

# Northwest Education Association NWEA BYLAWS

Amended 3/22/2019

Amended 3/5/2021

Amended 5/25/2022

# **NORTHWEST EDUCATION ASSOCIATION**

## **NWEA**

### **BYLAWS**

#### **Article One - NAME AND AFFILIATION**

1. Name - The name of this association shall be the Northwest Education Association, hereinafter referred to as the Association, or NWEA.
2. Affiliation - The Association shall affiliate with the NORC UniServ Council, the Oregon Education Association {OEA} and the National Association {NEA}.

#### **Article Two - PURPOSE**

The purposes of the Northwest Education Association are:

1. To represent its members in their employment relations.
2. To unify and strengthen the united education profession while presenting a positive image in the community.
3. To strive for educational excellence and ensure opportunities for professional growth.
4. To bargain for professional salaries, benefits, working conditions and instructional improvement.
5. To enable members to speak with\_ a common voice on professional matters and to present their individual and common interests before the Board of Directors and other legal authorities.
6. To participate actively in OEA and NEA affairs. The Association shall participate in the UniServ Council and shall pay its share of Council operating costs.
7. To support enactment of legislation favorable to public education and elect candidates who will support-public education.
8. To secure, protect and expand professional, legal and human rights for all members.
9. To actively seek input from members within our district.

#### **Article Three - MEMBERSHIP**

1. Active (voting) membership in the Association shall consist of licensed/ retired personnel in the District who have paid dues of the Association OEA and NEA for the current year.
2. To withdraw from continuing membership, active members shall revoke their membership, in writing, between August 1 and October 1 of any year.
3. Retired members may continue to be active members by participating in boards and committees and will have voting privileges if they pay local dues.

#### **Article Four - ELECTED POSITIONS**

1. OFFICERS: The officers shall be:
  - a. President or Co-Presidents (One or Two Members)
  - b. Regional Vice President:
    - i. Columbia County - One
    - ii. Tillamook County - One
    - iii. Clatsop County - One
    - iv. Washington County – One
    - v. At-Large - Two
  - c. Past President
  - d. Secretary
  - e. Treasurer
  - f. OEA/RA Delegates and Alternate Delegates
2. Duties of the President or Co-Presidents shall be:
  - a. Represent and speak for the Association;
  - b. Preside at general membership, Executive Board meetings, and Labor/Management meetings;
  - c. Appoint chairpersons for all standing and ad hoc committees, subject to Executive Board approval;
  - d. Be an ex-officio member of all committees and task force;
  - e. Carry out the directives of the Executive Board;
  - f. Be responsible for internal and external communications;
  - g. Be bonded and designated to sign checks;
  - h. Fill all Executive Board vacancies by appointment, subject to Executive Board approval;
  - i. Monitor and enforce Bylaws;
  - j. Appoint representative to attend meetings of Board of Directors and serve as Association spokesperson;
  - k. Prepare a yearly Association program budget with the assistance of the Treasurer for approval by the Executive Board;

- I. Attend meetings of the Northwest Oregon Regional Council, or designate another Executive Board member to attend in their stead.
3. Duties of the Past President or Co-Presidents shall be:
  - a. Advise President or Co-Presidents;
  - b. Duties as assigned by President or Co-Presidents;
  - c. Liaison to new members.
4. Duties of the Regional Vice Presidents shall be:
  - a. Promote attendance at OEA activities;
  - b. Act as a liaison to members in his/her region;
  - c. Regularly attend meetings of the Executive Board;
  - d. Serve as lead building representative in her/his region;
  - e. Represent and speak for the Association as directed by the President or Co-Presidents;
  - f. Serve as communication and grievance representative at the county level;
  - g. Serve on the grievance committee;
  - h. Coordinate the activities of Building Representatives within their region.
5. Duties of the Secretary shall be:
  - a. Keep minutes and records of all general membership, Executive Board and other meetings as requested President or Co-Presidents;
  - b. Act as liaison to members in her/his region;
  - c. Regularly attend meetings of the Executive Board;
  - d. Assist with communications from President or Co-Presidents.
6. Duties of the Treasurer shall be:
  - a. Regularly attend meetings of the Executive Board;
  - b. Be bonded and responsible for the funds of the Association;
  - c. Disburse funds upon authorization of the President or Co-Presidents and/ or Executive Board;
  - d. Keep an accurate account of receipts and disbursements;
  - e. Make a financial report for each Executive Board meeting;
  - f. Assist the President or Co-Presidents in preparing an Association program budget;
  - g. Timely prepare and file tax and financial documents to the IRS as required;

- h. Arrange for an annual internal audit by the Audit Committee;
- i. Co-sign checks with President or Co-Presidents;
- j. Act as liaison to members in her/his region.

#### **Article Five - EXECUTIVE BOARD**

1. Members: The Executive Board shall consist of the Officers of the Association, and the chairpersons of the standing committees:
  - a. Political Action;
  - b. Grievance Committee;
  - c. Bargaining Committee;
  - d. Insurance Committee;
  - e. Communication Committee;
  - f. Membership Committee;
  - g. Audit Committee. The Audit Committee shall consist of:
    - i. Two (2) Members at large;
    - ii. Treasurer;
    - iii. One (1) Executive Board member.
2. Duties of the Executive Board shall be:
  - a. Serve as the executive body of the Association in all delegated matters;
  - b. Attend Executive Committee meetings, or video teleconferencing, or telephone conferences;
  - c. Hear regular reports of the committees and task forces;
  - d. Make necessary recommendations for action to the membership;
  - e. Recommend an annual Association program budget to the membership.
3. Meetings of the Executive Board shall be open to the membership. The Executive Board shall:
  - a. Attempt to meet once per month September through June; location and dates to be set by the President or Co-Presidents and approved by the Executive Board;
  - b. Meet more often in special meetings called by the President or Co-Presidents, or by a majority vote of the Board;
  - c. Be permitted to conduct Executive Sessions with a majority vote of the Board.

- d. Quorum shall consist of at least six (6) members of the Executive Board or their designees.

**Article Six - TERMS OF OFFICE, ELECTIONS, VACANCIES AND RECALL**

1. Terms of Office

- a. All Officers shall serve a one-year term, which shall begin on July 1.

2. Elections

a. Nominations:

- i. The President or Co-Presidents shall appoint a Nominations/Elections Committee in February of each year. The members of the Nominations/Elections Committee shall not be candidates for office. Nominations shall also be accepted from the general membership. All Candidates must be active members as defined in Article Three.
- ii. Nominated candidates will be permitted the opportunity to provide the Nominations/Elections Committee a campaign statement. Nominations/Election Committee shall provide to all members notice of nominated candidates for each office, along with the campaign statement provided by candidates (if any) not later than the end of March.

b. Election Procedures:

- i. The Nominations/Elections Committee shall oversee the conduct of the election and shall ensure the following:
  - 1. The election timeline is communicated to the members.
  - 2. All members are provided a reasonable opportunity to cast a secret ballot.
  - 3. The members will have the opportunity to write in a candidate, provided the candidate is a member of the Association.
  - 4. All members receive timely notification of results.

3. Vacancies shall be declared when:

- a. A written resignation has been received by the Executive Board;
- b. Resignation from employment has been confirmed;
- c. Loss of membership in the Association (NWEA)/OEA/NEA has been established;
- d. Removal from office by a majority vote by the Executive Board for gross neglect of duties as defined in the bylaws, or by recall.

4. Appointments

- a. The President /or Co-Presidents shall submit names for filling vacancies to the Executive Board for its approval by a majority vote. The person so appointed shall complete the current year's term.

5. Positions

- a. Positions that may be filled by appointment include Regional Vice Presidents, Secretary, Treasurer, NORC Representative and any non-elected position.

6. Recall of Officers

- a. Any member may initiate recall action of any officer by a petition signed by twenty percent (20%) of the general membership. Upon receipt of the petition, the Executive Board shall set a recall election date to occur within thirty (30) days. A two-thirds majority of the members voting shall be required for recall to be declared.

**Article Seven - STANDING COMMITTEES AND SPECIAL COMMITTEES**

1. Formation of Committees

- a. Each year the President /or Co-Presidents shall appoint members of standing and special committees in order to carry out the business of the Association. The committee members, structure and duties shall be established and approved by the Executive Board. The committee membership shall attempt to reflect the association's membership.

**Article Eight - BUILDING REPRESENTATIVES**

1. Building Representatives may be selected by Regional Vice Presidents subject to the approval of the Executive Board. The duties of the Building Represent shall include:

- a. Communicate regularly (at least monthly) with members within their region.
- b. Conduct meetings with supervisor to problem-solve workplace concerns.
- c. Assist Regional Vice President(s) on grievance or other matters as requested.
- d. Attend Building Representative Training annually.
- e. Regularly report workplace activities to Regional Vice President(s).

**Article Nine - DUES**

1. Dues

- a. All association dues shall be assessed equally;
- b. A change in dues shall be approved by a two-thirds of the members who voted at that election.

**Article Ten - AMENDMENTS**

- 1. Proposed Amendments
  - a. An amendment to these Bylaws may be introduced at a regular meeting of the Executive Board, where the proposed amendment shall be read to the body present. Copies of the proposed amendment(s) shall be made accessible to all Association members prior to a vote by the membership.
- 2. Acceptance of the Amendment
  - a. A proposed amendment to the Bylaws shall be adopted upon acceptance by two-thirds of the members who voted.

**Article Eleven - MASTER CONTRACT RATIFICATION AND WAIVERS**

- 1. Master Contract Ratification
  - a. The Master Contract tentatively agreed upon through the negotiation process between representatives of the Northwest Regional Education Service District and the Association shall be approved, upon ratification, by a simple majority of those voting. Only active members of the Association may vote.
- 2. Master of Contract Waivers
  - b. Any proposed waiver or change in contract language must be presented in writing to the Executive Board. The proposal shall be approved by two-thirds of the members who voted at that election.

**Article Twelve - ROBERT'S RULES OF ORDER**

- 1. Robert's Rules of Order (Revised), or rules of order otherwise specifically adopted, shall be the authority on questions of procedures not specifically stated in these Bylaws.

Date Amendments Approved: March 5, 2021

Attest:

**Sarah Andrews**

Sarah Andrews, Co-President

Jun 6, 2022

Date Signed

**Rikkie Schley**

Rikkie Schley, Co-President

Jun 6, 2022

Date Signed

**Jason Talbot**

Jason Talbot, Secretary

Jun 6, 2022

Date Signed



**Signature:** Sarah Andrews  
Sarah Andrews (Jun 6, 2022 18:41 PDT)

**Email:** sandrews@nweducators.org

**Signature:** Rikkie Schley  
Rikkie Schley (Jun 6, 2022 18:43 PDT)

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**Signature:**   
Jason Talbot (Jun 6, 2022 19:27 PDT)

**Email:** jtalbot80@gmail.com












# NWEA Bylaws.Amended 2022-05-25

Final Audit Report

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