

BYLAWS OF THE WEA FOURTH CORNER

ARTICLE I - NAME

The name of this corporation shall be the WEA Fourth Corner (hereinafter referred to as the "Council").

ARTICLE II - MEMBERSHIP

Section 1 - Admission of Affiliates

Membership shall be extended to any WEA local affiliate within the Council boundaries upon application and agreement to abide by Council Bylaws as set forth herein.

Members of WEA Fourth Corner shall consist of the following local educational employee associations:

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| Anacortes EA | Lopez E.A. |
| Anacortes Para. Ed. | Lynden E.A. |
| Anacortes Administrative Assistants Association | Meridian E.A. |
| Arlington E.A. | Mt. Baker E.A. |
| Bellingham Assoc. of Sch. Employees | Mt. Vernon E.A. |
| Bellingham Educ. Support Team | Mt. Vernon Educ. Support Assoc. |
| Bellingham E.A. (includes Bellingham Tech. College) | Nooksack Valley E.A. |
| Blaine E.A. | Oak Harbor E.A. |
| Burlington-Edison E.A. | Orcas E.A. |
| Conway E.A. | San Juan E.A. |
| Coupeville E.A. | Sedro-Woolley E.A. |
| Coupeville Educ. Support Personnel | Sedro-Woolley Educ. Ofc. Personnel |
| Darrington E.A. | South Whidbey E.A. |
| Ferndale E.A. | Stanwood-Camano E.A. |
| LaConner E.A. | Upper Skagit Valley E.A. |
| Lakewood E.A. | WEA Retired - WEA Fourth Corner Chapter |

Section 2 - Qualification for Membership

In order for a local education association to qualify for membership in the Council, and to continue as a member thereof in good standing, it shall comply with the following requirements:

- a) Said association shall be affiliated with and at all times remain in good standing as a local unit of the Washington Education Association, National Education Association and the WEA Fourth Corner.
- b) Said association shall adhere to the guidelines and policies of the UniServ program as now and hereafter provided by the Council, WEA and NEA and shall remain current with all dues and obligations to said entities.

Section 3 - Membership Year

The membership year shall be from September 1 of each year to August 31 of the next subsequent year.

ARTICLE III - OFFICERS, EXECUTIVE BOARD MEMBERS, ELECTIONS AND MEETINGS

Section 1 - Officers and Executive Board Members

The officers of the Council shall consist of a President, a Vice-President, a Secretary and a Treasurer in that rank order. Other members of the Board shall consist of Board Directors, WEA Board Directors, WEA-PAC Chair and WEA ESP-ACT Representative. The officers and other Executive Board Members shall be voting members of the Council.

In the absence of the President, the highest ranking officer shall preside over Council Executive Board and Council Delegate Assembly meetings.

All officers and members of the Executive Board are expected to attend Council Assemblies.

- 1) The duties of the PRESIDENT shall be to:
 - a. Be a member of the WEA Fourth Corner Executive Board;
 - b. Act as Chairperson of all Council Delegate Assembly and Executive Board meetings;
 - c. If the result of a vote is a tie, the President as chairperson of the meeting, shall have the right to cast the deciding vote.
 - d. Establish agendas for WEA Fourth Corner Executive Board and Council Delegate Assembly meetings;
 - e. Present President's Report at WEA Fourth Corner Executive Board and Council Delegate Assembly meetings;
 - f. Represent WEA Fourth Corner at WEA Council Presidents' meetings;
 - g. Assist the WEA Fourth Corner Treasurer in the approval of vouchers and to be a secondary signatory to the financial affairs of the Council
 - h. Appoint all committee chairpersons and committee members (with the exception of WEA-PAC Chair) with the concurrence from the WEA Fourth Corner Council Executive Board;
 - i. Serve as an ex-officio member of all committees;
 - j. Ensure appropriate direction for staff and office operations;
 - k. Maintain the official files and records of the Council with staff assistance;
 - l. Direct office resources for the WEA Fourth Corner Executive Board and Council Delegate business;
 - m. Represent WEA Fourth Corner before the public either personally or through designees.

- 2) The duties of the VICE-PRESIDENT shall be to:
 - a. Be a voting member of the WEA Fourth Corner Executive Board;

- b. Assume the duties of the President in the absence of the President;
 - c. Assume and perform such other duties as assigned by the President.
 - d. Act as parliamentarian during all meetings.
 - e. Assume the duties of the President in the event the President is unable to carry out these responsibilities.
- 3) The duties of the SECRETARY shall be to:
- a. Be a voting member of the WEA Fourth Corner Executive Board;
 - b. Ensure the taking of roll at all WEA Fourth Corner Executive Board and Council Delegate Assembly meetings;
 - c. Record and cause to be distributed accurate Minutes of all WEA Fourth Corner Executive Board and Council Delegate Assembly meetings;
 - d. Provide draft notes within 48 hours of meetings to the WEA Fourth Corner staff and final Minutes within one week of meetings.
- 4) The duties of the TREASURER shall be to:
- a. Be a voting member of the WEA Fourth Corner Executive Board;
 - b. Chair the Budget and Finance Task Force;
 - c. Prepare, in conjunction with the President, Budget and Finance Task Force, and Staff, a budget to be presented at the September Council Delegate Assembly meeting and submitted for approval at the October Council Delegate Assembly meeting;
 - d. Ensure the preparation and present a monthly budget report at each regularly scheduled WEA Fourth Corner Executive Board and Council Delegate Assembly meeting.
 - e. Shall review cash disbursements of the Council.
- 5) The duties of an EXECUTIVE BOARD DIRECTOR shall be to:
- a. Be a voting member of the WEA Fourth Corner Executive Board;
 - b. Participate in the activities of the Council Executive Board;
 - c. Lead committees or task forces as requested by the President;
 - d. Assume and perform such other duties as assigned by the President.
- 6) The duties of a WEA BOARD DIRECTOR shall be to:
- a. Be a voting member of the WEA Fourth Corner Executive Board;
 - b. Report on WEA activities at all WEA Fourth Corner Executive Board and Council Delegate Assembly meetings;
 - c. Serve as liaison to the WEA Fourth Corner Council Delegates regarding WEA governance procedures and activities;
 - d. In the event a WEA Board Director is unable to attend a WEA Board Meeting, he/she shall notify the Council President of the need for substitution. The Council President will then select a substitute from the Executive Board.

- 7) The duties of the WEA-PAC CHAIR shall be to:
 - a. Be a voting member of the WEA Fourth Corner Executive Board;
 - b. Be a member of the WEA Fourth Corner Legislative Action Team (LAT).
 - c. Serve as liaison to the WEA Fourth Corner Council Delegates regarding LAT activities;
 - d. Participate in the activities of the Executive Board;
 - e. Serve as the WEA Fourth Corner Representative to the WEA-PAC Management Board.

- 8) The duties of the WEA ESP-ACT REPRESENTATIVE shall be to:
 - a. Be a voting member of the WEA Fourth Corner Executive Board;
 - b. Participate in the activities of the Executive Board;
 - c. Serve as liaison to the WEA Fourth Corner Council Delegates and locals regarding Education Support Professionals (ESP) and Action Coordinating Team (ACT) activities;
 - d. Serve as the WEA Fourth Corner Representative on the WEA ESP-ACT and report on WEA ESP-ACT at Executive Board and Council Delegate Assembly meetings.

Section 2 - Qualifications for Candidates:

- a) Council President:
 - i) Must have been a member in the WEA Fourth Corner for at least three (3) years, of NEA, WEA, a Local or WEA-Retired.
- ii. While serving as Council President, must pay active membership dues to NEA, WEA and the Council, and to their Local if the Local accepts their dues.
 - b) Executive Board Members must be a member of WEA Fourth Corner, WEA, NEA, a local or WEA-Retired.
 - c) WEA-PAC Chair: Must be a WEA-PAC Member.
 - d) WEA ESP-ACT Representative: Must be a member of a WEA Fourth Corner ESP local association.

Section 3 - Election and Recall

- a) Council officers, Executive Board Directors, WEA-PAC Chair and WEA ESP-ACT Representative shall be elected at the regular Council Delegate Assembly meeting in the month of April. The WEA-PAC Chair will be elected only by those delegates who are current members of WEA-PAC. They shall assume office following the NEA Rep. Assembly.
- b) Officers and the WEA-PAC Chair shall be elected for a one-year term.

- c) The four Executive Board Directors shall be elected for a two-year term, with two elected each year. When voting for Executive Board Directors, the two with the highest number of votes shall be elected rather than having individual positions.
- d) WEA ESP-ACT Representative shall be elected for a two-year term.

Subsection 1 – Vacancy

In the event a Council Officer or other Executive Board member resigns or is unable to fulfill his/her duties, the Council President shall have the authority to declare the position vacant provided that the Council President's decision is sustained by at least a 2/3 majority vote of the Executive Board.

Subsection 2 - Process for Filling Vacancies

When the office of the position is declared vacant, the Council President shall appoint an interim officer with the approval of the Executive Board by simple majority. An interim officer serves until the new Council Officer or other Board member is elected. In that event, the Council Delegate Assembly shall, upon a majority vote of all verified delegates present at any regularly scheduled meeting, hold an election to fill the vacant office(s) at the next regularly scheduled Council Delegate Assembly meeting.

Subsection 3 - Recall

Officers and other Board members can be recalled by a two-thirds vote of the Council Delegate Assembly at a properly called Council Delegate Assembly meeting, provided fourteen (14) calendar days notice is given to person subject to the recall and in accordance with Council Delegate Assembly meeting notification procedures.

Section 4 - Meetings

The Council Delegate Assembly will meet a minimum of four (4) times each school year; however, when circumstances demand, the Council President may opt to schedule additional Council meetings. Special meetings may be called by the President or upon the request of twenty-five percent (25%) of the verified delegates to the Council Assembly. Notification to all Council delegates shall be given at least seven (7) calendar days prior to the meeting date. To the extent possible, the Council President shall establish and publish meeting dates for the ensuing year.

Subsection 1 - Cancellation

During the month that the Council President feels that no regularly scheduled Council meeting is needed, he or she may, upon approval of the Executive Board, cancel the Council meeting.

Subsection 2 - Quorum and Voting

A quorum shall consist of 25% of the total number of verified delegates to the Council. At any such meeting, the Council shall be authorized to consider and act upon any matter presented to it.

Subsection 3 – Tie Vote

If the result of a vote is a tie, the chairperson of the meeting, shall have the right to cast the deciding vote.

Section 4 – WEA Board

Subsection 1 – Vacancy

In the event a WEA Board Director resigns or is unable to fulfill his/her duties, the Council President shall have the authority to declare the office of the WEA Board vacant provided that the Council President's decision is sustained by at least a 2/3 percent majority vote of the Executive Board.

Subsection 2 – Process for Filling Vacancies

In the event that the office on the WEA Board shall become vacant, the Council President shall appoint an interim officer with the approval of the Executive Board. The interim officer serves until the new WEA Board Director is elected. The Council Delegate Assembly shall, upon a majority vote of all verified delegates present at any regular scheduled meeting, hold an election to fill the vacant office at the next regularly scheduled meeting.

Subsection 3 – Substitution for Attendance at WEA Board Meeting

In the event a WEA Board Director is unable to attend a WEA Board meeting, he/she shall notify the Council President of the need for substitution. The Council President will then select a substitute from the Executive Board.

ARTICLE IV - EXECUTIVE BOARD

Section 1 - Membership

The Executive Board of the Council shall consist of the elected officers of the Council, WEA Board Directors, four Executive Board Directors, the WEA-PAC Chair, and the WEA ESP-ACT Representative elected by the Council Delegate Assembly. Terms of office for the Executive Board Directors shall be two years with the terms of office commencing on alternate years. Term of office for the WEA ESP-ACT Representative shall be two years.

Section 2 - Meetings

The Executive Board shall meet upon the call of the Council President, or, upon at least three (3) calendar days notice to the other Board members, by any two of its members. The Council President or highest ranking officer present shall preside over all meetings of the Executive Board. Executive Board meetings shall be open to all delegates of the Council.

Section 3 - Duties

The Executive Board shall be the executive authority of the Council. The Executive Board shall have the authority to:

- manage the affairs of the Council,
- make financial decisions for amounts less than \$5,000,
- make decisions that are timely in nature and cannot wait for the next scheduled Council Delegate Assembly meeting,

subject at all times to the review of the Council Assembly.

The Executive Board shall act on all matters by majority vote of its voting members.

Section 4 - Quorum

A quorum of the Executive Board shall consist of a majority of its membership present at any properly called meetings.

ARTICLE V - COUNCIL DELEGATE ASSEMBLY

Section 1 - Delegate

Each local education association Council affiliate shall be represented by the local president and each such affiliate shall further be entitled to an additional delegate for each 65 additional members, or any portion thereof, attributed to it by WEA as of April of the previous year. For example, in addition to the local president, there will be 1 delegate for locals with 65 or fewer members, 66- 130 = 2, 131 - 195 = 3, etc.

Section 2 - WEA Board Members

The Board Directors represent members of the WEA Fourth Corner and shall be seated at Council Delegate Assemblies as voting members.

Section 3 - Delegates & Successor Delegate Certification

The President of each local affiliate shall certify in writing the affiliate's delegates and successor delegates prior to the first Council Delegate Assembly meeting. Any change of delegates or successor delegates must be certified in writing by the local president. Upon receipt of such certification by the Council President or designee, the delegates shall be seated.

Section 4 - Powers and Functions

The powers and functions of the Council shall be to:

- 1) act as the legislative body of the Council,

- 2) establish Association policies and objectives,
- 3) adopt the annual budget,
- 4) approve or ratify the stipends paid by the Association,
- 5) adopt rules and agendas for its meetings, and
- 6) enact such other measures as may be necessary to achieve the goals and objectives of the Association which are not in conflict with the Bylaws.

ARTICLE VI - COMMITTEES AND TASK FORCES

Committees are authorized by the Bylaws. Special committees may be established by the Executive Board (and/or Representative Council.) Committee members shall be appointed by the president with the approval of the Executive Board (and/or Representative Council.) Committee members shall serve until August 31st of the year for which they are appointed or until discharged by the president with the approval of the Executive Board (and/or Representative Council). Special committee members shall serve until their committee is dissolved by the Executive Board (and/or Representative Council) or until discharged by the president with the consent of the Executive Board (and/or Representative Council.)

Minutes of the proceedings of each committee shall be filed with the secretary of the Association, and will be maintained in the records of the minutes by the Council office. All committees shall report to the membership as directed by the president and/or the Executive Board and/or Delegate Assembly.

ARTICLE VIII - DUES AND ASSESSMENTS

Section 1 - Annual Dues

Each active member shall pay maximum annual dues equal to an aggregate sum of .007 times the base salary from the previous year's Washington K12 Salary Allocation Schedule for Certificated Instructional Staff. Such dues shall be rounded to the nearest \$.50 per individual member.

The WEA Fourth Corner Executive Board shall establish the dues, contributions and special assessments for certificated employees to an amount equal to or less than the maximum dues before June 30 of each year.

The WEA Fourth Corner Executive Board shall establish the dues, contributions and special assessments for classified employees as well as part-time certificated employees by June 30 of each calendar year. Said dues will be no more than 80% of dues paid by certificated members. Notice of any dues change will be sent to members and Association leaders. The WEA Fourth Corner Executive Board shall establish requirements for unified dues and membership.

In the event there is a discrepancy between the available WEA Membership Report and the apparent number of members of a unit, the correct membership will be determined by a team made up of three members appointed by the local and three members appointed by the Council.

Section 2 - Special Dues and Assessment

When the Executive Board determines that a financial emergency requiring additional funds exists, it shall: 1) inform the Council delegates in writing at least ten (10) days in advance of its next meeting of the need for a special dues assessment, and 2) get authorization for collection upon the affirmative vote of a majority of the Council Delegate Assembly.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The Standard Code of Parliamentary Procedure shall be the parliamentary authority for all proceedings of the Council, and shall govern all questions not covered by the Articles of Incorporation, the Bylaws, or any standing rules adopted by the Council. The Vice-President will act as Parliamentarian unless he/she is presiding, in which case the Vice-President will appoint a parliamentarian.

ARTICLE IX - AMENDMENTS

Section 1 - Submission of Bylaws Amendments

Any member of the Council wishing to propose a Bylaws amendment shall submit the proposed amendment in writing to the President who will notify all delegates and local presidents of the Council in writing of the proposed change within fourteen (14) calendar days of receipt.

Section 2 - Notification

When notifying the Council delegates and local presidents of the proposed change, the President shall announce the date of the meeting at which action is to be taken. Such action must be taken no later than the second regular meeting following the receipt by the President of the proposed Bylaws change.

Section 3 - Process

These Bylaws may be amended by a majority of verified delegates present at any meeting of the Council Delegate Assembly, provided that written notice of the amendments shall be mailed to all Council delegates and local presidents at least fourteen (14) calendar days in advance of such meeting.

Amended
2/21/04

5/19/04
3/16/05
5/18/05
5/16/07
4/17/13