

CASCADE EDUCATION  
ASSOCIATION  
CONSTITUTION AND BYLAWS

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## CONSTITUTION

### ARTICLE I. NAME AND INCORPORATION

#### Section 1. Name

The name of this organization shall be the Cascade Education Association, hereinafter referred to as the Association.

#### Section 2. Incorporation

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 represent all members in bargaining, grievances and in all matters relating to terms and conditions of employment with the Cascade School District No. 226.

### ARTICLE III. AFFILIATION

The Association shall affiliate with North Central Washington UniServ Council (hereinafter NCWUC), the Washington Education Association (hereinafter WEA), and the National Education Association (hereinafter the NEA).

### ARTICLE IV. MEMBERSHIP

#### Section 1. Membership

- A. All Cascade School District certificated employees who meet the active membership requirements of NCWUC, WEA and NEA may, upon payment of dues as herein provided, become active members of this Association with full rights and privileges of membership.
- B. Membership shall not be open for any employee functioning in an administrative position.
- C. Membership shall be continuing from year-to-year.
- D. Membership shall not be denied on the basis of race, creed, age, national origin or sex.
- E. Active members of this Association shall also be members of NCWUC, WEA and NEA.
- F. Except for nonpayment of dues and assessments, no member shall be fined, censured, suspended, expelled or otherwise disciplined, except as provided in the Bylaws of this organization and the WEA Constitution and Bylaws.

#### Section 2. Membership Rights and Privileges

All members of the Association shall have equal rights and privileges within the Association which include:

- a. to nominate candidates;

- b. to vote in elections or on referenda of this Association
- c. to hold office
- d. to participate in the deliberations of the organization and to vote on contract ratification
- e. to attend membership meetings.

**Section 3. Representational Fee Payers**

Unless otherwise expressly provided by law, persons who tender representation fees shall have no rights or privileges within this Association.

**ARTICLE V. DUES, FEES AND ASSESSMENTS**

**Section 1. Dues/Fees**

Association members and agency shop fee persons shall pay dues/fees as established in the Bylaws. The dues shall be payable within sixty (60) days of September 1 or date of employment, or through monthly payroll deductions.

**Section 2. Special Assessments**

The Association may levy special assessments on its membership as provided in the Bylaws.

**ARTICLE VI. GENERAL MEMBERSHIP MEETINGS**

**Section 1. General Membership Authority**

The General Membership shall be the legislative and policy making body of the Association.

**Section 2. Meetings**

- A. General membership meetings shall be set by the Executive Board as to time, place and frequency.
- B. Emergency General Membership meetings shall be called by the President or the Executive Board as the need arises. Purpose of the meeting and a 24 hour notice must be given.

**ARTICLE VII. OFFICERS**

**Section 1. Officers**

The officers of the Association shall consist of a President, a Vice-President, Secretary, Treasurer, and a representative from each work site.

**Section 2. Nominations**

Nominations of officers shall be closed at the February meeting following notice to all members and an open period for nominations. Specific requirements concerning this notice and this open period shall be contained in the Bylaws. The election shall be held not less than fifteen (15) nor more than thirty (30) days after the nominations have been closed.

**Section 3. Number of Terms of Office**

There is no limitation of successive terms.

**Section 4. Term of Office**

The term of office for all elected officers and standing committees shall be from September 1<sup>st</sup> to August 31st.

- a. Length of term for Executive Board members shall be two years.
- b. Length of term for other elected officials and committees shall be one year.

**Section 5. Event of Vacancy**

In the event of vacancy in the office of President, the Vice President shall become President for the balance of the term.

**Section 6. Duties of Office**

The duties of officers shall be as provided in the Bylaws.

**Section 7. Removal From Office**

An elected officer may be removed from office for cause by a recall election which may be initiated by the General membership.

A General Membership meeting will be scheduled prior to the recall election within thirty (30) days after receipt of the recall petition. Following the General Membership meeting, the recall election shall be by secret ballot of the entire membership.

The Executive Board shall notify in writing any officer who has been recommended for recall.

A General Membership meeting will be scheduled for the recall election within thirty (30) days after receipt of the recall petition.

**ARTICLE VIII. EXECUTIVE BOARD**

**Section 1. Executive Board Composition**

The Executive Board shall be comprised of the officers outlined in the Bylaws.

**Section 2. General Function**

The Executive Board shall be the body through which the general administrative and executive functions of the Association shall be carried out.

**Section 3. Elections**

Building representative(s) shall be elected as set forth in the Bylaws.

**Section 4. Duties**

The specific duties of the building representative and of the Executive Board shall be provided in the Bylaws.

**Section 5. Recall**

Building representative(s) may be recalled in the same manner as is outlined above in Article VII, Section 6.

**Section 6. Ethnic-Minority Representation**

The Bylaws shall guarantee and set forth procedures for ethnic-minority representation on the Executive Board proportionate to the Association’s ethnic-minority membership.

**Section 7. Filling of Vacancies**

Except for the office of the President, 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 less than six (6) months remains, then by appointment of the Executive Board.

**ARTICLE IX. POLICY AUTHORITY**

Voting at any duly authorized General Membership meeting shall determine the policies and actions of the Association by a majority vote of the membership present except as otherwise provided in this Constitution and Bylaws.

**ARTICLE X. PARLIMENTARY AUTHORITY**

Sturgis Standard Code of Parliamentary Procedure 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**

Proposals to amend this Constitution may be made by the membership. This Constitution shall be amended by a two-thirds (2/3) secret ballot vote of the members voting. Notice of this election and the proposed amendment(s) shall have been delivered to each member at least twenty (20) days in advance. 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.

## **BYLAWS**

### **ARTICLE I. GOALS**

The Association shall serve as a member advocate association and shall develop and maintain strength and security in working towards the following goals:

- A. Goal One: An independent, self-governing organization for the members of the teaching profession.
- B. Goal Two: Guarantee professional and economic rights and interest of members.
- C. Goal Three: Administer effective influence on public affairs and opinions.

### **ARTICLE II. MEMBERSHIP**

All members of the recognized bargaining unit are eligible for Association membership.

### **ARTICLE III. DUES, FEES AND ASSESSMENTS**

#### **Section 1. Dues/Fees**

Association members and agency shop fee payers shall pay dues/fees in the amount of no more than 0.0035 of the base salary for the preceding year. Said dues shall be adjusted in amount to the nearest whole dollar.

#### **Section 2. Assessments**

Special assessments may be levied by a two-thirds (2/3) vote of the members, provided they include a termination of the special assessment in either dollar amounts or a specific date.

### **ARTICLE IV. MEETINGS**

#### **Section 1. Executive Board Meetings**

There shall be at least four (4) Executive Board meetings per year. All Executive Board meetings shall be called by the president with at least five (5) days' written notice or by a majority of the Executive Board with at least (5) days' written notice.

#### **Section 2. General Membership Meetings**

The President shall call at least two (2) meetings of the General Membership each year. One shall be prior to or in October for the purpose of adopting the budget and another shall be prior to or in May for the purpose of nominating officers and representatives.

#### **Section 3. Special General Membership Meetings**

Special meetings of the General Membership may be called by the President AND/OR the Executive Board or within five (5) days of the receipt of a petition to the President signed by one-third (1/3) of the members.

#### **Section 4. Meeting Announcements**

- A. All meetings of the General Membership, except emergency special meetings, shall be announced by a written or electronic notice to each member at least five (5) days in advance of said meeting.
- B. The Executive Board, AND/OR General Membership, by a majority vote, may call an emergency meeting of any governance body at any time.

### **ARTICLE V. DUTIES OF THE GENERAL MEMBERSHIP**

The duties of the General Membership shall consist of the following:

- A. Establish Association policies and objectives.
- B. Establish guidelines and hear continuing reports on bargaining.
- C. Adopt the annual budget.
- D. Approve or ratify the establishment of paid positions in the Association.
- E. Approve or ratify the establishment of committees not established in the Bylaws.
- F. Adopt rules and agenda for its meetings.
- G. 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.

### **ARTICLE VI. DUTIES OF THE OFFICERS**

#### **Section 1. President**

The President shall

- A. Preside at all official meetings and shall perform such duties as are customarily associated with the office.
- B. Appoint and/or discharge all committee members with the approval of the General Membership and serve as an ex-officio member of all committees or designate someone to do so.
- C. Charge committees with their duties.
- D. Represent the Association at meetings with school district management.
- E. Attend or appoint a designee who shall serve as the delegate to NCWUC.
- F. Prepare and submit an annual report of the Association activities to the 1<sup>st</sup> General Membership annual meeting following his/her term of office.
- G. If after taking office, the new Executive Board does not have ethnic-minority representation at least proportionate to the total ethnic-minority member ratio, the president shall call an election within thirty (30) days for the purpose of electing ethnic-minority members(s) to bring the Executive Board into compliance.
- H. Maintain the records and files of the Association.

#### **Section 2. Vice President**

The Vice President shall

- A. Assist the President and shall act in the absence of the President.

- B. Contact all new certified employees on behalf of the Association.
- C. Assist President with the appointment of all committee members and serve as an ex-officio member of all committees or designate someone to do so.

**Section 3. Secretary**

The secretary shall:

- A. Handle all correspondence for the Association.
- B. Notify the appropriate members as to the time and place of the Executive Board and General Membership meetings within the time limits set forth in the Constitution and Bylaws.
- C. Keep accurate minutes of all Executive Board and General Membership meetings; distribute copies of Executive Board minutes to Executive Board members within seven (7) working days following meetings; distribute minutes of Executive Board and General Membership meetings to all members within thirty (30) working days following meetings.
- D. Distribute copies of all proposed amendments to the Constitution and Bylaws.

**Section 4. Treasurer**

The Treasurer shall:

- A. Oversee the collection, transmittal and disbursement of dues.
- B. Deposit all monies in a bank, in the name of the Association.
- C. Notify the Association of the name of the bank in which dues are deposited.
- D. Hold all funds and disburse them accordingly upon the submission of vouchers approved by the President.
- E. Sign all checks along with either the President or the Vice President in his/her absence.
- F. Prepare an annual financial report which shall be distributed once each year to the General Membership.
- G. Prepare the books for an audit.
- H. File the appropriate federal and state forms.
- I. Present a financial report at all Executive meetings.

**ARTICLE VII. DUTIES OF THE EXECUTIVE BOARD**

- A. Between General Membership meetings, the Executive Board shall conduct and manage the affairs and business of the Association, including the interpretation of this Constitution and Bylaws.
- B. All Executive Board members shall serve a term of two (2) years and may be reelected. The term of office shall run from September 1<sup>st</sup> to August 31<sup>st</sup>.
  - a. *President and Treasurer will serve 2-year terms beginning September of even-numbered years.*
  - b. *Vice President and Secretary will serve 2-year terms beginning September of odd-numbered years.*
- C. The Executive Board shall see that the budget is prepared and submitted for approval at the October General Membership meeting.



- D. The Executive Board shall implement motions and resolutions approved by the General Membership 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 arrangement for annual and special meetings.
- E. The Executive Board shall review the activities of all committees with reports submitted to the Vice President.

**ARTICLE VIII.  
BUILDING REPRESENTATIVES ON THE EXECUTIVE BOARD**

**Section 1. Election**

Building Representatives shall be elected by the members in each work site by a secret vote of the members in each work site.

**Section 2. Vacancy**

A vacancy in the position of Building Representative shall be filled by a special election within thirty (30) working days.

**Section 3. Term of Office**

The term of office shall be for one (1) year and commence in September.

**Section 4. Review**

The Executive Board shall annually review the number of Building Representatives and the jurisdiction of the Building Representative(s) and shall recommend to the General Membership at the annual General Membership meeting in or prior to October any changes that are necessary to provide Building Representative(s) consistent with the Constitution and Bylaws.

**ARTICLE IX. NOMINATIONS AND ELECTION OF EXECUTIVE BOARD  
REPRESENTATIVES, AND WEA AND NEA DELEGATES**

**Section 1. Nominations**

- A. The President, with the approval of the Executive Board, shall appoint a nominations committee who shall complete a slate of candidates. This slate shall be prepared for the February annual meeting with the recommendations for the time and place of the election and an election procedure that guarantees fairness. Each nominee must be a member in good standing and give his/her consent to appear on the ballot.
- B. In addition to the provisions of Section 1 above, nominations from the floor shall be called for and received at the February annual meeting. At the conclusion of the February annual meeting, nominations shall be closed.
- C. The slate of officers shall include candidates for *Association Executive Board Members and officers to be elected in the appropriate odd- or even-numbered years*, and WEA/NEA Representative Assembly Delegates. All candidates shall be elected by their constituencies.

- D. The Executive Board shall approve the time and place of 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 person, one vote principal.
- E. To win, 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 2. WEA/NEA Delegates Procedures**

- A. 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 X. COMMITTEES**

### **Section 1. Standing Committees**

- A. Standing committees are authorized by the Bylaws. Committee members shall be appointed by the President with the approval of the General Membership. Standing committee members shall serve until September of the year for which they are appointed or until discharged by the President with the approval of the Executive Board AND/OR General Membership.
- B. Standing committees shall include, but shall not be limited to:
  - a. Bargaining Committee
  - b. Grievance Committee
  - c. Nominations and Elections Committee
  - d. Scholarship Committee
    - i. Scholarships will be awarded to CEA members' children (*or stepchildren of married partners*) who are Cascade High School graduates. Applicants must complete and submit Scholarship Committee-approved form by May 1<sup>st</sup> to be recognized at Scholarship night prior to graduation. Each individual scholarship shall not exceed \$500. Scholarship checks shall be made out to the school or college of the recipients' choice. Scholarship awards are valid for one year after graduation.
    - ii. Students not qualifying for CEA scholarship are eligible for tuition reimbursement equal to the amount of CEA scholarship award given the year of their graduation, not to exceed \$500. Student or CEA member parent must submit transcript and receipt of tuition payment within one year of graduation to receive reimbursement.
  - e. Retirement Committee
    - i. If a member retires they will be given a gift of \$100.

### **Section 2. Special Committees**

Special committees may be established by the Executive Board. Special committee members shall serve until their committee is dissolved by the Executive Board AND/OR General Membership.

**Section 3. Committee Minutes**

Minutes of the proceedings of each committee shall be filed with the Secretary of the Association. The secretary shall provide copies of the minutes of standing committees to the committee chairpersons for the ensuing year. All committees shall report to the membership as directed by the President and/or the Executive Board.

**ARTICLE XI. MEMBERSHIP AND FISCAL YEAR**

The membership and fiscal year shall be September 1 through August 31.

**ARTICLE XII. STIPENDS**

**Section 1. President**

The President shall be paid a stipend of one thousand five hundred dollars (\$1,500.00) per year to be paid by June first (1st) of the fiscal year.

**Section 2. Vice President**

The Vice President shall be paid a stipend of five hundred dollars (\$500.00) per year to be paid by June first (1st) of the fiscal year.

**Section 3. Secretary**

The Secretary shall be paid a stipend of five hundred dollars (\$500.00) per year to be paid by June first (1st) of the fiscal year.

**Section 4. Treasurer**

The Treasurer shall be paid a stipend of five hundred dollars (\$500.00) per year to be paid by June first (1st) of the fiscal year.

**Section 5. Building Representatives**

The Building Representative shall be paid a stipend of two hundred fifty dollars (\$250.00) per year to be paid by June first (1st) of the fiscal year based on attendance at minimum of seventy percent (70%) of Executive Board meetings.

**Section 5. Bargaining Committee**

Each of four (4) Bargaining Committee members shall be paid at the rate of two hundred fifty dollars (\$250.00) per year. The Head of the Bargaining Committee shall be paid at the rate of three hundred seventy-five dollars (\$375.00) per year. Amounts are based on attendance at minimum of seventy percent (70%) of Bargaining Committee meetings. The Executive Board shall have authority to authorize payment for sessions beyond 10 meetings per year. Attendance beyond 10 meetings will result in a stipend of \$20 per meeting. Meeting minutes shall be presented Executive Board to receive the stipend.

**Section 6. Member Attendance at Approved Meetings**

Any Association member may receive a stipend of twenty dollars (\$20.00) per meeting attended of either the Uniserv council or the School Board. Stipend will be distributed upon receipt by the Executive Board of the notes to the meeting.

**ARTICLE XIII.  
RATIFICATION OF AGREEMENT AND AUTHORIZATION FOR STRIKES**

**Section 1. Ratification of Collective Bargaining Agreement**

The president and the chairperson of the bargaining team shall be authorized to sign a legal, binding, yearly or multi-year Collective Bargaining Agreement with the employing board only after the completion of the following procedure at a General Membership meeting:

- A. Report and recommendation by the bargaining team.
- B. A report and recommendation by the Executive Board.
- C. A written digest of the proposed Collective Bargaining Agreement or changes.
- D. Discussion by all membership.
- E. A Majority affirmative vote, by secret ballot, of the total active membership present and voting.

**Section 2. Amendments to the Collective Bargaining Agreement**

Ratification of amendments to the negotiated agreement shall occur at a General Membership meeting.

**Section 3. Collective Bargaining Agreement Ratification Meeting**

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 4. Strike Authorization**

Strike action must be authorized by a two-thirds (2/3) majority vote of those members present and voting in a special meeting.

**ARTICLE XIV. QUORUM**

**Section 1. General Membership Meeting**

The membership in attendance at any duly authorized General Membership meeting shall constitute a quorum.

**Section 2. Executive Board and Committee Meetings**

Quorum at any duly authorized meeting of the Executive Board or any committee shall be a majority of its members.

**ARTICLE XV. AMENDMENTS**

Amendments to the Bylaws may be made by a two-thirds (2/3) secret ballot vote of the active members. Amendments shall become effective immediately upon adoption, unless otherwise provided.