



WY'EAST EDUCATION ASSOCIATION

CONSTITUTION AND BYLAWS

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ARTICLE I: NAME

The name of this association shall be the Wy'East Education Association. In this document it shall be referred to either as the Association or as WEA.

ARTICLE II: AFFILIATION

1. This charter shall be affiliated with the National Education Association (NEA) and the Oregon Education Association (OEA)
2. For matters pertaining to collective bargaining and contracts, the association is affiliated with East County Bargaining Council (ECBC).
3. The majority of WEA membership must cast affirmative votes to change WEA affiliations.

ARTICLE III: PURPOSE

1. The purpose of the Association shall be:
 - a. To promote unity and strengthen the teaching profession,
 - b. To bargain in good faith with the school board for professional salaries, fringe benefits, working conditions, instructional improvements and all other professional interests of the members.
 - c. To advocate for the best interests of the members as well as for policy and legislation that is favorable to education.

ARTICLE IV: MEMBERSHIP AND DUES

1. Active Members
 - a. Active (voting) membership in this Association shall consist of all licensed personnel in the Oregon Trail School District who have paid dues to WEA, OEA, and NEA for the current school year.
 - b. The annual dues for each Active Member shall be the sum of those established by NEA, OEA, and WEA.
 - i. WEA dues shall be \$130 per year for all members working more than 0.5 FTE.
 - ii. WEA dues shall be \$65 per year for all members working 0.5 FTE or less
 - c. The annual membership dues for retired members shall be \$10.
2. Retired Members
 - a. Active Members who retire may retain membership as retired members who are required to pay dues and are also granted Association privileges by the Executive Council.
 - b. A Retired member must continue to be a member of OEA and NEA.
 - c. The annual membership dues for retired members shall be \$10.

3. Non-Members:

- a. Teachers who choose not to become members of the Association will not have dues deducted for membership and will not be granted Association privileges.
- b. Non-members may only be afforded representation for contract-related topics.

Any non-member issues falling outside of the contract language shall not be represented by WEA officers.

FINANCE

1. Total Annual Dues

- a. The annual dues for each Active Member and shall be the sum of those established by NEA, OEA, and WEA

2. WEA Dues

- a. WEA dues shall be \$130 per year for all members working more than 0.5 FTE.
- b. WEA dues shall be \$65 per year for all members working 0.5 FTE or Less
- c. The annual membership dues for retired members shall be \$10.

ARTICLE V: ASSOCIATION PRIVILEGES

1. All Active members of the Association shall benefit from equal rights and privileges.

2. Retired members may be granted selected or all association privileges by the Executive Council.

3. These privileges include:

- a. Hold office in an elected or appointed position
- b. To attend all membership meetings and participate in deliberations of the Association
- c. To nominate candidates and vote in all elections
- d. To vote on contract ratification

ARTICLE VI: ELECTED OFFICERS

The Association elected officers shall be President, Vice President, Treasurer, and Secretary.

1. The President shall:

- a. Call all meetings of the Association, plan agendas and preside over all meetings of the Executive Council and general meetings of the Association.
- b. Have a budget drawn up and passed by the Executive Council.
- c. Be the official spokesperson of the Association and represent the Association at meetings, which are to include but are not limited to: School Board, District Budget Committee, UniServ Council and East County Bargaining Council. If the president

cannot attend a meeting then a designee shall represent the Association. The Executive Council can expect the president or designee to report on any pertinent information.

d. Be a member of the bargaining team and the spokesperson for the Association. If the contract is not ratified by the end of the president's term of office, then he/she shall continue as a member of the bargaining team and spokesperson of the Association. The incoming president will assume the remaining responsibilities as outlined in the constitution/bylaws.

e. Communicate regularly with members via newsletter and other methods.

f. Be an ex-officio member of all Association committees and task forces.

g. The President's term shall not exceed FIVE (5) consecutive years unless the President is working as a Co-President.

2. The Vice President shall:

a. Assume the duties of the president during absence or upon request, or if the president is unable to fulfill the duties of the position.

b. Serve on the Executive Council.

c. Serve on the labor management committee and act as advisor to the building representatives.

d. Attend school board meetings.

e. Coordinate with building representatives to ensure the communication between Executive Council and individual association members.

f. Ensure adequate communication between the Executive Council and individual members via building representatives.

g. Coordinate the election of officers and representatives and have results on or about June 1.

h. Review all financial affairs with the Treasurer by July 1.

i. The Vice President's term shall not exceed FOUR (4) consecutive years.

3. The Secretary shall:

a. Serve on Executive Council

b. Serve as the Member Assistance Chair-as described in Article 10 unless needs arise where a separate position, Member Assistance Chair (as a standalone position), is required.

c. Coordinate meeting logistics

d. Take minutes and attendance at all Association meetings and Executive Council meetings and keep them in the Association files.

e. Assume the responsibility of all clerical matters and release written minutes to the Executive Council after each meeting within one week.

f. The Secretary's term shall not exceed THREE (3) consecutive years.

4. The Treasurer shall:

a. Serve on the Executive Council.

- b. Pay all bills as authorized by the Executive Council or the President.
- c. Keep financial records of the Association, including reconciling all accounts on a monthly basis.
- d. Report to the Executive Council on a regular basis the financial status of the Association.
- e. Serve on the Budget Committee with the President.
- f. Assume responsibility for reporting all appropriate information to the Uniserv office, IRS, and to other agencies as requested.
- g. Coordinate for a non-association member to conduct an audit of the financial matters of the Association on a triannual basis.
- h. The treasurer shall manage all stipend checks (this includes both signatures and delivery).
- i. The Treasurer's term shall not exceed THREE (3) consecutive years.

5. Any elected officer may be removed from their elected position with a vote of non-confidence by a majority of the membership.

6. Any building representative may be removed from their elected position with a vote of non-confidence by a majority of their building members.

ARTICLE VII: BUILDING REPRESENTATIVES

- 1. Each site will have at least one (1) building representative who will act as a liaison between the Executive Council and their individual association members.
- 2. Each building shall have one (1) representative for each 20 building members
- 3. A building may petition the Executive Council for an additional Building Representative.
- 4. Additional Building Representatives will be held accountable for all responsibilities and receive allotted benefits of the position.
- 5. The Building Representatives shall:
 - a. Be elected from within their building and be an active member of the Association.
 - b. Serve on the Executive Council and attend all Association meetings.
 - c. Attend building representative training each year.
 - d. Hold voting rights on the Executive Council.
 - e. Keep the Executive Council informed of building activities and concerns.
 - f. Distribute any Association information.
 - g. Conduct annual membership and political action drives in their buildings.
 - h. Oversee elections in the buildings, including seeking nominations and collecting secret ballots (when paper ballots are used).

- j. If unable to attend required meetings or fulfill another duty, the Building Representative will find a replacement or communicate with the President or Vice President.
- k. Promptly report grievances or potential grievances matters to the Grievance Chairperson.
- l. Be knowledgeable of contract and legal rights in order to support and inform members effectively.
- m. Survey building teachers in preparation of Teacher Appreciation Week (April of every year).
- n. Conduct other surveys as necessary.
- o. There are no term limits for Building Representatives.
- p. Probationary teachers can not be Building Representatives.
- q. Building Reps will participate in rep training before the beginning of the year of their election within one month.
- r. Building Reps will hold an initial meeting with their administrators at the beginning of the school year to establish meeting dates and meeting norms.
 - Reps will hold two Labor Management meetings a month with their administrator.

ARTICLE VIII: SPECIALIST REPRESENTATIVES

- 1. There shall be three specialist representatives.
 - a. Specialist Representative 1-shall represent dues paying SPED case managers, SPED LC teachers, Speech Pathologists, designated Learning Specialists, ELD/ELL specialists, Title 1 teachers, SLC A/B specialists, Autism Specialists and the like
 - b. Specialist Representative 2- shall represent dues paying School Counselors, Social Workers, School Psychologists, Behavior Support specialists and the like
 - c. Specialist Representative 3- shall represent dues paying media specialists, TOSAs, other district wide employees such as the district nurse and the like
- 2. The Specialist Representative shall:
 - a. Be elected from related specialists, be a specialist themselves and be an active member of the Association in good standing.
 - b. Serve on the Executive Council and attend all Association meetings.
 - c. Attend representative training each year before the beginning of the school year.
 - d. Hold voting rights on the Executive Council.
 - e. Keep the Executive Council informed of specialist (represented areas 1, 2 and 3) activities and concerns.
 - f. Distribute any Association information.
 - g. Conduct annual membership and political action drives for the specific members they represent.

- h. If unable to attend required meetings or fulfill another duty, the Specialist Representative will find a replacement or communicate with the President or Vice President.
- i. Promptly report grievances or potential grievances matters to the Grievance Chairperson.
- j. Be knowledgeable of contract and legal rights in order to support and inform their members effectively.
- k. Conduct surveys as necessary.
- l. There are no term limits for Specialist Representatives.
- m. Probationary teachers can not be Specialist Representatives.
- n. A Specialist Representatives may petition the Executive Council for an additional Representative.
- o. When applicable, Specialist Representatives will hold an initial meeting with their administrators at the beginning of the school year to establish meeting dates and meeting norms.
 - When applicable, Specialist Representatives will hold two Labor Management meetings a month with their administrator.

ARTICLE IX: OEA REPRESENTATIVE ASSEMBLY DELEGATE

- 1. Represent the Association at the annual OEA Representative Assembly (RA).
- 2. Be nominated and elected by the active membership and serve a two-year term.
- 3. The OEA Representative Assembly Delegate shall:
 - a. Attend all available training and meetings in order to be an informed delegate to the OEA Representative Assembly.
 - i. Region 1 Model Representative Assembly.
 - ii. One UniServ meeting before attending RA.
 - iii. All PreRA meetings (PRAM).
 - iv. Attend the and/or other trainings available, in order to be an informed delegate
 - b. Report back to the Executive Council the major decisions and actions of the RA.

*All members running for election, if self-nominating or otherwise, must include with their candidacy their experience as a teacher and reasoning for running for the position in question. This information needs to be placed on the ballot unless it is a write-in candidate.

Article X: NON-ELECTED OFFICERS

1. The Association non-elected officers shall be Negotiations Chair, Grievance Chair, Political Action Chair, and Special Projects Coordinator.
2. Negotiations Chair-Responsibilities included in the The Negotiations Committee language.
3. The Grievance Chair shall:
 - a. Be appointed by the president and confirmed by the Executive Council.
 - b. Facilitate the local grievance committee (**if and when a committee is active**).
 - c. Keep the Executive Council informed of all grievance activity and report on the grievance committee meetings (**if and when a committee is active**).
 - d. Maintain updated files of grievances and records that pertain to bargaining and legal rights.
 - e. Serve as an advocate pertaining to any portion of the grievance process.
 - f. Maintain the Collective Bargaining Agreement.

g. Work in conjunction with the Bargaining Chair in the action of stewards of the contract.
4. The Political Action Chair shall:
 - a. Be appointed by the president and confirmed by the Executive Council.
 - b. Serve as a member of the School Board Advisory Committee .
 - c. Serve as the committee chairperson if needed.
 - d. Attend Executive Council meetings.
 - e. Attend school board meetings as needed and report back to the Executive Council.
 - f. Track and gather information on all local political activity that includes but is not limited to:
 - i. School Board-manage/arrange interview committee for all school board races
 - ii. Local bond / levy issues
 - iii. Local political candidates
 - iv. School Budget committee
 - v. City officials and political activity
 - vi. Community outreach and organizations
 - vii. Any other relevant activity deemed necessary by the Association
 - viii. Serve as an OEA/PIE delegate during years when the OEA PIE convention is held.
 - ix. Act as a political advisor and liaison to the membership concerning state and regional politics, including legislation, candidates and other relevant issues.
 - x. Coordinate state and local election activities with the UniServ Council, Metro SE UniServ PIE Director Legislative Affairs Council representative.
 - xi. Attend and report at Executive Council meetings.
5. Member Assistance Chair
 - a. Chair of the Member Assistance Committee (**if and when a committee is active**).

- b. Evaluate worthiness and make recommendations to Executive Council on disbursement of funds to members in need..
- c. Acquire and disburse agreed upon items and/or funds.
- d. Work with the VP to account for all new hires, new hire-paperwork, contact info and general questions/point of contact, arranging meetings and meeting with new hires to support new hire sign ups.

6. Special Projects Coordinator

- a. Be appointed by the president and confirmed by the Executive Council.
- b. Coordinates monthly events as is possible for the membership
- c. Coordinates and creates Teacher Appreciation Week actions in conjunction with the President and Vice President each year starting in April and concluding the first week in May.
- d. Coordinates and oversees other activities that act to support district wide affinity groups.

7. New Member Coordinator (as OEA grant funds last)

- a. Be appointed by the president and confirmed by the Executive Council.
- b. Engage in New Hire Orientation events
- c. Maintain contact with new hires to ensure they are supported as new union members.**

ARTICLE XI: STANDING COMMITTEES

1. The standing committees of the Association shall be: Executive Council, Negotiations, Grievance, School Board Advisory, Insurance Committee, and Membership Assistance.
2. Executive Council shall:
 - a. Meet on a regular basis to conduct the regular business of the Association.
 - b. Emergency meetings may be called by the President upon twenty four (24) hour notice.
 - c. All meetings must be chaired by either the President or Vice President.
 - d. Require a quorum of $\frac{1}{2}$ of the members of the council, plus one, in order to conduct business.
 - e. Consist of elected officers plus the negotiations, PAC officers and grievance Chairs
 - f. Conduct the contract ratification meeting, as outlined in Article XIV.
 - g. Approve grievances for submission to arbitration.
3. The Negotiations Committee shall:

- a. Consist of, at least, two members from the high school, two from the middle school level and two from the elementary level, three specialists from any level (Sped, counselor, music teacher, IB, Wellness...etc) plus the Association president and a bargaining chair (current position).
- b. Members will be elected by a vote of the membership.
- c. Be chaired by a committee member elected by the negotiations committee (replacing the previous bargaining chair as time allows).
- d. The negotiations chair shall be a member of the Executive Council, shall serve for the duration of the negotiated contract, and represent WEA at ECBC.
- e. If the chair is unable to fulfill their duties the President shall appoint a replacement to finish the obligations of the position.
- f. **The chair will work with the Grievance Chair in the action of stewards of the contract.**
- f. g. The committee shall be elected during the school year prior to the expiration of the collective bargaining agreement.
- g. h. Seek input from membership prior to preparing a contract proposal.
- h. i. Prepare negotiations proposals.
- i. j. Negotiate in good faith with the School Board.
- j. k. Keep the Executive Council and membership informed of negotiation activity and keep a detailed record of progress.
- k. l. Upon reaching tentative agreement with the School Board, prepare and submit its report and recommendations to the general membership.

- 4. Grievance Committee shall **(if and when a committee is necessary)**:
 - a. Be appointed by the President and confirmed by the Executive Council.
 - b. Consist of one member from elementary, middle and high school levels.
 - c. Be chaired by the Grievance Chair or their appointee.
 - d. Represent bargaining unit members during the grievance process.
 - e. Meet together at the request of the Grievance Chair as needed and Coordinate if needed with the Labor Management Committee.
 - f. Report to the Executive Council and act in an advisory role upon request.
 - g. During a bargaining year, the committee shall also advise the negotiations committee upon request.

- 5. The School Board Advisory Committee shall **(if and when a committee is necessary)**:
 - a. Shall consist of at least one active member of the Association, and shall be appointed by the President and confirmed by the Executive Council.
 - b. Attend all Oregon Trail School Board meetings to monitor the actions and policies of the school board, voting records and public pronouncements.
 - c. Recruit board members to fill open positions and interview candidates if they are willing.

- d. Make recommendations to endorse or without endorsements to the Executive Council.
- e. Report to the Executive Council and membership on a regular basis.
- f. Coordinate with the Political Action Chair as needed.

6. The Insurance Committee shall **(if and when a committee is necessary)**:

- a. Be composed of at least four members, one of whom will serve as committee Chair.
- b. Be appointed by the Association president and confirmed by the Executive Council.
- c. When selecting members the president shall strive to have all “interest groups”.
- d. Each committee member will attend no less than three meetings.
- e. The committee will research insurance programs available to the membership.
- f. The committee will recommend to the Executive Council a combination of insurance programs designed to best serve the varied needs of the membership.
- g. The committee will prepare and submit its recommendations to the Executive Council in a timely manner.

7. Member Assistance Committee **(if and when a committee is necessary)**:

- a. Shall be composed of at least two members, one of which will serve as committee chair (the elected Secretary).
- b. Members shall be appointed by the President and confirmed by the Executive Council.
- c. Receive and determine merit of member assistance requests.
- d. The committee can approve or deny requests valued under \$100.
- e. The committee shall make recommendations to the Executive Council for all requests over \$100

8. Diversity Equity and Inclusion (DEI) Committee:

- a. Shall be composed of at least two members from ELEM, MS and HS
- b. Shall be on a volunteer basis with members being confirmed by the Executive Council
- c. Meet as a committee at least once a month
- d. Shall write agendas/takes notes to be shared with the Executive Council
 - i. Shall have one member meet monthly with the Executive Council
- e. Will work to support an environment in which all members of our school community feel free to engage as their authentic selves in an atmosphere of mutual respect and civility with a goal to work to improve our school community in the following areas; academics, character and community.

9. District Level Labor Management Executive Team:

- a. Shall consist of the President, Vice President, Bargaining Chair and Grievance Chair.
- b. If at any time one of the Executive Team does not consist of a representative from each level (elementary, middle school or high school) then an elected

building representative will be tapped to attend district level Labor Management meetings.

ARTICLE XII: ELECTIONS AND VACANCIES

An election must take place before June 1st to elect association officers and building representatives.

1. All results must be finalized by or before the final Executive Council meeting of the school year.
2. Officers shall take office on June 15th, with the exception of the Treasurer, who will take office on September 1st.
3. The Vice President shall request nominees for Association officers, building representatives and, if needed, OEA/RA.
4. The Vice President shall present a tentative ballot no later than May 20th.
5. Each nominee or write-in candidate must be a member in good standing and give his/her consent to appear on the ballot. Secret Ballots shall be used in all elections of officers and representatives.
6. All ballots must be double counted with one elected officer and non-executive council member, who is in good standing.
7. A place for write-in candidates shall be placed on the ballot for each position.
8. A simple majority vote by members must be cast in order to constitute a valid election.
9. To be elected an officer, the person must receive a majority of votes cast. In the case that no candidate receives a majority, or there is a tie, a runoff election shall be held between the two (2) candidates who received the most votes within fifteen (15) days of the original election.
10. Individual building representatives will be elected by their respective buildings and must receive a majority of the votes cast in their building. All other officers will be elected at large.
11. Should a vacancy occur in an elected office other than President on or before January 31st, a successor will be elected by the active membership at large through a special election. Should a vacancy occur in an elected office other than President on or after February 1st, the President shall appoint a successor with the approval of the Executive Council. This successor will serve the remaining term of the position that was vacant.

ARTICLE XIV: MEETINGS

1. On an as needed basis, the president, vice president, secretary and treasurer may meet to conduct Association business. All such business shall be subject to subsequent review, affirmation, change or denial by the Executive Council.
2. There shall be at least one general meeting of the entire Association annually.
3. The Executive Council shall meet at least monthly between September and June (**unless the Executive Council agrees that a meeting is not necessary**).

4. Other committee meetings shall be called by the President and/or the committee chair as needed.
5. Special meetings of the membership must be called by the President and/or the Executive Council within ten (10) working days after presentation of a petition to the President by thirty (30) percent of the membership.

ARTICLE XV: RULES OF ORDER

“Robert’s Rules of Order,” revised edition, shall be the parliamentary authority of this Association, subject to the constitution, which has been or may be adopted.

ARTICLE XVI: CONTRACT RATIFICATION

1. There shall be 24 hour written notice for contract ratification.
2. Voting shall be done by secret ballot by all active members. There is no proxy voting.
3. The results will be determined by a simple majority of those casting ballots.
4. If a significant number of members cannot attend the ratification meeting because of other work-related responsibilities, attempts will be made to hold a second ratification meeting at a different time.

ARTICLE XVII: AMENDMENTS TO THE CONSTITUTION

1. The constitution of the Wy’East Education Association may be amended by a two-thirds majority of the active membership **of those who are voting**.
2. The proposed amendments shall be submitted in writing or electronically to the membership at least one week prior to being voted upon.
3. Any dates or deadlines may be changed upon approval of the Executive Council.

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