

**FRANKLIN PIERCE EDUCATION ASSOCIATION  
BYLAWS**

Revised 01/16/2024

**Article I NAME**

**Section 1.** The name of this Association shall be the FRANKLIN PIERCE EDUCATION ASSOCIATION. The Association shall be affiliated with (1) the Washington Education Association and (2) the National Education Association.

**Article II PURPOSE**

**Section 1.** To promote within the education profession the highest type of professional practices; to encourage active participation of all educators in the solution of school problems; to urge every member of the profession to be a progressive student of education; and to arouse allegiance to a genuine spirit of professional ethics.

**Section 2.** To encourage higher qualifications for entrance into the education profession; to promote educator participation in school management; to aid in securing and maintaining adequate salaries, tenure, sound retirement system, and such other improvements in conditions that will enable educators to function properly as a vital factor in educational progress.

**Section 3.** To cooperate with parent-teacher organizations and other civic bodies having educational objectives and to aid in interpreting to the public the problems, the function, and the steady progress of the public schools.

**Section 4.** To encourage educators to exercise their rights and privileges as citizens.

**Article III MEMBERSHIP**

**Section 1.** Certificated employees of the Franklin Pierce School District who meet active membership requirements of the Washington Education Association and who agree to adhere to the Code of Ethics of the Education Profession may become active members of this Association upon payment of dues in FPEA, WEA, and NEA.

**Section 2.** Substitute teachers who are employees of the Franklin Pierce School District, and who have worked in the District for ten (10) days or more, may become substitute teacher members of the FPEA upon payment of Substitute Teacher dues to the FPEA, and payment or proof of substitute teacher membership in the WEA and the NEA.

**Section 3.** Active membership shall be continuous until the member leaves the district, resigns from the Association, or fails to pay membership dues.

**Section 4.** Any person not engaged in the profession of education but interested in the promotion of education, upon meeting associate membership requirements of the Washington Education Association, is eligible to associate membership in the FPEA. Associate membership does not include voting privileges.

**Article IV OFFICERS**

**Section 1.** The officers of the Association shall consist of the President and WEA-NEA Delegate

(hereinafter known as the "President"); the Vice-President; the Immediate Past President; the Recording Secretary; Treasurer; the Classroom Teacher UniServ Representative; the Non-classroom Teacher UniServ Representative; the Special Education Teacher UniServ Representative; Educator of Color Uniserv Representative; and the ESA Uniserv Representative.

## **Section 2. Term of Office**

A. The President, Vice President, the Recording Secretary, the Treasurer, the Classroom Teacher UniServ Representative, the Non-classroom Teacher UniServ Representative, the Special Education Teacher UniServ Representative, Educator of Color UniServ Representative, and the ESA (Education Staff Associate) UniServ Representative shall take office upon adjournment of the NEA Representative Assembly following their elections.

B. Each shall serve for two (2) years. The Immediate Past President shall only serve for one (1) year immediately following their term as President.

C. In case a vacancy occurs in the office of Vice President, Recording Secretary, Treasurer, Classroom Teacher UniServ Representative, the Non-classroom Teacher UniServ Representative, the Special Education Teacher UniServ Representative, Educator of Color UniServ Representative, and the ESA UniServ Representative a successor shall be appointed by the Representative Assembly to serve until the end of the unexpired term.

D. In the event the President is unable to serve for their full term of office, the Vice President shall assume the office of President for the balance of the unexpired term.

## **Section 3. Duties**

A. The President shall preside at all meetings of the Association, the Representative Assembly, and the Executive Board. They shall call all special meetings of the Association. They shall appoint the chairpersons and members of standing committees and shall be a delegate to the Summit UniServ Council, the WEA, and the NEA Representative Assemblies. The President shall represent the Association before the public and shall perform all other functions usually attributed to this office. They shall submit a list of the delegates and alternate(s) who will attend the WEA Representative Assembly to the WEA as requested. They shall prepare and keep on file a correct listing of the members of the Executive Board, the Representative Assembly, all standing committees and the dates of their appointments, and special committees.

B. The Vice President shall assume all duties of the President in case of absence and assume the Presidency in case of permanent absence in that position. They shall be a delegate to the Summit UniServ Council and the WEA, Representative Assembly.

C. The Recording Secretary shall keep a record of all meetings of the Association, the Representative Assembly, and the Executive Board. All records shall be turned over to their successor upon expiration of their term of office. The Recording Secretary shall keep a copy of the Bylaws and the Collective Bargaining Agreement with attached amendments available at all meetings. They shall keep a record of all organization meeting minutes as requested by the President, Representative Assembly, or Executive Board.

D. The Treasurer shall be responsible for the disbursement of funds authorized by the budget and/or directive by the Representative Assembly. They shall chair the Executive Board in the

initial drafting of the annual budget. They shall present the books for review by a 3-member Budget & Finance committee appointed annually by the President. Such appointments shall be made by September 15<sup>th</sup>. They shall be responsible for ensuring that FPEA is in tax compliance with state and federal governments through the filing of annual income, tax, or exemption forms. They are the liaison from FPEA to individuals managing or handling FPEA finances.

E. The UniServ Representatives (Classroom teacher, Non-Classroom Teacher, Special Education Teacher, Educator of Color, and ESA) shall be responsible for participating on the Executive Board and the Summit UniServ Council, as well as participating as a delegate at the annual WEA Representative Assembly annually.

1. The Classroom Teacher UniServ Representative is a representative of classroom teachers at all grade levels and shall be responsible for voicing and advocating for the needs of classroom teachers.
2. The Non-Classroom UniServ Representative is a representative of non-classroom teachers such as librarians, specialists, and program specialists and shall be responsible for voicing and advocating for the needs of non-classroom teachers.
3. The Special Education Teacher UniServ Representative is a representative of special education teachers and shall be responsible for voicing and advocating for the needs of special education teachers.
4. The Educator of Color UniServ Representative is a representative of educators of Color and shall be responsible for voicing and advocating for the needs of educators of color.
5. The ESA UniServ Representative is a representative of ESAs and shall be responsible for voicing and advocating for the needs of ESAs.

H. All Executive Board Members will chair, co-chair, or participate in at least 1 FPEA Committee.

I. All Executive Board Members are responsible for representing all minoritized groups within the FPEA and creating space for their needs when doing the work of the FPEA.

J. In the event that an executive board member who is intended to attend the WEA Representative Assembly is not able to participate in the WEA Representative Assembly, an alternate may be nominated and elected to fulfill this obligation.

**Section 4.** Officers may be removed from their respective offices by the following means:

A. Any member of the Representative Assembly may submit a petition at a regular Representative Assembly Meeting charging that the said officer is not satisfactorily carrying out their duties. The petition must bear the names of at least one-third of the members of the Representative Assembly.

B. A hearing shall be held at the next regular Representative Assembly meeting to determine the validity of the charge(s). If the President is the subject of the petition, they shall vacate the chair during the hearing. Following the hearing, a secret vote shall be taken, with a two-thirds majority of those present and voting necessary to remove the said officer from office.

## **Article V DELEGATES TO REPRESENTATIVE BODIES**

**Section 1.** Delegates to the annual NEA Representative Assembly shall consist of the President and member(s) of FPEA, or successor delegates as needed. Members of FPEA who are NEA

members can nominate themselves or be nominated to attend the NEA Representative Assembly with the President in accordance with the nominations and elections section of these bylaws. The FPEA will send a minimum of 2 delegates to the NEA Representative Assembly.

**Section 2.** Delegates to the annual WEA Representative Assembly shall consist of the President, the Vice President, the UniServ Representative. Any other delegates to which the Association is entitled shall be elected at-large.

**Section 3.** Delegates to the Summit UniServ Council shall consist of the President, Vice President, and any other delegate(s) to which the Association is entitled elected by the general membership. The delegate(s) shall serve a 2-year term.

## **Article VI REPRESENTATIVE ASSEMBLY**

**Section 1.** There shall be a representative body with full governing powers, to be known as the Representative Assembly, which shall consist of: (a) one representative for each ten (10) members, or fraction thereof, in each building; (b) one representative for each ten (10) substitute teacher members, or fraction thereof, elected by and from their own group; and (c) the officers.

### **Section 2. Powers and Duties**

A. Upon the Representative Assembly shall rest the duties, responsibilities, and the final authority for the conduct of the Association in all matters except as stated otherwise in the Bylaws; provided that it may at any time refer any matter to the general membership for general consideration, with the Representative Assembly prescribing the manner of voting therein.

B. The Representative Assembly shall review and approve both the preliminary and final budgets of the Association.

C. The Representative Assembly shall have the power to authorize the spending of any money received from dues and contributions which has not already been provided for in the annual budget.

D. Meetings of the Representative Assembly shall be held once each month or at any other time at the call of the President or at the call of a majority of the Representative Assembly. It shall be the duty of the Representative Assembly to act upon matters, which are to be presented at any general meetings of the Association, and to fill vacancies, which may arise between the annual elections, in the manner prescribed above.

E. The Representative Assembly shall act on reports of committees and approve resolutions and other policy statements.

F. Powers not delegated to the Executive Board, the officers, or other groups in the Association shall be vested in the Representative Assembly.

G. Building Representatives will serve a term of 1 year, with no term limit.

## **Article VII EXECUTIVE BOARD**

**Section 1.** There shall be an Executive Board with executive powers only, consisting of the officers of the Association.

### **Section 2. Powers and Duties**

A. The Executive Board shall expedite the business of the Representative Assembly. It shall consider all matters presented for the attention of the Representative Assembly between meetings. It shall also serve as an executive body in all matters delegated to it. It shall meet at the call of the President or the Representative Assembly.

B. The Executive Board shall prepare the agenda for each meeting of the Representative Assembly and circulate it to all members of the Representative Assembly so that it may be discussed with faculty members in advance of the meeting.

C. The Executive Board shall be responsible for the formation and presentation of the annual preliminary and final budgets.

## **Article VIII NOMINATIONS AND ELECTIONS**

### **Section 1.**

A. Candidates for the offices of President, Vice President, Recording Secretary; Treasurer; the Classroom Teacher UniServ Representative, the Non-classroom Teacher UniServ Representative, the Special Education Teacher UniServ Representative, Educator of Color UniServ Representative, and the ESA UniServ Representative shall file for office with the Elections Committee in compliance with WEA election guidelines. If any positions remain unfilled, the Executive Board shall nominate candidates for office no later than two weeks following the election.

B. Any at large delegates to the WEA and NEA Representative Assembly and successor delegates to the WEA and NEA Representative Assemblies shall file for office with the FPEA President following WEA Elections Guidelines and Timelines.

**Section 2.** Candidates for President and Vice President shall be regular, active members who have been certificated employees in the district for a minimum of one (1) year, and a certificated member of the WEA for a minimum of three (3) years.

**Section 3.** If there are more than two (2) candidates for any officer position, a primary election shall be conducted for those positions in compliance with WEA election guidelines. Voting shall be conducted electronically in accordance with WEA Election Regulations and Timelines. If no candidate receives a majority, the two candidates receiving the greatest number of votes will be placed on the final ballot.

**Section 4.** The final election of officers and delegates shall be conducted electronically in accordance with WEA Election Regulations.

**Section 5.** Election Cycles and Electing bodies

A. The President and the Vice President shall be elected electronically by all staff for a 2-year term.

1. Elections for these positions are held on odd years.

B. The Recording Secretary and the Treasurer shall be elected electronically by all staff for a 2-year term.

1. Elections for these positions are held on even years.

C. Building Representatives shall be elected electronically for a 1-year term. Building Representatives shall be elected by the conclusion of the previous school year. Building Representatives shall be elected only by members of the Association. Building Representatives shall take office at the conclusion of the NEA Representative Assembly. In the event that no Representative is elected to the position, a FPEA member may be appointed to the position by the President.

D. UniServ Representatives shall be elected by all members electronically for a 2-year term.

1. The Classroom Teacher UniServ Representative is elected on odd years.
2. The Non-Classroom Teacher UniServ Representative is elected on odd years.
3. The Educator of Color UniServ Representative is elected on even years.
4. The Special Education Teacher UniServ Representative is elected on even years.
5. The ESA UniServ Representative is elected on even years.

## **Section 6. Term Limits**

A. The FPEA appreciates the time and sacrifices necessary for serving on the Executive Board and hopes to facilitate the growth of leadership within FPEA. FPEA also recognizes that members are under extreme demands on their time and energy, and there may not always be candidates to replace term limited executive board members. As such, the FPEA will have a limit of 3 terms (6 years total) in a given position when new nominees are present. If there is no new nominee to run against an executive board member who has reached their term limit, they may run again for that position in that election. At each subsequent election when that position is up, if a new nominee is present, that term limited member must not run.

## **Article IX COMMITTEES**

**Section 1.** There shall be the following standing committees appointed by the President, subject to the approval of the Representative Assembly: Collective Bargaining, Bargaining Support, Elections, Budget & Finance, Data and Communications, Member Engagement, and Staff of Color.

**Section 2.** Each standing committee shall be selected so as to represent, as closely as possible, different interests in the Association, and be appointed for overlapping terms of three (3) years.

**Section 3.** Each standing committee Chair and/or Co-chairs shall be named by the November Representative Assembly.

**Section 4.** All standing committees shall be responsible to the Representative Assembly.

**Section 5.** Each standing committee shall keep a continuing record of activities. Chairpersons shall report to the Representative Assembly. The chairperson for the elections committee cannot be a board member who is up for election that year.

**Section 6.** As the need arises, special committees shall be appointed by the president.

**Section 7.** Expenses incurred by the committee members in attending meetings or otherwise conducting the business of the committee shall be paid by the Association according to the budgeted accounts or upon approval of the Representative Assembly.

### **Section 8. Standing Committee Descriptions and Duties**

A. The Collective Bargaining team shall be composed of appointed members and the President. Its duties shall be to represent members of the bargaining unit in all matters relating to employment conditions and employer-employee relations within the district, including, but not limited to, wages, hours, and other terms and conditions of employment. It shall have the power to accept, to reject, or to veto any action in the name of the Association. In non-bargaining years, the team shall be retained for contract maintenance and re-openers.

B. The Bargaining Support Committee shall be composed of self-selected members and the Vice President or appointee. Its duties include supporting the collective bargaining team throughout data-gathering and negotiations through such activities as: arranging food and care to support the Collective Bargaining team during active negotiations; planning and recruiting members to engage in collective actions to show solidarity and support for the organization preceding and throughout the negotiation process; and communicating the planned structure to use in the event of a work stoppage or strike. In a year where there are no open contracts, this committee shall be absorbed by the Member Engagement Committee.

C. The Nominations and Elections Committee shall be composed of the President, self-selected members, and during a presidential election year, at least one additional executive board member not up for election. The committee shall follow the bylaws outlined in Article 8: Nominations and Elections.

D. The Budget & Finance team shall be composed of appointed members of the Representative Assembly, the President, and the Treasurer. Its duties include meeting at least twice a year to balance the budget and ensure FPEA funds will be spent as approved in the upcoming year and to present to the Executive Board and Representative Assembly for approval.

E. The Data and Communications team shall be composed of the Recording Secretary and self-selected members. Its duties include managing leadership, Representative Assembly, and membership lists. Other duties include managing access to files, records, and lists to applicable parties as well as updating calendar events for FPEA business.

F. The Member Engagement Committee shall be composed of self-selected members and at least one member of the executive board. Its duties include organizing and advertising regular social events to promote a sense of community and solidarity within the membership; reaching out to potential members to encourage them to join, answer membership questions, and supporting the Representative Assembly in building and maintaining needed skills to have

one-on-one conversations with their building and/or program members.

G. Staff of Color committee shall be composed of self-selected members and the Educator of Color Representative. Its duties include supporting the retention of educators of color; engagement of educators of color in Association activities.

#### **Article X DUES**

**Section 1.** Annual dues for full-time active members shall be 0.005342 times the prior year's state minimum full-time certificated instructional staff salary, not regionally adjusted, which is \$40,760 for 2018-2019 as indicated in RCW 28A.400.205. Members shall also pay UniServ, state and national affiliate dues as required. Dues for part-time members and the FTE breakdown shall be the same as used by WEA to compute its dues. Dues for Substitute Teacher Members shall be one third of the active membership dues and be paid annually via check. Payment of dues shall be made on a monthly basis through systems adopted by WEA.

#### **Article XI BUDGET**

**Section 1.** The preliminary annual budget for the current year shall be prepared by the Budget & Finance Committee and presented to the Representative Assembly not later than the Representative Assembly Meeting in September of each year.

**Section 2.** The final annual budget for the current year shall be prepared by the Budget & Finance Committee and approved by the Representative Assembly not later than the October Representative Assembly of each year.

#### **Article XII GENERAL MEETINGS**

**Section 1.** Meetings of the entire membership may be called by the President or by the Representative Assembly.

#### **Article XIII QUORUM**

**Section 1.** A majority of the Elected and/or appointed Building Representatives shall constitute a quorum of the Representative Assembly.

**Section 2.** Ten percent (10%) of the membership at a general meeting of the Association shall constitute a quorum thereof.

**Section 3.** A majority of all members of any committee shall constitute a quorum thereof.

**Section 4.** A majority of the Executive Board shall constitute a quorum thereof.

**Section 5.** Strike action must be authorized by a minimum of 67% majority vote of the membership present and voting.

#### **Article XIV RULES OF ORDER**

**Section 1.** The current edition of "Sturgis Standard Code of Parliamentary Procedure" governs

the Association in all parliamentary situations that are not provided for in the law or in its charter, Bylaws, or adopted rules. The association will adopt alternative rules of order if recommended by the WEA.

#### **Article XV AMENDMENTS**

**Section 1.** Amendments to these Bylaws may be proposed at any scheduled meeting of the Representative Assembly. Proposed amendments shall be considered at the next scheduled meeting of the Representative Assembly and shall require a two-thirds vote of those representatives present and voting for passage.

#### **Article XVI RATIFICATION**

**Section 1.** These Bylaws shall be considered ratified if approved by a majority of those present and voting at a general meeting of the membership.

**Section 2.** The President and the Chairperson of the Bargaining Team shall be authorized to sign a legal, binding, yearly or multi-year agreement with the employing board only after completion of the following procedures:

A. A report and recommendation by the Bargaining Team is presented to the General Membership at a General Membership ratification meeting.

B. A complete TA document of all new contract language will be provided to the General Membership at least twenty-four (24) hours before discussion and voting at a General Membership meeting.

C. Discussion opportunity by the membership;

**Section 3.** 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.