

## REA BYLAWS

### ARTICLE I (Meetings)

#### Section 1. Executive Board

- A. The Executive Board shall meet regularly.
- B. The Executive Board shall meet at the call of the President in Special Meeting.
- C. The Executive Board shall meet upon the written request of three members of the Board for a specifically stated purpose.

#### Section 2. Representative Council

- A. Regularly scheduled meetings of the Representative Council shall normally be held on the first Mondays of each month during the school year.
- B. The Representative Council shall meet in special session upon the call of the President.
- C. Meetings of the Representative Council shall be held upon the written request of five members of the Council for a specifically stated purpose.

#### Section 3. General Membership

- A. General Membership meetings shall be called by the President. Written meeting notices shall be provided for the members at least five (5) business days prior to the meeting.
- B. The membership shall meet at the call of the President in Special Meeting for a specifically stated purpose. General Membership shall act only on business concerning the specifically stated purpose of such meetings and the purpose(s) must be available in written form for the members at least one (1) day prior to the meeting.
- C. The Membership shall meet within ten (10) days of receipt of written request of ten percent (10%) of the members for a specifically stated purpose. General Membership meeting shall act only on business concerning the specifically stated purpose of such meetings and the purpose must be available in written form for the members at least five (5) business days prior to the meeting.
- D. Under special circumstances, the President may call an emergency meeting without twenty-four (24) hours written notice, but in this case a quorum will be a majority of the General Membership.

**ARTICLE II**  
**(Quorum)**

A majority of their elected members shall be a quorum for Representative Council and Executive Board. Those active members present at a General Membership meeting shall constitute a quorum. Those appointed members present shall be a quorum for committees and commissions.

**ARTICLE III**  
**(Powers and Duties of Officers)**

Section 1. The President shall:

- A. Preside over all General Membership, Representative Council and Executive Board meetings, and prepare, with the advice of the Executive Board, an agenda for each meeting.
- B. Appoint a parliamentarian and all committee members and chairpersons with the confirmation of the Executive Board. Committee members and chairpersons may be removed by the Executive Board. The Nominations and Elections Committee will instead be selected by the Representative Council.
- C. Be an ex-officio member of all committees excluding the Elections and Nominations Committee.
- D. Be the only official spokesperson for the Association except that he/she may delegate such duty to the UniServ Representative, Vice-President or other Association designee.
- E. Perform and assume all such duties as normally pertain to the office. In assuming the duties and powers of the President, he/she may exercise all the authority of the Representative Council to make binding decisions for the Association when the exigencies of time or situation preclude any possibility of calling the Representative Council or Executive Board into session and obtaining a quorum.
- F. Represent the Association at all conventions, conferences or assemblies to which elected and shall be the chairperson of the delegation.
- G. Be responsible or delegate authority for internal and external public relations. Will notify all members of accomplishments and report Association activities through a newsletter or other means.
- H. As a result of the election the President shall be a delegate to the WEA and NEA RA, for their two year term, as stated on the ballot.

Section 2. The Vice-President shall:

- A. Be an ex-officio member of all committees excluding the Elections and Nominations Committee.
- B. Assume such special jurisdiction or duties as may be assigned by the President.
- C. In the absence or incapacity of the President perform the duties of the President.
- D. Be a member of the Executive Board and Representative Council.
- E. Annually assist in preparing the REA budget, and monitor expenditures on a timely basis.
- F. As a result of the election the Vice President shall be a delegate to WEA and NEA RA, for their two-year term, as stated on the ballot.

Section 3. The Treasurer shall:

- A. Serve as the Chief Financial Officer of the Association.
- B. Assist in the preparation of the annual REA budget.
- C. Maintain one or more bank accounts for the Association.
- D. Maintain detailed and accurate financial records of all revenue and expenditures.
- E. Provide detailed monthly reports for the Executive Board and Representative Council showing the current status of the budget and all expenditures and revenue.
- F. Hold all funds and disburse them accordingly upon the submission of vouchers approved by the president and in accordance with rules and policies established by the Association.
- G. Serve as a signatory on bank accounts with vice president or secretary.
- H. Prepare an annual financial report which shall be distributed once each year.
- I. Secure an audit of the books by a certified public accountant once each year.
- J. Ensure that the Treasurer's own expenses are verified and approved by another officer.
- K. Comply with Association financial policies, as established by the Representative Council.

Section 4. The Secretary shall:

- A. Be responsible for taking and maintaining accurate minutes of the meetings of governing bodies and committees.
- B. Make available to all members within thirty (30) days following an Executive Board, Representative Council, or Membership meeting the minutes of such meeting upon request.
- C. Handle correspondence for the Association
- D. Publish on the REA website in advance the time, location, and agenda of all meetings of each governing body and committee.
- E. Publish on the REA website the names of each officer, Executive Board member, Representative Council member, and chairs and members of each committee.
- F. Maintain accurate historical versions of all governing and policy documents.
- G. Oversee the recording of the meetings of all governing bodies and maintain a complete archive thereof.

**ARTICLE IV**  
**(Powers and Duties of Official Bodies)**

Section 1. The Executive Board shall:

- A. Be responsible for the executive management of the Association, make specific recommendations to the Representative Council on all important items of Association business, implement policies established by the Representative Council and report its board transactions and those of the UniServ Council to the Representative Council.
- B. Share responsibility with the officers of the Association for the preparation and administration of a preliminary budget and a final budget.
- C. Be in session, if called by the President, during formal negotiations so negotiators can ask for advice during caucuses and be debriefed directly after a negotiations session has taken place.
- D. Adopt a calendar of Association activities for each year.
- E. Be called into session by the President for emergency decisions when the exigencies of time or situation preclude any possibility of calling the Representative Council into session and obtaining a quorum. In such situations, the Executive Board shall exercise all the authority of the Representative Council to make binding decisions for the Association.
- F. Have original responsibility to ensure that the composition of the Representative Council equitably represents the several faculty groups in the school district.
- G. Prepare recommendations for REA members on the UniServ Council.

- H. Have jurisdiction within this Association over all actions or policies of the Association which affect the membership in areas of ethics, contract relations, grievances, tenure, evaluation procedures and other personnel policies of the school district except salary or fiscal items therein. Conduct such inquiries, investigations and studies as it deems necessary and report its conclusion to the Representative Council, if desirable.
- I. Be responsible for approving all legal expenditures and/or legal representation fees prior to incurring the obligation.

Section 2. The Executive Board or its designee shall:

- A. Hold and disburse all funds or property of the Association authorized by the Representative Council.
- B. Have the power to delegate any duties provided the Executive Board retains the responsibility thereof.

Section 3. The Representative Council shall:

- A. Be the only policy making body of this Association when the General Membership is not in business session or as provided otherwise herein during an emergency time or situation
- B. Have all powers of this Association not otherwise delegated herein or in the constitution.
- C. Set the active membership dues subject to ratification by a majority of those voting in a membership election.
- D. Be the final appeal board to sustain or deny censure, suspension, or expulsion of a member who has been cited for violation of the Code of Ethics of the Education Profession, or conviction by a court learned in the law of a crime involving moral turpitude. Dues Process for members shall proceed through the President or Executive board and/or finally to Representative Council.
- E. Adopt such internal rules as it may find expedient for the orderly conduct of business provided that such do not contravene the provisions of the Constitution and Bylaws or in any way restrict the action of succeeding councils.
- F. Be the final judge of the election and qualification of the elected officers of the Association.
- G. Elect members from the General Membership to serve as members of the UniServ Council Board of Directors. Elected reps will take their position upon the drop of the gavel at NEA-RA. Newly elected members will be invited as guests to the June meeting.
- H. Be responsible for approving the annual budget.

**ARTICLE V**  
**(Executive Board)**

Section I. Officers

- A. The President shall be elected by the entire membership biannually, in odd years, for a two (2) year term for a maximum of three terms.
- B. The Vice-President shall be elected by the entire membership biannually, in even years, for a two (2) year term for a maximum of three terms.
- C. The Treasurer shall be elected by the entire membership biannually, in even years, for a two (2) year term.
- D. The Secretary shall be elected by the entire membership biannually, in odd years, for a two (2) year term, with the exception that first secretary elected will serve a term of one (1) year to establish the alternating pattern of officer elections.

Section 2. Representatives

- A. One (1) primary representative (preschool – grade 2) shall be elected in each odd-numbered year for a two (2) year term.
- B. One (1) intermediate representative (grades 3 – 5) shall be elected in each even-numbered year for a two (2) year term.
- C. One (1) middle school representative (grades 6 – 8) shall be elected in each odd-numbered year for a two (2) year term.
- D. One (1) high school representative (grades 9 – 12) shall be elected in each even-numbered year for a two (2) year term.
- E. One (1) special services representative from the following group shall be elected in each odd-numbered year for a two (2) year term.
  - 1. Elementary Music, P.E., ESL, Title I
  - 2. Librarians
  - 3. Speech/Language Pathologist
  - 4. Nurses
  - 5. Occupational/Physical Therapists
  - 6. Psychologists/Counselors
  - 7. Resource Teachers
  - 8. Substitutes
  - 9. ESL Teachers
  - 10. Other certificated personnel not defined above.
- F. One (1) At-large representative shall be elected in each even-numbered year for a two (2) year term.
- G. One (1) ethnic minority representative shall be elected in each even-numbered year for a two (2) year term.

- Section 3. Representatives of the Executive Board shall be members of the groups represented at the time of election. Should a representative relinquish membership in the group represented, then that representative shall vacate that Executive Board position.
- Section 4. A vacancy on the Executive Board of an elected representative shall be filled by presidential appointment with the advice and consent of the Executive Board and the ratification by a majority vote of the entire Representative Council.

**ARTICLE VI**  
**(Faculty Representatives)**

- Section 1. Representation and Building Units
- A. In each unit in the Renton School District, faculty members who are members in good standing of this Association shall elect for a term of two (2) years one of their number to the Representative Council for each twelve (12) members. There shall be at least one (1) Representative from each unit. Where more than one (1) such Representative is elected, one (1) shall be designated the Senior Faculty Representative.
  - B. Building Units shall mean: each school or work location where REA members are assigned.
  - C. REA members assigned to more than one (1) location shall choose one (1) building in which to be officially represented and shall indicate that choice to the REA office and the Faculty Representative.
  - D. For each building unit which has exactly one (1) representative, an alternate representative shall be elected from that unit. This person shall assist the representative from the unit in performing the duties within the building unit.
  - E. Every building unit representative shall serve a two (2) year term on the Representative Council. Such term shall begin at the close of the NEA Rep Assembly.
- Section 2. Attendance and Resignation  
Faculty Representatives shall be required to attend all regular or special meetings of the Representative Council unless excused prior to the meeting by the President. After two (2) unexcused absences by a representative, the President may declare the seat vacant and call upon buildings concerned to elect a different representative. If the unit does not elect a new representative within two (2) weeks from the time of notice the President upon recommendations will appoint a representative from that unit.
- Section 3. Building Meetings  
The Faculty Representatives may call and conduct such meetings as they deem necessary. Such meetings shall be chaired by the senior representative or representative as the case may be.
- Section 4. Duties  
Only those duties which are directed and approved by the Association shall be

**Renton Education Association Bylaws**

**Amended April 1, 2002  
Amended June 7, 2004  
Amended August 16, 2012  
Amended October 6, 2014  
Amended October 3, 2016  
Amended June 10, 2019  
Amended February 3, 2020**

considered as obligatory upon the Faculty Representatives. Duties other than those connected with the Association will be assigned through channels other than the Association structure. Faculty Representative(s) shall represent to the best of their ability their building faculties.

Section 5.

Qualifications

To be elected or to serve, a Faculty Representative shall be an active member of this Association.



**ARTICLE VII**  
**(Substitute Members)**

- Section 1. Applicability  
All Articles of the Renton Education Association Constitution and Bylaws (excluding ARTICLE V) shall apply to Substitute members.
- Section 2. Substitute Representatives
- A. Representation  
Substitutes who are members in good standing of this Association shall elect for a term of two (2) years one of their members to the Representative Council for each twelve (12) members.
  - B. Attendance and Resignation  
The Substitute representative(s) shall be required to attend all regular or special meetings of the Representative Council unless excused prior to the meeting by the President. After two (2) unexcused absences by a representative, the President may declare the seat vacant and call upon the Substitutes to elect a different representative. If a new representative is not elected within two (2) weeks from the time of notice, the President upon recommendations will appoint a Substitute representative.
  - C. Qualifications  
To be elected or to serve, a Substitute representative shall be an active member of this Association.
- Section 3. Substitute Member Meetings  
The Substitute representative(s) or REA President shall call meetings at least twice a year, or as they deem necessary. Such meetings will be chaired by a designated representative. One (1) meeting shall be held in the spring, at which time elections will be held to elect new representative(s).

**ARTICLE VIII (Special Committees)**

The following special committees shall be appointed and charged as follows:

- A. Nominations and Elections Committee shall be appointed from the active membership with one (1) member as chairperson, who shall obtain nominees for all elective association offices by no later than April 15th of each year and shall count the votes cast for each office and/or issue on the ballot.
- B. A Constitution and Bylaws Revision Committee will be appointed to make suggestions for possible revision for Bylaws and Constitution prior to the Executive Board Retreat in August.
- C. The President may appoint task forces to study and make recommendations on any topics.

**ARTICLE IX**  
**(Elections)**

Procedures for conducting elections may be found in the Policies and Procedures Handbook.

**ARTICLE X**  
**(Membership)**

- Section 1. An active member is any employee of the Renton School District who is represented by the Renton Education Association and chooses to be a member.
- Section 2. Active membership in the Renton Education Association shall be accompanied by active membership in the UniServ Council, in the Washington Education Association and the National Education Association.
- Section 3. Membership shall be permanent, or continuing from year to year until resignation, retirement, death, suspension, expulsion or failure to pay dues or assessments.
- Section 4. Only active members shall have the right to vote and to hold elective office.

**ARTICLE XI**  
**(Dues)**

- Section 1. Annual dues and fees for Teacher/Specialists members and Teacher/Specialist Representative Fee payers shall be .00669 of the base salary for Teacher/Specialists in the Renton School District. Annual dues and fees for individuals who are employed in non-certificated stipend positions (as defined in their contract) and who are not Teachers/Specialists in the Renton School District will be .0025 of the employee's extra duty stipend. Any amounts shall be rounded to the next higher dollar. Payment may be in cash or by payroll deduction (APA). Members of other WEA affiliated locals will have any additional local dues responsibility waived.
- Section 2. The annual dues of Teachers/Specialists who present proof of one-half time employment or less shall be one-half of the dues for active members.
- Section 3. The annual dues of Teachers/Specialists employed after the first month of the membership year shall be the regular dues prorated by the number of months remaining in that membership year.
- Section 4. Any change in the annual dues of this Association shall be determined by the Representative Council and ratified by a majority of the ballots cast by the General Membership (in the usual manner as done in the voting procedures for election of officers.)
- Section 5. The Representative Council may by a two-thirds majority vote and ratified by a majority vote of the membership voting, authorize a special assessment to be added to the regular dues for any one (1) year for a member. Such membership voting shall be conducted in the same manner as for election of officers.

Section 6. Representative Fees for eligible members of the Renton Education Association and its affiliates shall conform to current legal requirements as specified by the Washington Education Association General Counsel.

Section 7. Substitute Dues  
The annual dues of a Regular Substitute Teacher shall be one-half (1/2) the dues for active members. These dues shall be prorated on the basis of one hundred eighty (180) Days maximum. Dues shall be payable as a daily amount for days worked.

**ARTICLE XII**  
**(Removal of officers)**

Section 1. The President or Vice-President may be recalled or removed with cause if 20% of the membership petition for a recall election. The recall election shall be conducted in the same manner as the general Election, except that a two-thirds vote will be required of the total membership. The election shall be held within thirty (30) days after the petitions are received.

Section 2. Executive Board representatives may be recalled or removed with cause if 20% of the represented group petition for a recall election. The recall election shall be conducted in the same manner as the representative election, except that a two-thirds vote will be required of the total represented group. The election shall be held within thirty (30) calendar days after the petitions are received.

Section 3. Representative Council Building Representatives may be recalled or removed with cause by a two-thirds vote of the majority of the total building unit members.

**ARTICLE XIII**  
**(Resignation of Officers)**

Section 1. If the President resigns before the end of his/her term of office, the Vice-President will assume the duties of President and the Representative Council will elect from their number a Vice-President pro tem to serve the remainder of the Vice-President's term.

Section 2. If the Vice-President resigns, the Representative Council will elect a Vice-President pro tem to serve the remainder of the Vice-President's term as soon as appropriate to fill the vacancy.

Section 3. If both the President and Vice-President resign, the Representative Council will elect a President pro tem and then call for a general election as soon as appropriate to fill the vacancies.

**ARTICLE XIV**  
**(Standing Rules)**

The Representative Council and the Executive Board may establish standing rules for themselves provided that these rules shall be reviewed and approved annually by the respective bodies and are not in conflict with the Constitution and Bylaws. The current edition of Sturgis's *The Standard Code of Parliamentary Procedures* governs this Association in all parliamentary situations that are not provided for in law or in its charter, bylaws, constitution, or adopted rules.

**ARTICLE XV**  
**(Calendar)**

- Section 1. The fiscal year and the membership year for this Association shall be from September 1 to August 31 of the following calendar year.
- Section 2. The term of office for officers of this Association shall commence following the closing session of the Annual NEA Convention.

**ARTICLE XVI**  
**(Open Meetings)**

All meetings are to be open to all active Association members as defined by Sturgis, except for executive sessions.

**ARTICLE XVII**  
**(Amendment to Bylaws)**

These Bylaws may be amended by a two-thirds vote at any regular meeting of the Representative Council provided that copies have been sent to all Representative Council members two (2) calendar weeks in advance of the meeting.

**ARTICLE XVIII**  
**(UniServ Council)**

The Renton Education Association shall be a member unit of the Rainier UniServ Council.

Article V, Section 2 E., 11/2/02 (Representatives was amended at the Rep Council meeting)

Article XI, Section 1, 6/7/04 (Representatives adopted the vote of the membership to change the formula for figuring association dues)

Article VII, 6/3/19 (Representatives adopted the vote of the membership to change the formula for figuring association dues)