Financial Review

Section 8

All non-standing committee chairpersons shall be appointed by the President subject to the approval of the Building Rep Council for a term as designated in these bylaws.

Section 9

The President, with the approval of the Executive Board, will appoint ad hoc committees as necessary and shall discharge them upon completion of their duties.

Section 10

The structure of the committees shall be the following, except where otherwise prescribed in the bylaws:

- a) Each committee shall have, in addition to the chairperson, at least two (2) members, selected jointly by the President and chairperson, to represent, when feasible, different groups and educational levels.
- b) Each committee may, with the approval of the Executive Board, organize special sub-committees and task forces for special activities.
- c) Each committee shall choose a secretary who shall keep a continuing record of activities.
- d) Any member of a state or national committee shall automatically be a non-voting, ex-officio member of the local corresponding committee.

Section 11

Proportional representation for ethnic-minority and non-classroom teacher members will be assured on committees as prescribed in the bylaws.

ARTICLE VII

Nominations, Elections, and Voting

Section 1

The Nominations and Elections Committee shall be composed of three (3) active members who are not officers of the association and shall run all elections. The nominations, elections, and voting for all elected positions within the Association shall follow these requirements, except when otherwise prescribed in these bylaws:

- a) Only active members are eligible to vote or hold office.

- b) Any member may nominate any other eligible member including themselves. The committee will verify each nomination.
- c) Elections must be decided by majority vote.
- d) Should no candidate receive majority of the votes a run-off election will be held between the two (2) candidates receiving the largest plurality.
- e) Elections will be conducted by secret ballot, physical or electronic, and a write-in slot must be provided for each individual office.
- f) Elections for multiple purposes can be addressed on one ballot.

Section 2

The at-large members of the Executive Board shall be:

- a) Any active member of the Association.
- b) Nominated by the members to represent Pre-2, 3-5, 6-8, 9-12, Special Education and Specialists in the Walla Walla School District and Pre-3, 4-8 and 9-12 in the College Place School District. Election will be by a secret ballot, physical or electronic, with each teaching level voting to elect its own representative.
- c) Elected in accordance with these bylaws except as prescribed within.

Section 3

The nomination and election of Association Representatives to the Building Rep Council shall be conducted in the following manner:

- a) Each Building Association Representative will be elected for a one-year period concurrent with the membership year.
- b) There shall be one (1) Building Association Representative elected for each ten (10) members or major fraction thereof from each building unit.
- c) There shall be at least one (1) Building Association Representative elected from each building unit.
- d) If an elected building representative cannot attend, another member in good standing may take their place.
- e) Before the first Building Rep Council meeting the President shall inform each building unit of the number of Association Representatives to which the building is entitled based on the current year membership.

- f) Association Representatives will be nominated and elected in a meeting of each building unit prior to the first Building Rep Council meeting in September. Any active member in that building unit shall be eligible for nomination.
- g) Only active members of that building unit shall vote.
- h) It shall be the responsibility of the previous year's head Building Representative to conduct such elections in compliance with these bylaws and report the results of the elections to the President.
- i) Where more than one Association Representative is elected in the building, the Association Representatives shall appoint one of their members to be the head Building Representative and shall report their choice to the President.
- j) Newly elected Association Representatives shall officially take their seats at the September Building Rep Council meeting.

Section 4

A vote of the general membership shall be required to ratify a collective bargaining agreement in accordance with these provisions:

- a) A general meeting of which all members have received written notification shall be called to discuss the merits of such action as prescribed in these bylaws.
- b) Only active members shall vote.
- c) Voting shall be done by secret ballot at the general meeting.
- d) There shall be no absentee voting.

ARTICLE VIII

Removal or Vacancy

Section 1

In the event that an officer:

- a) Has been found by the Executive Board to be grossly negligent in the performance of the duties defined in these bylaws, the Executive Board shall recommend to the Building Rep Council that the officer be removed and that the office be declared vacant. If the Council so votes by a two-thirds (2/3) majority, it shall direct an immediate election to be held to fill the unexpired term except as prescribed in these bylaws.

- b) Resigns or dies, the Executive Board shall call for an immediate election to fill the unexpired term except as prescribed in these bylaws. If the office of President becomes vacant the Vice President shall assume the duties of President for the unexpired term. An election shall be held to fill the office of Vice President.

Section 2

In the event that a non-officer member of the Executive Board:

- a) Has been found by the Executive Board to be grossly negligent in the performance of the duties defined in these bylaws, the Executive Board shall recommend to the Building Rep Council that the office be declared vacant. If the Council so votes by a two-thirds (2/3) majority, it shall immediately elect a representative to fill the unexpired term.
- b) Resigns or dies, the Building Rep Council shall elect a replacement to fill the unexpired term at its next regularly scheduled meeting.

Section 3

In the event that a Building Representative

- a) Is judged by a majority vote of his/her building unit to be grossly negligent in the performance of the duties defined in these bylaws, the alternate will become the Building Representative for the remainder of the term. Should an election be necessary to fill the vacancy it will be conducted by the remaining Building Representative(s) as prescribed in these bylaws.
- b) Resigns or dies, the alternate shall become the Building Representative for the remainder of the term and should an election be necessary to fill the vacancy it will be conducted by the remaining Building Representative(s) as prescribed by these bylaws.

ARTICLE IX

WWVEA Delegates

Section 1

Delegates and alternates to the Washington Education Association Representative Assembly must be elected.

- a) The President, Vice President, Secretary/Treasurer, alternate position number one and alternate position number two.

- b) And should the Association be entitled to greater representation, an election will be held to fill the position(s) plus an alternate.
- c) And should one of the duly elected delegates resign his/her delegate position, the alternate will attend.

Section 2

Delegates and alternates to the National Education Association Representative Assembly must be elected.

- a) The President and Vice President
- b) And should the Association be entitled to greater representation, an election will be held to fill the position(s).
- c) And should a duly elected delegate resign his/her delegate position, an election will be held to fill the position, provided the resignation creates an open position.

Section 3

Delegates to the Washington Education Association and/or National Education Association Representative Assembly, who are the Associations officers, shall serve delegate terms coinciding with their terms as officers of the Association. Alternate delegates to the Washington Education Association and/or National Education Association Representative Assembly shall serve a term of one year.

Section 4

Delegates to specific WEA/NEA trainings/workshops/meetings shall be appointed by the President. The President shall seek recommendations, when appropriate, of the committee chairperson of the specific area covered by the WEA/NEA trainings/workshops/meetings.

Section 5

The President, Vice President, and Secretary/Treasurer shall act as WEA Southwest UniServ Council Representatives. The President may appoint a designee to serve in his/her position as WEA Southwest UniServ Council Representative. And should the Association be entitled to greater representation, an election will be held to fill the position(s).

ARTICLE X

Schedule of Meetings

Section 1

The Executive Board shall:

- a) Meet monthly prior to the Representative Council, meeting during the months of September through May unless deemed unnecessary by the majority of the board.
- b) Hold special meetings when called by the President or at the request of three members of the Executive Board.

Section 2

The Building Rep Council shall:

- a) Meet on the fourth Monday during the months of September through May (negotiated day and time) unless deemed unnecessary by the majority of the board.
- b) Hold special meeting when called by the President or upon a written request to the Executive Board from five Building Rep Council members. The request must state the business to come before the special meeting.

Section 3

A General Membership meeting shall:

- a) Be called by the President when it is deemed necessary or as prescribed in these bylaws.
- b) Be called by a majority vote of the Building Rep Council.
- c) Be called when the President receives a written petition which is signed by fifty (50) bona fide active members. The petition must state the business to come before the general meeting.
- d) Be called (except as allowed by Article X, Section 3f) by delivering written notice via e-mail or paper copy to the members' schools and/or building at least three (3) school days prior to the meeting, or to the summer address at least three (3) business days prior to the meeting. The written notice will contain an agenda with action items identified as such.
- e) If one-third (1/3) of the membership is not at such a meeting no action items can be added to the agenda.

- f) If no written notice was given of a meeting, a quorum shall consist of one-third (1/3) of the total membership.

Section 4

Committees (standing committees, ad hoc committees, task force) shall meet:

- a) According to a calendar which may be developed by the Executive Board.
- b) When called by the President.
- c) When called by the committee chairperson.

ARTICLE XI

Quorum for Meetings

Section 1

An Executive Board quorum shall consist of a simple majority of those present and voting.

Section 2

A Building Rep Council quorum shall consist of a simple majority of those present and voting.

Section 3

At a general membership meeting, when a written notice was delivered to the members' school and/or building at least three (3) school days prior to the meeting, or summer address at least three (3) business days prior to the meeting, a quorum shall consist of those present and voting. If no written notice was given of the meeting, a quorum shall consist of one-third (1/3) of the total membership.

Section 4

When notification has been given, those present at a committee meeting (standing committees, ad hoc committees, task forces) shall constitute a quorum.

POLICIES & PROCEDURES

I. EXECUTIVE BOARD

The Executive Board shall:

- a) The Executive Board members shall be the trustees of the corporation and exercise all the corporate powers of the Association, and supervise its business affairs, subject only to limitation and restrictions provided by law and the bylaws.
- b) Under personnel policies adopted by the Building Rep Council and within the annual budget, employ a staff, and provide office space and necessary furniture and fixtures for the efficient administration and management of the Association.
- c) Appoint and remove all employees of the Association, determine their compensation, prescribe duties in addition to those specified in these bylaws, and require such agreements and bonds as may be necessary to ensure faithful service.
- d) Authorize the execution of contracts and other agreements necessary for the efficient conduct of the business of the Association.
- e) Approve at its regular meeting in September a budget to be presented to the Building Rep Council at its regular meeting in September for the Council's action.
- f) Authorize expenditures and/or transfer of funds consistent with the budget and do likewise for any purpose not contained in the budget in case of emergency with the approval of the Building Rep Council.
- g) Incur indebtedness in the name of the Association for such sums as necessary for current operations and any sums for a major protection of the Association provided that approval of the Building Rep Council has been granted.
- h) Carry out the program and policies of the Building Rep Council and exercise the general authority of the Building Rep Council between its meetings.
- i) Have the authority to interpret the bylaws.
- j) Recommend policies and goals to the Building Rep Council.
- k) Hear reports of committees.

- l) Develop workshops and training conferences as the Board may find necessary.
- m) Approve appointments of committees, including subcommittees, special committees, and task force study groups, written goals and purposed of such committees.
- n) Advise teams in bargaining with the school districts.
- o) Exercise such other powers and perform such other duties as may be prescribed elsewhere in the bylaws.
- p) Hold meetings with a quorum of voting members present to conduct business in accordance with the bylaws.

II. BUILDING REP COUNCIL

The Building Rep Council of the Association shall:

- a) Approve any change in local Association dues, as prescribed by these bylaws.
- b) Approve the annual budget.
- c) Approve the appointment of Negotiations Committee.
- d) Approve resolutions and other policy statements.
- e) Act on committee recommendations for Association action.
- f) Assume such responsibilities not otherwise delegated to the Board, the officers, or other groups in the Association.
- g) Hold meetings with a quorum present to conduct business in accordance with these bylaws.

III. COMMITTEES

Specific duties of standing committees shall include, but not be limited to, the following goals:

- a) Negotiations Team shall:
 1. Legally represent the Association in bargaining proposals which have become the position of the Association.
 2. Develop expertise in the field of collective bargaining.

3. Communicate regularly with the Association President and the Building Rep Council.
4. Determine individual roles on the team.
5. Survey the active Association members to determine their needs prior to preparing the bargaining proposal.
6. Present the tentative agreements achieved at the bargaining table to the Association membership for ratification.
7. Build membership support for bargaining and bargaining issues.
8. Act as communication liaison to membership.
9. Prepare for possible member support actions in the event a settlement is difficult to reach.

b) Scholarship Committee shall:

1. Develop and revise, as needed, a scholarship application.
2. Publicize and distribute scholarship applications.
3. Evaluate and interview applicants and make recommendations to the Executive Board.

c) Nominations and Elections Committee shall:

1. Notify each building unit of vacancies for the offices of President, Vice President, Secretary/Treasurer, and Member-At-Large positions.
2. Solicit nominations from each building unit for the vacant offices.
3. Attempt to provide at least two (2) candidates for each office in the event that there are not two (2) nominations for each vacant office.
4. Report all nominations to the Building Rep Council.
5. Publish and distribute to the members brief information on each candidate.
6. Receive ballots for tabulation and report the results of the voting to the President, who shall report the outcome to membership.

d) Financial Review Committee shall:

1. Review the financial records of the association.

2. Submit a report of findings, including any inconsistencies, and recommendations to the Executive Board and the Building Rep Council.

e) Membership Engagement Committee shall:

1. Plan the Member Involvement Events.
2. Plan teacher appreciation week recognition.
3. Plan retirement recognition.
4. Plan other special events as requested by the Executive Board.

f) Bargaining Support Team:

1. Builds membership support for bargaining and bargaining issues.
2. Acts as communication liaison to membership.
3. Serves as a sounding board for the Team.
4. Prepares for possible member support actions in the event a settlement is difficult to reach.

g) Hoc committees may be appointed with the approval of the Executive Board.

IV. ACCOUNTING PROCEDURES

WWVEA will use a double-entry accounting system with ledger accounts related to the budget categories.

- a) Operate with a voucher system.
- b) Have financial records available for inspection by the Executive Board or Building Rep Council at any time.
- c) Present the financial records to the Financial Review Committee on or before October 1.
- d) Prepare a monthly budget to actual report for the Executive Board and the Building Rep Council.

Accounts

- a) All elected officers of the Association will be signers on the WWVEA accounts.

- b) Checks require only one (1) signature.
- c) Checks will not be signed and left in the office.
- d) NO checks will be issued until the vouchers have been approved an officer.
- e) All checks will be signed by an officer.

Vouchers

All vouchers submitted for payment must:

- a) (Accompany appropriate source documentation.
- b) Be filled out completely and include the appropriate budget code number.
- c) Be signed by an officer prior to a check being issued by the Secretary-Treasurer.

Reimbursement Policy

Reimbursements will be made for expenses incurred in the course of official WWVEA duty.

- a) All reimbursements must accompany the original receipt, except mileage.
- b) All reimbursements must be submitted within 60 days.
- c) A complete voucher must accompany receipts for reimbursement.

Mileage

- a) Mileage will be reimbursed at the IRS rate to the extent that it is used for WWVEA business.
- b) No portion of the cost of operating an automobile that is attributable to personal use is reimbursable.

Travel reimbursement

- a) Alcohol is NOT a reimbursable expense.
- b) All travel expenses not already budgeted must be approved by the president PRIOR to the trip.
- c) Travel expenses are limited to mileage, airfare, hotel, and meals up to the amount authorized by the budget.
- d) Travel advances must be approved by the President.

Credit Card Usage

- a) Credit cards will be issued to the President and Vice President.
- b) Credit cards may only be used for WWVEA approved purchases.
- c) Receipts for credit card purchases and an explanation of purchase must be submitted to the Office Manager as soon as possible but no later than the last working day of each month.

V. OFFICE STAFF

Hiring

- a) Office staff will be hired by the Executive Board.
- b) The office manager shall not be an immediate family member of the current Association President, Vice President, or Secretary/Treasurer.
- c) The Executive Board shall approve changes to the salary and hours of all employees.

Supervising and Evaluating

- a) Office staff shall be report directly to the President.
- b) A yearly evaluation will be performed for each employee by the President.
- c) Completed evaluations will be presented to the Executive Board.

Duties

Office Manager

- a) Act as receptionist for the WWVEA office.
 - Greet visitors
 - Answer phone
 - Take messages
 - Arrange appointments
- b) Prepare documents and copies
 - Prepare meeting materials

- Prepare newsletter
 - Type letters for President
 - Copy documents as needed
- c) Maintain office equipment
- d) Maintain the accounting records for the Association
- Maintain and balance check register
 - Maintain accounting records
 - Prepare budget, financial reports and Agency Fee documentation
 - Prepare checks to be signed
- e) Maintain official calendar for Association
- f) Perform clerical duties for the Association
- Maintain WWVEA file system
 - Organize membership drive materials
 - Process memberships
 - Maintain updated member database
 - Distribute materials to members
 - Assist with special events
- g) Maintain office
- h) Order and inventory office supplies
- i) Process incoming and outgoing mail
- Prepare and send mailings to members
- j) Maintain confidentiality