

# **Auburn Education Association**

## **Bylaws**

### **Article I Membership**

- Section 1 All members of the recognized bargaining unit are eligible for local association membership.
- Section 2 The membership year shall be September 1 through August 31.

### **Article II Dues and Assessments**

Revised 9/19/05  
Revised 5/10/10  
Revised 5/16/11  
Revised 5/20/13  
Revised 1/23/17  
Revised 9/27/21

- Section 1 The fiscal year of the Association shall be September 1 through August 31.
- Section 2 Beginning with the 2014-2015 school year, and every year thereafter; AEA dues will be in the amount of 0.00776 of the previous year's base salary plus enrichment at the step 0 column 01 levels. Dues are prorated based on FTE percentage.
- Section 3 Special assessments may be levied by two-thirds (2/3) vote of Representative Council provided they include a termination of the special assessment in either dollar amounts or a specific date.

### **Article III Meetings**

- Section 1 There shall be at least ten (10) Executive Board meetings per year at the call of the president or at the request of three members of the Board.
- Section 2 The president shall call at least nine (9) meetings of the Representative Council.
- a. Special meetings of the Representative Council may be held at the call of the president or upon written request to the Executive Board from five building representatives or the chairperson of any standing committee.
- Section 3 Meetings of the membership shall be scheduled as needed by the president and/or Executive Board.
- Section 4 Special meetings of the membership may be called by the president and/or the Executive Board within ten (10) working days of the receipt of a petition to the president signed by 20% of the members.
- Section 5 Special Interest Meetings - Special meetings may be called by the president, or upon written request to the Executive Board, from five building representatives or the chairperson of a standing committee. Special interest meetings shall be scheduled as needed.

### **Article IV Duties of Officers**

Revised 10/17/05  
Revised 5/10/10  
Revised 1/23/23

- Section 1      The officers are members of the Executive Board and are responsible for the duties delineated in Article VII.
- Section 2      The duties of the AEA president shall include, but not be limited to, the following responsibilities:  
Revised 5/10/10
- a.      represent AEA members and advocate for their interests; preside at all official meetings, represent the Association before the public, either personally or through delegates, and perform such duties as are customarily associated with the office;
  - b.      appoint and/or discharge all committee members with the approval of the Executive Board and serve as an ex-officio member of all committees or designate someone to do so;
  - c.      charge committees with their duties;
  - d.      respond to members by phone, by e-mail, by visitation, or by written communication in a timely manner;
  - e.      represent the Association at regular meetings with school district management;
  - f.      attend the Auburn School District board meetings;
  - g.      attend monthly Puget Sound UniServ Council meetings;
  - h.      with the treasurer, develop the annual budget proposal for approval by the Executive Board and Representative Council;
  - i.      sign all checks and oversee investments;
  - j.      with the Member Awareness Committee chairperson, coordinate political action plans;
  - k.      supervise AEA office staff;
  - l.      conduct communication with members, bargaining updates as necessary, and overseeing the web-site.
  - m.      keep Executive Board apprised of Association issues;
  - n.      maintain the official files of the Association.
  - o.      complete legal reporting requirements of WEA and NEA.
  - p.      oversee concerns from members and report to Executive Board and Representative Council;
- Section 3      The vice president shall:  
Revised 5/10/10
- a.      assist the president, meet and plan regularly with the president, and shall act in the absence of the president;
  - b.      facilitate the formation of committees;
  - c.      chair the waiver committee;

- d. maintain and verify attendance of Building Reps at all Rep Council meetings
- e. sign all Association checks when president is unable to accomplish responsibilities;
- f. assume the full duties of president in the event of an extended absence;
- g. become president upon resignation or removal of the president.

**Section 4**  
Revised 5/10/10

The recorder shall:

- a. Keep accurate minutes of all Executive Board, Representative Council, and membership meetings, and submit minutes to the president within five (5) days.

**Section 5**  
Revised 5/10/10  
Revised 1/23/23

The treasurer shall:

- a. work with the president and AEA office manager to become familiar with Association finances and to comply with financial procedures recommended by the WEA;
- b. keep the President and Executive Board informed of the financial status of the Association;
- c. with the president, and other designees, comprise the budget committee and develop the annual budget proposal for approval by the Executive Board and Representative Council;
- d. present monthly budget and financial reports to the Association Executive Board and Representative Council;
- e. with the president, oversee investments;
- f. when possible, participate in trainings provided for Association treasurers.

**Section 6**

The Member Awareness Committee (MAC) chairperson shall:

- a. serve as a member of the Executive Board;
- b. attend monthly meetings of the Puget Sound UniServ Council;
- c. report to the Executive Board and the Representative Council on matters and activities related to legislation, political action and community organizing projects;
- d. with the president, plan and coordinate AEA participation in a political action program by:
  - 1. Informing members of legislative issues
  - 2. Communicating with legislators and elected leaders on association issues
  - 3. Coordinating members' political activities for elections, campaigns, school levies and bonds
  - 4. Participating in candidate interviews and legislative forums

5. Building coalitions with other education and community groups to further educational issues
6. Participating in lobbying activities.

## **Article V**

Revised 5/10/10  
Revised 5/15/15  
Revised 3/20/17

### **Terms and Succession of Officers**

- Section 1      The officers shall serve for two years.
- Section 2      If the president is unable to complete the term of office, the vice president will serve the remainder of the term.
- Section 3      Whenever the offices of president and vice president shall both become vacant, the remaining members of the Executive Board shall choose one of their members to serve as president pro tempore until the Representative Council can fill the vacancies.
- Section 4      Vacancies on the Executive Board shall be filled as follows: a) if six (6) months or more remain in the term, then by special election; b) if the special election is uncontested, the Representative Assembly shall be allowed to fill the vacancy by acclamation; and c) if fewer than six (6) months remain, then by appointment of the Executive Board.

## **Article VI**

Revised 5/10/10  
11/18/19  
9/21/21

### **Stipends for Officers**

- Section 1      The president shall be provided full-time release from contracted duties with the District to do Association business. The Association will reimburse the District for the president's wages and benefits, and stipend, as per the negotiated agreement. A stipend equal to six (6) times the current local annual dues shall be paid to the president, through ASD payroll. A stipend equal to sixty (60) hours professional rate of pay shall be paid to the president for summer work.
- Section 2      The vice president shall receive a stipend equal to five (5) times the current local annual dues paid by the association.
- Section 3      The recorder shall receive a stipend equal to four (4) times the current local annual dues paid by the association.
- Section 4      The treasurer shall receive a stipend equal to four (4) times the current local annual dues paid by the association.
- Revised 5/10/10
- Section 5      The Member Awareness Committee chairperson shall receive a stipend equal to four (4) times the current local annual dues paid by the association.
- Revised 5/10/10
- Section 6      Officer stipends shall be paid on or before the last day of the school year.

## **Article VII Duties of the Executive Board**

Revised 10/17/05  
Revised 5/10/10

- Section 1 Between meetings of the Representative Council, 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 annual budget is prepared and submitted for approval at the September meeting of the Representative Council.
- Section 3 The Executive Board shall implement motions and resolutions approved by the Representative Council and 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 special meetings.
- Section 4 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.
- Section 5 The Executive Board members shall attend Executive Board meetings and Representative Council meetings.
- Section 6 Executive Board members shall serve as chairperson or member of at least one committee during the school year.
- Section 7 Executive Board members shall serve as liaisons to the building representatives.
- Section 8 Executive Board members shall attend 1 school board meeting per year, defined as being present for a minimum of two(2) hours from call to order or until adjournment, whichever is shorter.

Revised 5/10/10  
Revised 1/13/2014

## **Article VIII Stipends for Non-Officer Executive Board Members**

- Section 1 Executive Board members shall receive a stipend equal to two (2) times the current local annual dues: one (1) for attending 90% of Executive Board meetings and one (1) for attending 90% of Rep Council meetings.
- Section 2 Executive Board member stipends shall be paid on or before the last day of the school year.

## **Article IX Duties of the Representative Council**

Revised 5/10/10  
Revised 12/14/15

- Section 1 The duties of the Representative Council shall consist of the following:
- a. establish Association policies and objectives;
  - b. establish guidelines and hear continuing reports from the Labor Management Team;
  - c. adopt the annual budget and hear the monthly budget reports;
  - d. approve or ratify the establishment of paid positions in the Association;

- e. approve the agendas for its meetings; and
- f. enact such other measures as may be necessary to achieve the goals and objectives of the Association which are not in conflict with this Constitution and the Bylaws.

**Section 2**  
Revised 5/10/10

**Head Building Representative:**

Head building representatives shall conduct monthly 10-minute meetings, serve as the primary contact for the building administrator and the Executive Board member, as well as ensure that building representatives' duties get completed in a timely manner.

**Section 3**  
Revised 5/10/10  
Revised 1/23/23

The duties of the AEA building representatives shall consist of the following:

- a. attend 90% of the meetings of the Rep Council or arrange for a substitute; If unable to attend the entire meeting, the Building Representative must notify the AEA President or Vice-President.
- b. call building meetings of the Association members to discuss Association business;
- c. recruit such committee members as the Association may require;
- d. organize and oversee the Association elections, general voting and the enrollment of new members; and
- e. maintain two-way Association communication.
- f. Return of Building Meeting/Feedback sheets to the AEA president for all months in which a Rep Council meeting has taken place.

**Section 4**  
Revised 5/10/10

Job descriptions for the head building rep and building reps will be reviewed and established on an annual basis for the following school year no later than the May rep council meeting of the current school year.

**Article X**  
Revised 5/10/10

**Stipends for AEA Building Representatives**

**Section 1**  
Revised 5/10/10  
Revised 1/23/23

Building representatives are eligible to receive a 100% local dues rebate under the following conditions:

- a. Attendance at 90% of the Representative Council meetings; if unable to attend the entire meeting, the Building Representative must notify the AEA President, ~~or~~ Vice-President or Office Manager.
- b. Building representatives who choose to job share their position are eligible for one (1) member's dues rebate, under the above conditions. The amount will be equally divided between the individuals.

Revised 1/13/2014  
Revised 1/23/23

c. Attendance at one school board meeting with an Executive Board member, defined as being present for a minimum of two (2) hours from call to order or until adjournment, whichever is shorter. If unable to attend for the required amount of time, the Building Representative must notify the AEA President Vice-President or the Office Manager to make other arrangements.

Section 2 Building representative stipends shall be paid on or before the last day of the school year.

Section 3 The head building representative will be compensated an extra (\$100) per school year for completing the duties as specified in the job description.  
Revised 5/10/10  
11/18/19

**Article XI Nominations and Election of Officers and Executive Board Members, WEA and NEA Delegates, and Building Representatives**  
Revised 5/10/10  
11/18/19  
9/27/21  
Revised 1/23/23

Section 1 Procedure:

- a. Nomination forms will be distributed to every member electronically.
- b. The Executive Board shall set the timeline for nominations and elections to coordinate with the WEA guidelines and ensure that they are convenient for the greatest possible participation by all active members.
- c. The president, with the approval of the Executive Board, shall appoint a nominations committee consisting of up to four (4) members who shall complete a slate of candidates for the Association officers, for the Executive Board Representatives and WEA and NEA delegates. Each nominee must be a member in good standing and give his/her consent to appear on the ballot.
- d. The election shall be by secret ballot via either a) handwritten ballot or b) electronic ballot observing the one (1) person, one (1) vote principle.
- e. An election by secret ballot may be waived and candidate(s) declared elected if following a period of open nominations, the number of candidates is equal to or less than the number of delegate positions to be filled. The president may appoint delegates for open positions.
- f. To win, a candidate must receive a majority (50% plus one) of the votes cast. If no one receives a majority (50% plus one) of the votes cast, the Executive Board shall hold a run-off election within fifteen (15) workdays of the original election between the two (2) candidates receiving the most votes.

Section 2 Officers and Executive Board:

- a. All officers and Executive Board members shall be elected by the membership. In the event of an incomplete slate of candidates, positions may be filled by appointment of the president with approval of the Rep Council.

Section 3  
Revised 5/10/10  
11/18/19  
Revised 1/23/23

#### WEA and NEA delegates:

- a. The president and president-elect shall fill positions one (1) and two (2) respectively, to the NEA and WEA representative assemblies upon election to the office of president. Should the offices of president and president-elect be held by the same person, the candidate receiving the greatest number of votes shall fill position two (2).
- b. The election of WEA and NEA Representative Assembly delegates shall follow the election timelines and regulations outlined by WEA and NEA.
- c. Whenever possible, the AEA will send the appropriate proportion of BIPOC representation to the WEA and NEA. NEA bases that proportion on the state population as determined by NEA based on the US Census is twenty-eight percent (28%).

Section 4  
Revised 5/10/10

#### Building Representatives:

- a. Each school shall annually elect/select building representatives. Each school is entitled to send one building representative per ten (10) Association members. Elections/selections shall be held by June 1 and, when necessary, additional representatives may be recruited. Buildings with more than one representative shall designate the head building-representative to receive and distribute Association communications.

**Article XII**  
Revised 5/10/10

### **Standing Committees**

Section 1

The President, with the consent of the Executive Board, shall appoint Standing Committees which shall carry out specific functions of the President and of the Executive Board. All committees will report to the Representative Council at the end of their task or the last meeting of the school year.

Section 2  
Revised 9/27/21

Standing committees shall consist of:

- a. Potential Member Outreach
- b. Budget
- c. Labor Management
- d. Nominations and Elections

**Article XIII**  
Revised 5/10/10

### **Labor Management Team**

Section 1

The Labor Management Team shall be the negotiating body for agreements between the Association and the District.

- a. The Labor Management Team shall be composed of up to five (5) Association members.
- b. New Association members of the team shall be selected by the president with input from the team.
- c. The team shall be representative of both elementary and secondary levels.



- d. New members of the LMT shall be added with consideration for the continuity of team working relationships and progress toward interest-based problem solving.

Section 2 Meetings of the LMT will take place monthly during the school year.

- a. A calendar of LMT meetings will be established in the spring before the coming school year and distributed district wide.
- b. Additional meetings will be called, when necessary, in a bargaining year.

#### **Article XIV Stipends for Association Members of the Labor Management Team**

Section 1 Association members of the Labor Management Team shall receive a stipend equal to two (2) times the current local annual dues for contract maintenance years.

Section 2 equal a. Association members of the Labor Management Team shall receive a stipend to four (4) times the current local annual dues for full contract bargaining years.

Section 3 a. Labor Management Team stipends shall be paid on or before the last day of the school year in contract maintenance or contract bargaining years.

b. When summer bargaining is necessary, the additional stipend of two (2) times the local dues will be paid after the new contract is ratified.

#### **Article XV Ratification of Agreement and Authorization for Strikes** Revised 5/10/10

Section 1 The president and members of the Labor Management Team shall be authorized to sign a legal, binding, yearly or multi-year agreement with the Auburn School Board after completion of the following procedure at a general membership meeting (s):

- a. a report and recommendation by the Association members of the Labor Management Team;
- b. a report and recommendation by the Executive Board;
- c. a written summary of the proposed agreement or changes provided to all members in attendance at the ratification meeting (s);
- d. discussion by the membership; and
- e. a majority affirmative vote by secret ballot of the total active membership present and voting.

Section 2 Except in a work stoppage situation, at least a twenty-four (24) hour written notice of the ratification meeting is required. The notice shall specify the date, time, place and purpose of the meeting.

Section 3 Strike action must be authorized by 75 percent (75%) affirmative vote of the total association membership.

Section 4 Proposed letters of agreement and memos of understanding shall be approved by a

majority vote of the Executive Board. Approved Letters of Agreement (LOA) and of Understanding (MOU) will be introduced to the Rep Council for distribution to the general membership.

## **Article XVII Amendments**

Section 1 Proposals to amend these Bylaws may be made:

- a. by the Executive Board or;
- b. by petition of 10 percent (10%) of the membership.

Section 2 These bylaws may be amended by a two-thirds (2/3) majority vote at any regular or special meetings of the Representative Council provided that proposed amendments have been previously studied by the Executive Board and that copies have been sent to building representatives two calendar weeks in advance of the meeting.

### **Bylaw Revisions:**

January 1986

March 1988

April 1989

January 1990

January 1992

April 1994

June 1999

May 2004

May 2005

October 2005

May 2010

May 2011

May 2013

January 2014

May 2015

Dec 2015

January 2017

March 2017

November 2019

September 2021

January 2023