BYLAWS
of the
BEND EDUCATION ASSOCIATION

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BYLAWS
of the
BEND EDUCATION ASSOCIATION
(Revised Spring 2007)

ARTICLE I NAME, AFFILIATION, & GOALS

Section 1. The name of the organization shall be the Bend Education Association, BEA, also referred to hereinafter as the Association.

Section 2. The Association shall affiliate with the National Education Association, NEA, the Oregon Education Association, OEA, and the Cascade UniServ Council, CUC.

Section 3. The Association recognizes the Cascade Bargaining Council, CBC, as the exclusive bargaining representative for all certificated employees below the rank of supervisor in the local bargaining unit.

Section 4. Use of Name:

The intent of these procedures is to have a mechanism that details, for all committees, specific guidelines on the use of the Bend Education's official name on all communications; but most specifically external positional communications. Internal communications are not subject to the approval procedures, but as a courtesy, will be copied to the BEA. All members are free to represent their own opinions as long as it is made clear that it is a personal position and not necessarily BEA's official stance.

Section 5. Membership in Other Organizations:

A. BEA may become a member of community organizations provided the organizations are in accord with the primary missions of the BEA/OEA/NEA.
B. Any person requesting BEA membership in a community organization should provide to the R.A. the purpose of the organization, how BEA members will benefit from membership and outline the duties of the representative to the community organization.
C. The R.A. will vote on the approval for BEA to join the community organization.
D. The BEA President will appoint a representative to the organization if joined.

Section 6. Preamble & Goals

Preamble: The guiding principles of the Bend Education Association are to work for the welfare of children, promote the interests of public education, advance the standards of the teaching profession, secure the conditions necessary to the greatest efficiency of teachers and schools, and to represent its members in their employment relations with Administrative School District #1.

- Goal I. Promote educational excellence for all students and be a leader in establishing and evaluating decisions on educational issues.

- ❖ Goal II. Build support for public education and education employees.
- ❖ Goal III. Secure and expand personal, professional, legal, and human rights for all school employees.
- ❖ Goal IV. Help members achieve professional excellence and meet the demands and stresses of their jobs.
- ❖ Goal V. Pursue organizational excellence, including systematic communications with members and involvement of members in decision making.

ARTICLE II PURPOSE

Section 1. To unify and strengthen the efforts of the teachers in Bend-LaPine Schools in order to improve the conditions for learning and working within the District.

Section 2. To develop and promote among teachers the highest type of professional preparation, participation and practices, to encourage active participation of all teachers in the solution of school problems, to urge every member of the profession to be an active student of education, and to arouse allegiance to a genuine spirit of professional ethics.

Section 3. To encourage higher qualifications for entrance into the teaching professions, and such improvements in conditions as will enable teachers to perform as a vital factor in educational progress.

Section 4. To promote, encourage and assist other local organizations of teachers and to promote cooperation among such organizations and the members thereof.

Section 5. To cooperate with parent teacher groups and other civic bodies having educational objectives, and to aid public understanding of the problems, functions, and steady progress of the public schools.

Section 6. To encourage teachers to exercise their rights, privileges and responsibilities as citizens, and to willingly accept leadership in civic affairs.

Section 7. To provide local negotiators and Cascade Bargaining Council Directors in accordance with CBC Bylaws for negotiations with the local school board to improve salaries, fringe benefits, working conditions, and instructional improvement.

Section 8. To assist the CBC in insuring the enforcement of the local collective bargaining agreement.

Section 9. To support political campaigns, candidates, and legislation favorable to education.

Section 10. To maintain property and funds and to employ staff, if necessary, for the attainment of these purposes.

Section 11. To coordinate, oversee, and promote the activities and services provided by OEA/NEA and participate actively in OEA and NEA affairs.

Section 12. To participate actively in the CUC and CBC and pay our share of the operation costs.

Section 13. To attract and train potential leaders, and increase membership and member involvement.

Section 14. To recognize and reward accomplishments of our members and leaders.

Section 15. To assure practices, procedures, and policies of BEA shall be applied without discrimination based on age, race, religion, sex, marital status, handicap, color, national origin, ancestry, physical characteristics, sexual orientation, political affiliation or membership in BEA/OEA/NEA.

ARTICLE III MEMBERSHIP & DUES

Section 1. Eligibility

A. Membership in the BEA shall be open to all eligible for OEA/NEA membership.

B. Active membership shall be continuous until the member officially changes status or fails to pay membership dues.

C. To withdraw from continuing membership (Fair Share), active members shall resign their membership between August 1 and October 1 of any year by notifying the OEA UniServ office in writing. Fair share contributors shall have limited rights and shall not have the right to vote in BEA elections, hold BEA office or serve as a representative of the BEA. They may participate in contract ratification balloting.

Section 2. Dues

A. . Membership in the BEA shall be open to all eligible for OEA/NEA membership. All members will pay dues.

B. Dues Breakdown: 0-49% employment does not constitute membership = no dues; 50% employment = one half dues; 51% - 99% = .75 of full dues; 100% = full dues.

C. Establishment of dues shall be by a vote of the general membership. Special assessments may be authorized by the general membership and levied by a two-thirds vote of the Representative Assembly. Automatic dues increases will be tied to successfully negotiated contractual salary increases. The annual BEA dues for full-time members shall be calculated by multiplying the base salary of the current Collective Bargaining Agreement by a factor of 0.005833. For part-time members at .51-.99 FTE the factor shall be 0.0043747. For part-time members at .5 FTE the factor shall be 0.0029165. Dues will be re-evaluated each August by the Budget Committee to see if this is an appropriate amount.

D. Collection of dues and fair share contributions shall be by payroll deduction in accordance with provisions in the existing Collective Bargaining Agreement.

ARTICLE IV OFFICERS & DUTIES

Section 1. The officers of the Association shall be President, President-Elect, Vice President, Treasurer, and immediate Past-President. These shall be elected in accordance with these bylaws. These officers shall all be active members at the time of nomination. In addition to the above, there shall be (an) appointed Secretary(s) who, unless otherwise provided in these bylaws, shall not be a voting member of any policy making body of the Association.

Stipends in amounts approved by the Representative Assembly may be paid to the President, President-Elect, Past President, Vice-President, Treasurer, Secretary, and the four At-Large positions, and specified committee chair/members.

Section 2. The President shall:

A. Serve as a paid, full-time release executive officer of BEA and perform the duties outlined in BEA Bylaws.

B. Preside over all meetings and assist in setting agendas; following the directives of the Executive Board and Representative Assembly.

C. Appoint CBC directors in accordance with CBC Bylaws

D. Assist in appointing all committee chairpersons and secretaries

E. Have the power to appoint all committees not otherwise provided for

F. Serve as an ex-officio member of all standing committees

G. Have the authority to sign all authorized checks for Association expenditures

H. Serve as an Association representative to the CUC (Cascade UniServ Council) and CBC (Cascade Bargaining Council) and report to the BEA Representative Assembly

I. Supervise the construction of an annual budget

J. Serve as the official representative and designated spokesperson of the BEA before the public, the administration, the School Board, etc.

K. Serve as an elected delegate to the OEA Representative Assembly

L. Serve as the chairperson of the BEA Representative Assembly

M. Perform all other functions usually attributed to this office and consistent with these bylaws, including providing representation for members of the bargaining unit and/or the Association in possible violations or inequitable applications of the negotiated contract or the established policies or practices of the District.

N. Serve as the chairperson of the BEA Executive Board, preparing and presenting yearly Presidential and Program Goals for their consideration.

O. Prepare an agenda for Executive Board meetings and work with the Board to prepare the agendas for all R. A. and general membership meetings.

P. Prepare and disseminate (at a minimum) monthly communications with the general membership.

Q. Communicate BEA positions to local School Board members and District Administration.

R. The President shall receive a yearly stipend for $6,000 as compensation for additional Association travel, work and meetings beyond the contractual day. They may receive an additional stipend for up to 50 hours of summer work for one-time Association projects that require work beyond general responsibilities and normal duties. The amount of the stipend shall be paid at a rate equal to the President's current hourly rate.

S. Appoint the Vice President to a significant role of leadership.

Section 3. The President-Elect shall:

A. Assume all duties of the president in the absence of the president;

B. Serve as a member of committees;

C. Serve as a member of the BEA Representative Assembly;

D. Serve as an elected delegate to the OEA Representative Assembly;

E. Serve as Association representative to the CUC;

F. Serve as a member of the BEA Executive Board;

G. Pursue training and gain appropriate relative experience in preparation to serve as BEA president;

H. Serve as BEA president in the school year immediately following the one served as President-Elect.

I. Receive a stipend of $1200.00 for their training year.

Section 4. The Vice President shall:

A. Assume all duties of the President in the absence of both the President and the President-Elect.

B. Serve as a member of committees;

C. Be member of the Representative Assembly;

D. Serve as an Association representative to the CUC;

E. Serve as a member of the Executive Board.

F. Coordinate/Chair the Elections Committee and Process.

G. Receive a stipend of $1200.00 per year.

Section 5. The Immediate Past-president shall:

A. Serve as a member of the Representative Assembly;

B. Act as an advisor to the current President and Association in all matters;

C. Serve as a member of the Executive Board for one year following the ending of their term.

D. Receive a stipend of $1200.00 for their one-year post-president term.

Section 6. The Secretary shall:

A. Keep accurate minutes of all attended meetings, including Executive Board and R.A.

B. Publish minutes of these meetings;

C. Take care of correspondence as necessary;

J. Perform other duties as established by the President.

K. Receive a stipend of $1200.00 per year.

Section 7. The Treasurer shall:

A. Deposit and disburse Association funds as authorized;

B. Keep accurate records of such accounts and disbursements;

C. Submit a monthly written report of the Association's financial standing to the Representative Assembly;

D. Cooperate by providing all necessary information to an auditory or audit committee;

E. Be a member of the Representative Assembly;

L. Be a member of the Executive Board.

H. Receive a stipend of $2000.00

Section 8. The Four At-Large Representatives shall:

A. Be committee chairpersons and/ or members of a minimum of one different committee each.

B. Be members of the Representative Assembly;

C. Be members of the Executive Board.

D. Receive a stipend of $1200.00 per year.

E. Oversee activities and communicate as Board liaisons with their At-Large designated sites

ARTICLE V. EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the President, President-Elect, Vice President, three At-Large members (two elementary, one middle school, and one high school), Treasurer, Secretary, and immediate Past-President.

Section 2. A. Election of Executive Board Members

1. Executive Board Members shall be elected by the general membership.
2. Nominations will be reviewed at regularly scheduled March R.A. meeting.

Section 3. Executive Board meetings shall be open to any BEA member. The Board shall meet one week prior to each regular RA, and at such times as necessary.

Section 4. The Executive Board shall:

A. Establish and approve BEA's Program goals in August in accordance with BEA, OEA and NEA objectives and policies, and review these goals in June.

B. Approve President-appointed committee chairs and work with committee members for effective performance, charging them with responsibility and setting deadlines.

C. Review all BEA expenditures, review an Association budget to be presented to the September RA, and recommend necessary dues adjustments.

D. Develop RA agendas and execute policies established by the Representative Assembly.

E. Report Executive Board and Representative Assembly actions to the membership.

F. Make recommendations to the OEA Board of Directors.

Section 5. The Executive Board shall be empowered to act during vacation periods and when a quorum of special RA is not present and immediate action is mandatory. In order to enact business, four (4) out of eight (8) members must be present. In order to pass a motion, five (5) out of eight (8) must vote in favor. An e-mail or phone vote is valid in situations where a decision needs to be made before the next regularly scheduled meeting, during an extended break, or when an immediate action is necessary. An e-mail quorum will consist of two-thirds (2/3) of the board members.

Section 6. Faculty representatives will be notified of decisions made by the Executive Board under Section 5 of this Article. Such decisions are subject to subsequent review and action by the Representative Assembly of this Association.

ARTICLE VI. REPRESENTATIVE ASSEMBLY (R.A.)

Section 1. There shall be a BEA Representative Assembly, which shall consist of:

A. The elected officers of the Association, as defined in Article IV, Section 1, the Secretary, and the four At-Large Executive Board members.

B. Faculty representatives as determined at the individual sites

Section 2. Voting members of the RA will be elected officers of the Association as defined in Article XI, Section 3E , the faculty representatives, or their designated alternatives.

Section 3. Meetings of the Representative Assembly shall be held at regular intervals monthly during the school year. The specific dates shall be set by the President in September and approved by the members.

Section 4. Special meetings of the RA may be called by the President or by a majority of the voting members of the RA.

Section 5. Responsibilities of the Representative Assembly

A The Representative Assembly is the legislative and policy-forming Body of the BEA

B. Approve the budget

C. Approve all expenditures not budgeted for

D. Review the program budget recommended by the Executive Board, make modifications deemed necessary, and vote for final approval at the September Representative Assembly.

E. Powers not delegated to the Executive Board, Officers, or BEA committees or task forces is vested in the Representative Assembly.

F. Carry out policies of the Association

G. Act on reports of the Executive Board and all other committees;

H Remove elected officials and committee chairs for ineffective performance;

I. Take any other actions necessary for the benefit of the Association in accordance with, and not specifically prohibited from, these bylaws;

J. Interpret the bylaws.

Section 6. Faculty Representatives shall:

A. Attend the New Teacher Luncheon and each of the monthly meetings of the RA;

B. Represent their faculty members' interests, needs, and wishes at general meetings;

C. Conduct membership campaigns in their areas;

D. Conduct building elections, questionnaires, and opinion polls;

E. Serve as a resource person for their sites: advising members of their rights and responsibilities under the Collective Bargaining Agreement and provide support in resolving issues and grievances when not referring members to BEA President.

F. Serve as consultants to individual members' problems;

G. Report to their faculties after each meeting of the RA; (a minimum of once a month)

H. Be responsible for delivery of official ballots to the Elections Committee in a timely manner as arranged by the committee.

I. Oversee building PIE drives.

J. Building Representatives are voluntary and are annually elected or affirmed. Representatives will receive a stipend of $20.00 for each meeting attended, to be paid at the conclusion of the May meeting.

K. At the March Representative Assembly meeting, current BEA representatives will submit their intention to volunteer as a Building Representative for the following year. If the current representative/s chooses not to participate the following year, that representative will assist in finding a replacement. The replacement's name will be forwarded to the BEA President.

L. Building Representative elections/appointments will take place during the month of April, preceding the normal April R.A. Meeting.

ARTICLE VII DELEGATES TO THE OEA REPRESENTATIVE ASSEMBLY

Section 1. A. The BEA Delegates to the OEA/RA shall be elected from the membership in accordance with the OEA/NEA Bylaws.

B. Any interested member will notify BEA by the 2nd week in December to declare candidacy.

C. Elections will take place in the month of January.

Section 2. The duties of the BEA OEA/RA Delegates shall include the following:

A. Report to BEA/RA at next monthly meeting after the convention.

B. Attend Region 7 Mock RA &read the OEA/RA Delegate Handbook

C. Attend Friday Night pre and post Caucus delegate sessions

D. Attend and participate in meetings of the OEA RA General Sessions

Section 3. The term for an OEA/RA Delegate shall be two years, with one-half of the positions normally becoming vacant each year.

Article VIII DELEGATES TO THE NEA REPRESENTATIVE ASSEMBLY

Section 1. Any active member of Bend Education Association in good standing may be nominated to run as an NEA-RA Delegate.

Section 2. A. Delegate nominations to be submitted to the BEA President by January 31st

B. Elections take place in each building by the end of the third week in February.

Section 3. If there are more than two (2) interested BEA members, delegates must be elected to the position in a vote held by the general membership in March. If not, the President can select the Delegate/s, with the consent of both the Executive Board and Representative Assembly.

Section 4. Delegates will have experience as an OEA-RA delegate for one 2-year term or are currently an OEA-RA Delegate.

Section 5. The duties of the NEA-RA Delegates shall be:

A. to attend BEA-RA meetings of the year in which they are elected to, and attend NEA-RA.

B. To attend all announced training and briefing sessions for delegates sponsored by BEA or OEA before, during and after the Assembly (including 1st Caucus meeting at OEA Headquarters the Sunday of the OEA Representative Assembly.

C. Attend OEA caucuses, participating in (at least) one OEA committee and to attend and vote at all general convention sessions while at NEA-RA, if it is reasonably possible to do so.

D. Make a presentation to the R.A. at the following September meeting.

E. All delegates will receive a copy of these expectations prior to the NEA Re. Assembly Election.

Section 6. BEA will pay all Board-approved travel and hotel expenses for two (2) delegates to attend NEA-RA. In the event that more than two members are running for election as delegates, the two people with the highest number of votes will go with expenses paid by BEA. Any other nominee with fewer votes may also attend NEA-RA as a delegate but at their own expense.

Section 7. In the event that a delegate receiving one of the two highest number of votes cannot attend NEA-RA after being elected, the person with the third highest number of votes will replace the elected delegate.

Section 8. NEA/RA Delegate elections will take place by R.A. vote the month of March.

Section 9. The authority and responsibilities listed above shall not restrict the right of the BEA to either accept or reject services or rulings of the OEA/NEA in matters of local concern.

ARTICLE IX FUNDING GUIDELINES & REIMBERSMENTS

Section 1. Member Reimbursement

Spending guidelines for BEA members who travel on official BEA business are as follows: Mileage: based on current Federal IRS rates per mile. (Car pooling is encouraged. Members traveling long distances are encouraged to use air travel if cost effective. The maximum mileage reimbursement will be equal to the average airfare to the same location as established by a local travel agency. Meals (including tips).: Breakfast - $8.00, Lunch - $10.00, Dinner - $20.00. Meal charges in excess of these amounts must be adequately explained and substantiated, and subject to disallowance if not justified. Purchase of alcoholic beverages should be paid for separately by the member/s. Accommodations will be paid based on double occupancy and established event rates. Required supplies/resource materials will be reimbursed at participant's cost.

Section 2. Vouchers

1. All vouchers are to be submitted in a timely manner as determined by the Treasurer. The President and treasurer will approve all vouchers consistent with budgeted line items.
2. Members are required to turn in receipts and voucher checks within 90 days of the expense or the receiving of the voucher check.
3. If either the President or Treasurer fail to approve a voucher, a meeting with the member who requested the funds will take place. The purpose of this meeting will be to resolve the issue.
4. If a meeting does not resolve the issue, the member may appeal directly to the Representative Assembly. Their determination will be considered final.

Section 3. Contributions to Outside Agencies or Organizations

BEA recognizes the importance of stewardship in dealing with members' money. BEA may demonstrate support for worthwhile activities and organizations by making monetary contributions to those organizations.

As a non-profit organization, BEA supports projects or organizations that have a local impact and are not for profit and are supportive of public education and public school students.

BEA does not make contributions to individuals engaging in for-profit activities.

Contributions are grouped into support for:

1. Educational programs
2. Cultural and intellectual activities
3. Related organizations in crisis.
4. Charitable or humanitarian causes.
5. Coalitions and organizations with which we share goals.

In considering a contribution, the BEA takes into account the

1. Impact
2. Financial need of the organization
3. Effectiveness of the program.
4. Recognition BEA will receive for the support.
5. BEA's relationship with the organization.

Preference is given to special projects and events rather than automatic on-going support for organizations.

If funds are available, BEA may provide building, department, program, or individual classroom assistance for conferences or "curriculum enhancement" requests.

A. Contributions to outside agencies or organizations may be made, provided they are in accord with the primary mission of BEA/OEA/NEA.

B. Contributions may be made to outside agencies or organizations provided that:

1. There is convincing evidence of the benefits to BEA members.
2. It is evident that the contribution will not detract from the BEA program objectives.
3. There is a statement of the source for funding.
4. There is a statement of the purpose of the organization and how it is funded.

C. All requests for outside funding will be treated as follows:

1. The initial request will be referred to the president, or any BEA member can take the request directly to the R.A.
2. The President will refer the item to the Executive Board.
3. The Executive Board will determine by a majority vote whether to refer the funding request to Representative Assembly.
4. If referred to Representative Assembly, the R.A. will make the final decision whether to award funding.
5. All actions of the Representative Assembly will be considered final.

Section 4. Provisionally Amended Budgets

A. During the budget year, the Executive Board may recommend to the Representative Assembly a transfer of funds in the budget. Recommendations must have a rationale attached along with an impact statement on the program from which the funds are being removed.

B. Requests to transfer up to $250 of a line item within the current budget must have the approval of both the President and the Treasurer.

C. Members may appeal the decision of the President and Treasurer directly to the Representative Assembly. The determination of the R.A. is final.

D. The Treasurer will report all transfers at the next Representative Assembly meeting.

E. All transfer requests that exceed $250 of the line item will automatically be sent to the Representative Assembly for approval.

F. Money that is approved to cover necessary or emergency expenses is not to be considered the status quo when determining the following year's budget.

G. If a line item is overspent by any percent, the treasurer will report this at the next Representative Assembly for approval.

Section 5. Budget and Expenditures

A. If not covered in the above exceptions (Sections 3, & 4), all budget concerns, expenditures and transfers involving Association funds will be brought directly to the Representative Assembly.

ARTICLE X COMMITTEES

Section 1. Proportional Representation: Insofar as practicable, all advisory councils, support services, and committees will have proportional representation from elementary, middle and high schools.

Section 2. General Provisions:

A. Chairs: Standing and Special Committee Chairs shall be BEA members appointed by the President, with the advice and consent of the Executive Board. No term of office shall be less than one year, except to complete an un-expired term. Chairs may serve consecutive years if re-appointed by the President with the consent of the Executive Board.

B. Each committee will appoint sub-committees as needed.

C. Reports: Each committee shall choose a secretary to keep a record of their activities, and submit an oral and written progress report to the R.A. when requested by the President or Executive Board.

D. Each committee will develop and submit proposed programs (including proposed activities, a time line, projected budget, and a plan to involve and train new members) to the Executive Board by the first week in October of each new school year.

Section 3. Except where otherwise provided in these bylaws, membership on all ~~standing~~ committees shall be open to all active members.

Section 4. Each member of a committee may receive a stipend in an amount to be determined by the Executive Committee and approved by the Representative Assembly.

Section 5. STANDING COMMITTEES

A. Insurance Committee: Charge: to carefully monitor the heath care cost drivers, our member's claims experience, negotiated premium adjustments, district and employee contributions, and additional out-of-pocket costs; with an on-going commitment to maintain the greatest value for the dollar spent.

1. Duties:

(a) Act as the insurance resource for the BEA plan participants.

(b) Complete insurance member-needs survey yearly.

(c) Make presentations and recommendations to Executive Board and R.A. regarding issues, concerns, improvements in coverage, and methods to cut costs.

2 Meetings (will meet quarterly or as needed): April (First Quarter Usage Review/Member Survey), August (RFP Proposals & Second Quarter Experience Review), October (Prospective Carrier Presentations and Carrier/Policy Revision Decisions, November (Third Quarter Experience Review and Committee Member Attendance at a minimum of one general membership Q & A meeting), February (Previous Year's Complete Experience Report).

3 Member Stipend: $125.00

B. Budget Committee:

1. Chair: Treasurer

2. Membership: President, Treasurer and President-Elect or Vice President.

3. Duties: To meet in August to examine the previous year's revenue and expenditures and prepare the ensuing fiscal year's Association budget to be submitted to the Executive Board and Representative Assembly for approval in September.

C. Communications (Member Stipend: $125, Chair: $250): Charge: To coordinate The various internal and external communication system of the Association.

1. Chair: Appointed

2. Membership: Open

3. Duties/Division of Labor:
   a. To coordinate the welcoming and orientation (SPARKS) of new teachers,
   b. Provide recognition for deserving members ("Promising Practices & Teacher of the Year"), develop and implement an ongoing BEA Membership-support programs (SPARKS). Provide incentives, recognition and services for the benefit of all members.
   c. Organize annual Retirement Recognition gathering.
   d. Update and manage BEA Webpage
   e. High School Senior Scholarships

4. Courtesy Sub-Committee
   a. To distribute cards for births, illnesses, condolences, and special recognitions and acknowledgements to the general membership as appropriate.

5 Wellness Committee
   a. Chair: Appointed ($125 stipend)
   b Membership: Open
   c. Duties: To coordinate wellness activities and communications with the membership.

6. Public Relations/Community Action Sub Committee:
   a. Chair: Appointed
   b. Membership: Open
   c. Duties:
      Develop programs that promote the mission and goals of the BEA to the community and businesses. preparing and disseminating information to parents and the public, coordinating BEA activities for support of American Education Week, contacting community leaders, and planning special projects to enhance community relations.
      Establish communication with other community and labor organizations for mutual assistance and support

      The committee shall develop a mechanism for emergency communications, establish an external communications network and monitor local media, and make recommendations to the Executive Board.

D. Political Action Committee:
   1. Chair: Appointed
   2. Membership: Membership to include Vice-President and delegates to the OEA/ PIE, OEA/RA,
      and Advocacy Conferences.

3. Duties shall include informing the Association of legislative action affecting education and keep members informed on local, state and national legislative matters as they affect education. The committee shall develop proposed legislative positions, interview and make recommendations on candidates for public office, including school board positions, propose recommendations for support/non-support of local levies and state ballot measures. The chairperson shall inform committee members on state legislative action. The committee will promote involvement and membership in P.I.E. (People for Improvement in Education), and seek R.A. consensus to support or oppose relevant political activity.

a. Candidate Interview Sub-Committee:

Membership:

President or designee
One member of Executive Board
BEA's PIE Director
Two members from the convention delegates.

Duties:

Decide which candidates to consider
Develop interview questions and interview timelines

b. Elections Sub-Committee:

Composition:

Vice President (Chair)
Convention Delegates
R.A. members

Duties:

Develop and present rules and timelines for conducting all special and regular elections.
Conduct all regular and special elections according to adopted rules
Report all special and regular election results to the Executive Board and Representative Assembly.

c. Legislative Contact Sub-Committee

Composition: open

Duties:

Volunteer for the legislative biennium to communicate on a regular basis through written/electronic correspondences and face-to-face meetings with their designated legislator on issues that directly affect and impact education.

d. Member Advocacy Program (MAP), Levies & Ballot Measures, Phone Banks, PIE Drives

E. Professional Standards and Practices Committee

Duties shall include monitoring district and state agencies for activities and proposals which may affect local members and investigating and making recommendations to

the BEA RA on matters influential to education and professional development. The committee shall monitor the TSPC, ECC & State Department of Education, work as liaison between agencies and members and plan or coordinate professional development workshops and programs for the education, training, and orientation of members. This committee shall have the responsibility for making any awards, presentations, or funds to members of community, parents, or students on behalf of the Association.

Serve as a clearing-house for educationally related information
Promote positive change in curriculum and instruction
Develop and maintain a teacher-led professional development seminar series.
Administer the BEA Scholarship program
Coordinate New Teacher Luncheon and Retirement Celebration
Function in an advisory role to the Executive Board on matters related to instruction, supervision, and evaluation.
Meet with the Bend – LaPine District School Board and Administration to provide BEA's perspective on instruction-related, non-contractual professional and equity concerns.
Coordinate SPARKS & FLAMES Programs

E. Professional Issues Committee: Meets with district administration and School Board representatives to address non-contractual issues and concerns, yearly site survey results (District & BEA generated), etc.

Section 6. SPECIAL TASK COMMITTEES

The Executive Board shall such other special committees as may be necessary and shall discharge them upon completion of their duties. These committees shall be available to make reports to the RA whenever necessary.

A. Bylaws & Policies (stipend $125)

1. Chair: President

2. Membership: Open from Executive Board and Representative Assembly with a minimum of one Executive Board member and a minimum of one member from the Negotiations Team that bargained the current contract and one R.A. member.

3. Duties:

A. To review the Bylaws and policy revisions to insure compliance with the Collective Bargaining Agreement and desired practice.
B. To create and present to the R.A. for adoption policies that delineate the Bylaws and clarify procedures for the efficient operation of the Association.

C. To propose bylaw, policy or standing rule revisions as necessary or appropriate, subject to the method of amendment of each document.

B. Negotiations Committee:

1. Chair: Appointed by President and approved by the Executive Board. Responsibilities will include (a) coordinating BEA team meeting's (including those with the OEA UniServ Representative and School Board Team) dates and agendas, (b) serving as the official (BEA) spokesperson to the media and general membership, and (c) over-see and delegate to fellow team members various responsibilities of the ratification process.

2.Membership: BEA President, President-Elect OEA UniServ Representative, and a mixture of genders with proportional representation from elementary, middle and high school.

4. Duties: The Negotiations Committee shall assist the CBC in developing a proposed contract package based on surveying members to determine needs in areas of salaries, benefits, and conditions of employment to include revisions to current contractual language. The negotiations team shall be established in accordance with CBC bylaws and approved by the RA.

4. Member Stipend: $595.00, Chair Stipend: additional $125.00

C. Board of Review

1. Purpose
The Board of Review shall provide a forum for members of the BEA who believe that an injustice has occurred. The respect and confidence of the membership in members' ability to render honest, fair and objective decisions on cases presented to the Board of Review shall be principal consideration in the selection of candidates. Members appealing can receive a timely hearing and resolution of the problem, and be assured procedural and substantive due process.
2. Membership
The Board of Review shall have six Association members: current local UniServ Representative, one past Association president or officer who shall serve as chairperson, one current or former Association committee chair who has been a member of the Association for at least five consecutive years, and three members from the Association at large. Each member shall remain an active member in good standing of the Association throughout her/his term of office.

3. Appointment
Members of the Board of Review will be appointed by the President of the Association with the approval of the Representative Assembly. Members of the Board of Review shall serve until the problem is resolved and their term of office shall be three years.

4. Method of Recall/ Removal
   Members may be removed from office upon the vote of two-thirds of the members of Representative Council.

5. Duties: The Board of Review, upon request, shall:
   a. Review actions taken by, and investigate conformance of, members, officials, committees and elected bodies of the Association regarding consistent application of the Association Code of Ethics, Bylaws, Policies or Rules.
   b. Review injustices caused by individuals or groups, and
   c. Review alleged unfair inequitable actions of members, officers or committees of the association.

6. Procedures for Complaints
   a. The BEA president shall prepare and make available a form to be used for initiation of proceedings on all charges.
   b. A written complaint may be filed against an individual by one or more BEA members, the Executive Board or the UniServ Consultant. A written complaint may be filed against a governing body by the Executive Board or ten percent of the Representative Council.
   c. A copy of the charge shall be sent to the charged member or governing body within ten days of the date of filing or before it is reviewed by the Board of Review, whichever is sooner.
   d. The Executive Board and Board of Review will develop procedures and time lines to ensure fair hearing and timely decision. An appeals process also will be developed.

D. Minority Affairs Committee

1. Promote culturally diverse participation in Association activities;
2. Promote positive change in the curriculum and instruction to include accurate ethnic and multi-cultural materials;
3 Provide an active support system for minority educators;
4 Promote work-force diversity and programs to encourage students of color to enter teaching; and
5. Promote relationships with local and regional communities of color, and
6. Attend yearly OEA Minority Affairs Conference

E. Sick-Leave Bank Committee
F. Sabbatical Leave Committee
G. Calendar Committee
H. Special Elections Committee (school Board and Superintendent candidates)

ARTICLE XI NOMINATIONS, ELECTIONS, TERMS OF OFFICE, AND VACANCIES

Section 1. Eligibility: Members who have previously served in an office will not be denied the opportunity to run for the office again. Members who hold the office of President, Vice President, Secretary, and Treasurer are limited to holding just one office at a time, and may not also serve as a Building Representative. They may serve as an OEA/RA Delegate. All officers shall be elected between April 15 and May 15th and will officially assume office July 1st.

Section 2. Elections Committee

An Elections Committee shall be established in accordance with these Bylaws. This committee will meet as needed for the purpose of compiling a list of nominees, verifying their eligibility, and collecting candidate statements/application information to fill the elected officer positions, the four at-large members of the Executive Board of the Association, and the OEA delegate positions that will be vacated after the OEA convention of that current year. Positions shall be made available to all BEA members in a building by announcing or distributing information before the election is to be held. Chair of the Elections Committee shall be the Vice President. The Elections committee shall submit its slate of OEA/R.A. candidates to a general membership meeting during the first week of November at which time further nominations may be offered. The Elections Committee will then arrange for the preparation of a secret ballot, listing candidates names and providing a write-in space for each position. They shall conduct the election on the first Tuesday of November, collect the ballots as provided by Article VI, Section 1, H, tabulate the results, and report the results to the President and the RA at the December meeting. Building Representatives, and/or their designee(s), shall be responsible for the voting within their units and distribute and collect ballots at their sites in such a manner (current active member list check-off) that they can verify which members have voted and to assure no member has voted more than once. The candidate/s with the most votes shall be declared elected providing they have received at least thirty-three (33%) of the votes cast. In the event of a failure of any candidate to receive a majority of the votes cast for any position, a run-off election shall be conducted by the committee. The election process should be completed by April 1. The Elections Committee shall also conduct any special election necessary during the school year. The Elections Committee will be responsible for developing and implementing procedures for publishing information on a run-off election.

Section 3. Terms of Office

A. The president-elect shall be elected for a term of office of one (1) year. At the end of that term, the president-elect shall automatically and immediately become BEA president for a two-year term.

Qualifications:

(a) Recent BEA R.A. or Executive Board experience within the past three (3) years, with active attendance of a minimum of 50% + one (1) meetings OR a member of the Negotiations Committee within the past three negotiations cycles/years.

(b) The candidate must also have previously been a delegate to the OEA/RA or be a current delegate.

(c) Taught in the Bend – LaPine District for one full year.

(d) Registered voter.

(e) Not currently in a district-sponsored administrative training program.

B. The president shall be elected for a term of two (2) years and assume office July 1. A president may run for additional terms of office. If no one is running for President-Elect, the sitting President may be appointed by the R.A. for one additional year of office. The president shall be elected as a delegate to the OEA/RA to serve concurrently with the president's term of office.

C. Upon completion of their term/s, the out-going President must serve as Past President on the Executive Board and as a member of the Representative Assembly for a period of one year to aid in the first year transition of the newly elected President.

D. All other elected officers of the Association shall be elected for a term of two (2) years and shall assume office July 1. These officers may be elected to additional terms.

E. With the exception of the President, all delegates to the OEA RA shall be elected for a term of two (2) years and shall assume office immediately following their election. All delegates shall be elected in accordance with OEA Bylaws and Policies. The spokesperson for the BEA delegates at the OEA RA will be elected by a majority vote of the delegates. Oregon Education Association RA delegates may be elected to further successive terms. Candidates not winning a position shall be named successor delegates.

F. Faculty representatives shall be elected from each building at the rate of one (1) for each twenty (20) faculty members or fraction thereof. Each representative shall be elected to a two (2) year term. Elections will be held in September and will be conducted in the buildings by the unaffected faculty representatives. In the event that there is no faculty representative to conduct the election, the members in the building may conduct their own election or request the assistance of the Elections Committee. Faculty representatives may be elected to further successive terms. Additional representatives may be granted by a majority vote of the RA to represent any group that would not receive adequate representation by the above provisions. Such additional representatives shall be elected in accordance with these bylaws.

Section 4. Election Process:

The Vice President shall distribute to all members a list of all positions available for election. BEA members may nominate a candidate for any eligible position or candidates may self declare. The Representative Assembly may nominate additional candidates with the candidate's consent, provided the nominations are made at least 10 school days prior to the election date. Any BEA member not nominated by this process may declare as a candidate by notifying the President at least ten (10) school days prior to the election date. The Vice President shall distribute to all BEA members brief information about each candidate provided such information is received from the candidate at least ten (10) days prior to the election.

A. The BEA Executive Board shall establish election procedures, guarantee secret ballot votes, and tabulate ballots (excluding current candidates) in all BEA elections. The Vice President will report the results to the BEA membership.

B. BEA members shall vote by secret ballot, on a date established by the President, in accordance with the policies established by the Executive Board. The Vice President shall report election results to the Executive Board who shall authorize publication to all BEA members. A run-off election shall be held if necessary. The Vice-President shall notify members of known vacancies one month prior to elections.

C. Candidates shall declare an intention to run for office three weeks prior to the candidate forum.

D One "Meet the Candidates Forum" shall take place prior to elections.

E For contested elections, the BEA will publish a "Voter's Pamphlet" prior to elections, providing information about each candidate for office. During the election process, if no candidate receives a majority of the votes cast for the office, there shall be a new run-off election within fifteen (15) days between the two (2) candidates with the most votes.

F. A vacancy exists when an elected or appointed member resigns or is removed from the position. Members from appointments, elections or committee positions may be removed if they have three consecutive unexcused absences.

G In the event of a vacancy, the Elections Committee will conduct a special election to be completed within 45 days of the vacancy. All rules for this special election will conform to BEA Bylaws and policies.

H. The RA shall make interim appointments to fill vacancies in the positions of the Executive Board members of the Association. The successor shall fill the remainder of the term.

I. If a vacancy occurs in an OEA RA delegate position, the next successor delegate shall automatically be named to fill the unexpired term.

J. If a vacancy in a faculty representative position occurs, the unaffected faculty representatives in the building or members in the building may conduct an election for a successor to fill the unexpired term. The members in a building may request assistance in conducting such an election from the Representative Assembly.

K. An Executive Board, OEA RA delegate or a faculty representative's position may be declared vacant by the RA whenever a majority of the RA agree that the person holding that position has been grossly negligent of the duties defined in the bylaws or if the person is unable to fulfill the duties of the office for any reason.

Section 5. Voluntary Resignations, Interim Appointments, Recall

A. Voluntary Resignation

An elected official may be unable to complete his/her term and decide to resign from the position prior to the end of the elected term. After receiving the resignation in writing, the President will declare the position vacant.

B. Interim Appointments

The President will fill all vacancies with appointments subject to approval of 2/3 of the remaining Executive Board members. Appointments shall be for

the remainder of the term.

C. Recall:

An officer, R.A. member, OEA/RA or BEA/NEA delegate of this Association, if unable to fulfill the duties of the office for any reason or grossly negligent of the duties defined in the Bylaws, or if otherwise in a conflicting position to represent the Association may be recalled. This procedure can be initiated by a petition signed by twenty-five percent (25%) of the general membership requesting a recall of an elected officer or OEA RA delegate when presented to the RA, the officer or delegate may resign the position within one week of being officially notified or face a recall election. A recall election shall be conducted by the Elections Committee and the results shall be tabulated and reported to the RA. In the event that the recall is successful, the position is vacant and shall be filled in accordance with these bylaws.

When a petition signed by twenty-five percent (25%) of the individual building's membership requesting a recall of one or more of their faculty representatives is presented to the RA, the building representative may resign within one week of being officially notified or face a recall election in their building under the provisions of Article XI, Section 5.

a. Any member may initiate recall action by a petition signed by 50 members.
b. The Executive Board shall give a written statement of the causes for the recall petition to the Director being recalled and to each member of the RA at least 10 days prior to the recall meeting.
c. The Director subject to recall shall be given the opportunity to answer the charges.
d. Vote to recall shall be held at the next regular Representative Assembly meeting.
e. A 2/3 vote of those in attendance at the R.A. shall be required to recall. (Quorum is necessary)

ARTICLE XII MEETINGS

Section 1. The parliamentary authority for all BEA meetings shall be Robert's Rules of Order, current edition.

Section 2. Executive Board

The Executive Board shall meet at least once each month during the school year. Additional meetings may be called by the President, or at the request of four (4) members of the Executive Board. The time and place of regular meetings shall be published on the BEA Webpage.

Quorums for the Executive Board, committees and task forces will be a majority of each body's current membership.

Section 3. Representative Assembly

Regular meetings - Shall meet once every month during the school year. All R.A. meetings shall be open to the general membership in observer capacity.

Special meetings - May be called by the President or by a majority vote of the Executive Board, or upon written request to the Executive Board from twenty (20) members of the Representative Assembly. The purpose of the special meetings must be stated when the meeting is called. The time and place of regular meetings shall be published on the BEA Webpage.

A quorum for all meetings of the RA shall be a simple majority (50% + 1) of the voting members of that body. A quorum for all general meetings of the membership shall be twenty-five percent (25%) of the current membership.

Section 4. The President, with the approval of the Executive Board or Representative Assembly, may call a membership meeting. A membership meeting may be called through a petition signed by ten percent (10%) of the general membership.

Section 5. BEA members whose contractual or assigned extra duties by the school district conflict with general meeting times set by the BEA shall have the opportunity to request an absentee ballot from the BEA secretary through their faculty representative and cast their vote on any previously known or announced issues to come before the general meeting. The faculty representative shall hand the absentee ballot to the BEA secretary at the beginning of the general meeting.

ARTICLE XIII. AMENDMENTS

Section 1. An amendment to the Bylaws may be introduced by any member at any regular meeting of the Representative Assembly. The amendment, in writing, with the signatures of ten (10) members shall be filed with the Executive Board Secretary at the time it is introduced and shall be included in its entirety in the R.A. minutes. These bylaws may be amended by a two-thirds (2/3) majority vote of the RA. members present at the meeting.

Section 2. A special election for the purpose of amending these bylaws may be called by a petition signed by twenty-five percent (25%) of the general membership. In the event of such petition, the Election Committee shall conduct the election and report the results to the RA. A majority of those voting shall be required to pass amendments by petition.

Section 3. Unless otherwise specified in the proposed amendment, such approved amendments shall become effective immediately upon approval.

Article XIV. Ratification of Agreement and Authorization for Strikes

In order to ensure an informed and knowledgeable membership the Association will implement the following procedures in the ratification of the collective bargaining agreement.

Section 1. Process:

A. Upon reaching a settlement agreement with the District, the Association will immediately notify all members that a tentative agreement has been achieved.

B. The Representative Assembly will meet in special session prior to a general membership meeting to review the proposed settlement and the ratification procedure.

C. The Executive Board will meet with the Negotiations Team as soon as practicable to review the proposed settlement and to establish a ratification schedule and election guidelines that will include the following:

1. A minimum of two General Membership Ratification meetings will be held. Such meetings will be held at a time when most members will be able to attend.
2. The Association will present a summary of the settlement agreement including the specifics of the salary schedule.
3. The agenda will allow ample time for questions and answers.
4. Subsequent non-business meetings will be held the following three days at individual sites for members who were unable to attend the general business meetings or who may have additional questions.
5. A ratification vote will be conducted by the Executive Board and Building Representatives at the General Membership Ratification Meetings and by the Building Representatives in each building on or after the second and third workdays following the General Membership Ratification Meetings. BEA in-school election procedures will be followed.
6. The Executive Board, Negotiations Team and designated Building Representatives will be responsible for the counting of the ballots. Any member may observe the counting process.
7. If the vote is favorable, the BEA Executive Board will notify the Cascade Bargaining Council to sign. ratify the contract.

Section 2. The Cascade Bargaining Council President shall be authorized to sign a legal, binding, yearly or multi-yearly agreement with the employing board only after ratification by the BEA general membership and completion of the following procedures at a general membership meeting:

A. A report and recommendation by the Bargaining Team.
B. A report and recommendation by the Executive Board.
C. A written digest of the proposed agreement or changes provided to all members.
D. Discussion by membership.
E. A majority affirmative vote by secret ballot of the total active membership voting.

Section 3. Ratification of amendments to the negotiated agreement shall occur at an Executive Board and/or Representative Council meeting only after BEA approval.

Section 4. Except in a work stoppage situation, at least a twenty-four (24) hour written notice of The ratification meeting is required. The notice should specify the date, time, place, and purpose of the meeting.

Section 5. Strike action must be authorized by a seventy-five (75) percent majority vote of those members present and voting in a special meeting.

Article XV IMPLEMENTATION

These Bylaws shall go into effect immediately upon ratification by the RA. Those holding elected positions upon ratification shall finish their current elected terms of office ending June 30th.

Article XVI ASSOCIATION DISSLOLUTION

The assets of the Association will be distributed proportionally among the dues-paying members upon dissolution of the Association.

Bend Education Association Bylaws were adopted _____
Revised: 11-20-96
Revised: Spring 2007