

KIONA-BENTON EDUCATION ASSOCIATION
CONSTITUTION & BY LAWS

Adopted April 1, 2022

EXECUTIVE BOARD MEMBERS:

Keith Hopper: President

Beth Kalinga: Secretary

Connie Meredith: Treasurer

Joni Ashley: Intermediate Building Rep

Donna Baumgartner: High School Building Rep

Kiona-Benton Educational Association Constitution

Article I Name:

The name of this association shall be the Kiona-Benton Education Association.

Article II Purpose:

Section 1: To work for the welfare of school children, the advancement of education and the improvement of instructional opportunities for all.

Section 2: To unify and strengthen the teaching profession, to improve and maintain the salaries, retirement, tenure, professional and other working conditions necessary to support teaching as a profession.

Section 3: To enable members to speak with a common voice on matters pertaining to the teaching profession and to present their individual and common interests before the Board of Education and other legal authorities.

Section 4: To hold property and funds.

Article III Membership:

Section 1: Active membership should be open to all certificated non administrative personal.

Section 2: Active members of the Association shall also be members of the Washington Education Association and the National Education Association.

BYLAWS

Article I Officers:

The officers of the Association shall consist of the President, Vice President, Secretary, and Treasurer.

Article II Power of Officers:

Section 1: The President shall preside over meetings of the Executive Board; appoint the chairs and members of standing committees. He/She shall appoint special committees and shall be the executive officer of the Association. He/She shall represent the Association before the public either personally or through delegates, and shall perform all other functions usually attributed to this office. He/She shall nominate the chairperson and members of the negotiation team subject to the advice and consent of the Executive Board. The President shall vote only to break ties of the Executive Board. He/She shall maintain the official files and be authorized to do disbursements.

Section 2: Vice President of the Association shall perform the functions of the President in his/her absence. He/She shall take on tasks as assigned by the President and the Executive Board. The Vice President shall have full voting power.

Section 3: Immediate Past President shall serve an advisory role for one year immediately following their Presidency at the President's request.

Section 4: Secretary shall keep accurate minutes of all meetings of the Executive Board and general membership meetings. He/She shall maintain the official files and shall assist the President with Association correspondence. The Secretary shall have full voting rights.

Section 5: Treasurer shall hold the funds of the Association and disburse them upon authorization by the Executive Board. He/She shall maintain a roll of members, disbursements and shall prepare an annual financial statement for publication at the last general membership meeting. He/She shall arrange for automatic deduction of dues through the payroll process. He/she shall keep the President and Executive Board informed of the financial condition of the Association. The Treasurer shall have full voting rights.

Article III Executive Board:

Section 1: The Executive Board shall consist of the officers and building representatives. It shall be the executive authority of the Association.

Section 2: Whenever a majority of the Executive Board shall agree that an officer has been grossly negligent of duties as defined in the bylaws or is incapacitated they shall declare that office vacant. If so voted by a majority of the membership, it shall immediately elect a replacement to fill the unexpired term.

Article IV Building Representatives:

Section 1: Building Representatives shall consist of: Primary (PreK-2) 1 representative, Intermediate (3-5) 1 representative, Specialists (PreK-5) 1 representative, Middle School (6-8) 1 representative, and High School (9-12) 1 representative.

Section 2: Kiona-Benton School District Association representatives who are in the Association, shall be elected for a two year staggered term. These representatives shall be members of the Executive Board and have full voting rights. After two unexcused absences by a representative, the Executive Board may declare the position vacant and call for a building member election to fill the unexpired term.

Section 3: Coaches shall have 1 representative to the Executive Board. This representative must be a KBEA member.

Article V Meetings

Section 1: The Executive Board will meet at least once a month during the regular school year and as needed during the school break.

Section 2: The Executive Board will arrange at least two meetings of all the members each year for the discussion of professional issues.

Article VI DUES:

Section 1: Payment of local dues shall be accompanied by payment of state and national dues.

Section 2: Dues shall be paid by automatic payroll authorization (APA) between the months of September and August or within 30 days of hire.

Section 3: Changes in the rate of dues will be voted on by the entire membership.

Section 4: Coaches pay dues in the amount of \$20 per season coached. Payment shall be made at the beginning of the season.

Article VII Appointed Positions and Duties

The following positions shall be nominated annually by the executive board and a nominee will be appointed by the President:

Communications

- Shall maintain social media accounts for the Association.
- Shall carry out other duties as requested by the Executive Board.

Social

- Shall organize food and prizes for Teacher Appreciation Week and the Fall and Spring General Membership meetings.
- Shall arrange refreshments for other events as needed.

WEA PAC

- Shall maintain WEA PAC membership records.
- Shall recruit new WEA PAC members.

Uniserv Council Representatives

- Shall attend WEA Southeast Council Meetings.
- Shall report to the Executive Board as needed.

Article VIII Standing Committees:

There shall be the following standing committees:

Negotiations

Grievance

Scholarship

Members of these committees shall be appointed by the President.

Each committee shall report to the Executive Board as needed.

Article IX Special Committees:

Special committees shall be established as needed by the Executive Board.

Article IX Elections:

The active members of the Association shall nominate members for the offices of President, Vice President, Secretary, and Treasurer in writing. All Nominations shall be submitted to the Secretary or Vice President by May 15th. All nominations shall be submitted at the May Executive Board meeting and verified by the members present at the meeting. By June 1st, the secretary shall place these names on an official ballot and voting shall be held by secret ballot at the June General Membership Meeting.

Building representatives shall distribute the ballots to the members of their building and accept only ballots that have been signed for on the membership list. A team of at least three building representatives will count the ballots in an open meeting following the closing of the balloting. The new officers will be announced by the team. New officers will take office on June 15th.

Building Representative elections shall be held at the building representative sites.

Article X Amendments:

The Constitution and Bylaws may be amended by a simple majority vote of the members provided that any proposed amendments have been presented to the Executive Board at a meeting prior to the general meeting, and that copies have been provided to the membership in advance of the general meeting.

Article XI Parliamentary Authority:

Sturgis Standard Code of Parliamentary Procedure shall be the parliamentary authority of the Association on all questions not covered by the Constitution and Bylaws.

Article XII Quorum:

A majority of those members in attendance shall be a quorum for the Executive Board, committees, and general membership meetings.

Article XIII Payment of Officers:

The President of the Association shall be paid a sum of .08 X the base of the salary. The Vice President, Secretary, and Treasurer shall each be paid a sum of .04 X the base salary. Payment shall be a lump sum paid at the conclusion of the school year. Should termination or resignation occur, payment will be pro-rated.

Article XIV Payment of Other Members:

Section 1: The Building Representatives shall be paid \$430 per year. The coaching representative shall be paid \$10 per meeting attended.

Section 2: Negotiation Team Members shall be paid as follows:

Re-Openers:

Head Negotiator: \$450.00
Recorder: \$450.00
Negotiator (3): \$300.00

Full Opener:

Head Negotiator: \$1,200.00
Recorder: \$1,200.00
Negotiator (3): \$600.00

Section 3: Payment of Appointed Positions

Communications: \$200

Social: \$200

WEA PAC: \$80

Uniserv Council Reps: \$80

Section 4: Payment of Negotiators for Coaching contract

Payment of the negotiation team for the coaches' contract shall be based upon the funds collected from the coaches' dues. The lead negotiator shall be paid more than the rest of the negotiating team.

Article XV Terms and Succession:

A: The officers shall serve for two years.

B: Whenever the offices of both President and Vice President shall become vacant between elections, the remaining members of the Executive Board shall choose one of their members to serve as President Pro Tempore until the membership can fill the vacancies.

Article XVI Power of the Executive Board:

Within policies established by the general membership, the Executive Board shall be responsible for the management of the Association, approve all expenditures, and will carry out policies of the Association.

Article XVII Power of the Members:

The General Membership shall approve the budget, set the dues for the Association and approve resolutions and other policy statements. It may adopt such rules governing the conduct of the Association and the conduct of meetings, as are consistent with the Constitution and Bylaws. Power not delegated to the Executive Board, Building Representatives, or groups in the Association, shall be vested in the Membership.

Article XVIII Duties of the Executive Board Officers

Section 1: The President shall

- a) Preside at all meetings of the Association, the Executive Board, and any other specially called meeting.
- b) Call special meetings of the Association and Executive Board.
- c) Represent or designate a representative at meetings of the Kiona-Benton School Board, UniServ Council and other appropriate meetings.
- d) Prepare an agenda for Association and Executive Board meetings.
- e) Advise the officers of the Association in the conduct of their offices.
- f) Delegate such duties, responsibilities, and assignments to members of the Executive Board and Chairpersons of committees or task forces that are deemed necessary and proper for the efficient administration of the Association.
- g) Assist in the training of the new officers.
- h) Provide for the maintenance of complete record of meetings of the Executive Board, Membership, and other meetings as needed.
- i) Provide timely reports to the membership.
- j) Assist in the preparation of the annual budget.
- k) Act as the chairperson of the Labor and Management Committee.

Section 2: The Vice President shall

- a) Perform all the duties of the President in his or her absence.
- b) Serve as a voting member of the Executive Board.
- c) Serve as chairperson of the Grievance Committee. Duties shall include: writing grievances, serving grievances, organizing and attending meetings.
- d) Attend official meetings as requested by the Executive Board.
- e) Perform other duties that may be assigned by the Executive Board.
- f) Act as a member of the Labor and Management Committee.

Section 3: The Treasurer shall

- a) Assist in the preparation of the budget for the upcoming year to be presented in May.

- b) Balance the bank statements with the accounting checkbook.
- c) Write checks for payments as due.
- d) Deposit monies as received.
- e) Finalize the year ending budget.
- f) Provide monthly oral reports on the financial standing at the Executive Board meetings.
- g) Attend and vote as a member of the Executive Board at monthly meetings.
- h) Assure that all staff of the bargaining unit is paying dues.
- i) Prepare and submit books for an annual audit.
- j) Act as a member of the Labor and Management Committee.

Section 4: The Secretary shall

- a) Record and distribute minutes of the Executive Board and General Membership meetings of the Association.
- b) Record and distribute any other reports deemed necessary by the Executive Board.
- c) Serve as a voting member of the Executive Board.
- d) Perform the duties of the President in the absence of the President and Vice President.
- e) Place the names of the candidates running for office on an official ballot on or before May 15 of each year.
- f) Maintain files of meeting minutes.
- g) Act as a member of the Labor and Management Committee.

Section 5: The Building Representatives shall:

- a) Serve as voting members of the Executive Board.
- b) Call regular and special meetings of the KBEA at the building level.
- c) Pass out literature and information to Association membership as instructed by the Executive Board.
- d) Assure that the distribution of the ballots and voting at the individual buildings follow procedures as outlined in the constitution.
- e) Inform the treasurer of new staff, within their building, throughout the year.

f) Represent members as requested in meetings with administration.

Section 6: The Executive Board shall:

- a) Carry out the program and policies of the Representative Assembly and exercise the general authority of the Representative Assembly between meetings.
- b) Have the authority to interpret the Constitution and Bylaws.
- c) Supervise the expenditure of funds as specified in the budget.
- d) Meet regularly during the school year and at other time as determined by the Executive Board.
- e) Be empowered to act in an emergency to protect or advance the interest of the Association.

Article XIX: Expenditures and Reimbursements

Section 1: Expenditures

Expenditures that do not fall within an approved budget must be voted on by the Executive Board. Expenditures shall be made by using the Association debit card. If the card is not available reimbursements, may be provided.

Section 2: Reimbursement

All receipts must be submitted to the treasurer within 30 days of purchase. No reimbursements will be provided for the purchase of alcoholic beverages.