

**CONSTITUTION AND BYLAWS OF THE  
EVERGREEN EDUCATION ASSOCIATION**  
Revised July 1, 2018

**CONSTITUTION**

**ARTICLE I: NAME**

The name of the Association shall be the EVERGREEN EDUCATION ASSOCIATION.

**ARTICLE II: PURPOSE**

The purpose of the Evergreen Education Association shall be:

Section 1 - To advance the interests of the profession of teaching and to promote the cause of education in the Evergreen Public Schools and the State of Washington.

Section 2 - To collectively bargain for the members of the bargaining unit.

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 and to employ a staff for the attainment of these purposes.

Section 5 - To uphold and implement the policies of the WEA and NEA.

**ARTICLE III: MEMBERSHIP**

**Section 1 - Active Members**

A. Active membership in the Association shall be open to all non-supervisory certificated personnel recognized in the Collective Bargaining Agreement as being part of the bargaining unit. This will include those employed at the work sites of the Evergreen Public Schools

B. Active membership shall be continuous until the member leaves the school system, and/or is no longer part of the Collective Bargaining unit as recognized in the CBA, and/or resigns from the Association.

C. Active members of the Association shall also be members of the Washington Education Association and the National Education Association.

**Section 2 – Reserve Membership**

A. Reserve membership shall be limited to any person who is otherwise eligible for active membership but is on limited leave of absence from professional education work.

B. Reserve members must also be members of the Washington Education Association and the National Education Association.

- C. Reserve members are not eligible to begin a new term in an office as a member of the Executive Board, a building representative, or as a representative for the Evergreen Education Association to the UniServ Council, WEA, or NEA.

### Section 3 – Honorary Members

Upon a vote of the executive board and with confirmation by the representative council, a former member of distinction may receive honorary member status. Honorary members are not permitted to vote on any matters before the membership, are not eligible to hold elected office as a member of the Executive Board, a building representative, or as a representative for the Evergreen Education Association to the UniServ Council, WEA, or NEA. Honorary members are invited to attend all meetings but only have speaking privileges at all General Membership meetings. Honorary membership status may be revoked by a majority vote of those present at a representative council meeting.

### Section 4 – Associate Substitute Membership

- A. Associate Substitute Membership is open only to substitutes (guest teachers) who are certificated professionals and have served as a substitute (guest teacher) at least one day in a given year, but are not members of the collective bargaining unit as defined by the exclusive recognition clause of the CBA.
- B. Associate Substitute Members are not eligible to begin a new term in an office as a member of the Executive Board, a building representative, or as a representative for the Evergreen Education Association to the UniServ Council, WEA, or NEA.

## **ARTICLE IV: OFFICERS**

The officers of the Association shall consist of the President, Vice-President, Secretary/Treasurer, and Labor Community Ambassador.

## **ARTICLE V: EXECUTIVE BOARD**

Section 1 - The Executive Board shall consist of the officers and members At-Large. The elementary level shall be represented by 5 members at-large, middle schools shall be represented by 2 members at-large and high schools represented by 3 members at-large. Additionally the board shall consist of one (1) ethnic minority representative, one (1) substitute representative, one (1) special services representative, and one (1) special education representative. An EEA member who is a representative to the WEA Board of Directors or the NEA Board of Directors shall be a non-voting ex-officio member of the Executive Board, if not holding an elected Executive Board position.

Section 2 - Whenever a majority of the Executive Board shall agree that a member of the Executive Board has been grossly negligent of the duties defined in the Bylaws or is incapacitated, they shall recommend to the Representative Council that the office be declared vacant. If the Council so votes by a two-thirds majority, the Representative Council shall immediately elect a replacement to fill the expired term.

Section 3 - Any member of the Association who is not a member of the Executive Board may attend its meetings. They shall sit apart from the voting body but may receive permission to express their concerns during the meeting. Non-members shall be excluded from the meeting unless given a special invitation by the President or Executive Board.

## **ARTICLE VI: REPRESENTATIVE COUNCIL**

Section 1 - The legislative and policy-forming body of the Association shall be the Representative Council.

Section 2 - The Representative Council shall consist of the Executive Board, one or more faculty representatives from each building, one or more substitute representatives and the chair of the standing committees.

Section 3 - Executive Board, faculty, and substitute representatives shall be voting members of the Representative Council.

Section 4 - Members of the Association who are not members of the Representative Council may attend its meetings. They shall sit apart from the voting body but may receive permission to express their concerns during the meeting. Non-members shall be excluded unless given a special invitation by the President or Executive Board.

## **ARTICLE VII: AFFILIATION**

The Association shall affiliate with the Washington Education Association and the National Education Association under their rules and policies.

## **ARTICLE VIII: AMENDMENTS**

The Representative Council may adopt amendments to this constitution by a two-thirds majority of those voting at any regular meeting, provided that amendments have been introduced at the preceding regular meeting of the Representative Council and that copies of the proposed amendments have been immediately distributed to members of the Council for faculty discussion.

## **ARTICLE IX DUES**

Member's Dues and Agency Shop fees shall be established at the May Representative Council meeting and shall not exceed \$0.0056 of each dollar earned by a beginning 1.0 FTE teacher with zero years of experience and a BA degree with no extra credits earned.

If the Executive Board determines that a financial emergency requiring a special one-year-only dues assessment exists, it shall petition the General Membership for approval in the following manner:

- 1) Inform the General Membership in writing at least ten days in advance of balloting.
- 2) Get authorization for an assessment through the affirmative vote of 50% +1 of the voting General Membership.

3) Balloting may be accomplished through the building representatives in each site, or by calling a General Membership meeting for that purpose.

**BYLAWS OF THE EVERGREEN EDUCATION ASSOCIATION**  
**Revised July 1, 2018**

**ARTICLE I: MEETINGS**

Section 1 - Executive Board - The Executive Board shall generally meet on the first Monday of each school month. The regular monthly meeting schedule shall be affirmed by the Executive Board at the first meeting of the year. At the call of the President or at the request of three members of the Board, a special meeting shall take place upon prior notice to the board.

Section 2 - Representative Council - The Representative Council shall generally meet on the third Monday of each school month with the month of May usually being an exception. The May meeting shall be scheduled for May 13 in recognition of the 1973 strike provided May 13 is on Monday, Tuesday, Wednesday, or Thursday. The President or the Executive Board shall set the meeting time, prepare the agenda for each meeting, and circulate it to all members of the Council so that representatives have time to discuss it with their constituent members in advance of the Council meeting. The regular monthly meeting schedule shall be affirmed by the council at the first meeting of the year.

Section 3 - Special Meetings - Special meetings of the Representative Council or Association may be held at the call of the President or upon written request to the Executive Board from five representatives. Business to come before special meetings must be stated in the call, which shall be sent in writing to each representative.

Section 4 - General Membership Meetings - The President, Executive Board or Representative Council shall call at least one meeting of the members per year.

Section 5 - All Executive Board and Representative Council meetings shall be open to all members and documented in the minutes with the exception of those meetings involving staff and arbitration. Meetings involving staff and arbitration shall be held in executive session with only the action, or lack thereof, being recorded.

**ARTICLE II: QUORUM**

A majority of their members shall be a quorum for the Executive Board and Committees. A quorum for Representative Council shall be 50% +1 of work sites. A quorum for a general membership meeting shall be 1/3rd of the total active membership with at least 60% of the sites represented.

**ARTICLE III: POWER OF OFFICERS**

Section 1 - President - Powers, Responsibilities, and Duties

The President of the Association shall be a member of the Association elected to a full-time release position from his/her educational assignment in order to conduct the business of the Association; salary as per negotiated agreement. The President shall be paid an additional 20% of regular salary to compensate for those times when meetings or other functions may be outside the work day. The president shall not hold a concurrent presidency at WEA-Riverside. The president shall have all the rights and privileges granted other members in the Collective Bargaining Agreement during this release.

The duties of the President shall include, but not be limited to:

- A. Work toward the implementation of the Association goals.
- B. Preside over meetings outlined in Article I - Meetings, Sections 1-4.
- C. Appoint the chair and members of committees.
- D. Oversee EEA employees.
- E. Visit work sites, when possible, to provide information on EEA, WEA-Riverside, WEA and NEA programs.
- F. Attend traditional president meetings and conferences.
- G. Publish, at least monthly, a newsletter for members.
- H. Provide and assist with training on a need to request basis.
- I. Assist in organizing Association activities.
- J. Represent the Association before the public either personally or through designees.
- K. Perform all other functions usually attributed to this office.
- L. Attend meetings of the WEA-Riverside Executive Board as a full member.
- M. Be a delegate to the WEA-Riverside Representative Council.
- N. Be a delegate to the WEA Representative Assembly.
- O. Be an ex officio and voting member of all committees.
- P. Attend Evergreen School Board meetings.
- Q. Represent the Association at meetings with school district management.
- R. Be a delegate to the NEA Representative Assembly, unless he/she withdraws prior to NEA RA nominations.
- S. Regularly brief the Vice-President on the state of the association.

#### Section 2 - Vice President

- A. Work closely with committees as the President may suggest.
- 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. Shall serve as a liaison to buildings as determined by the Executive Board.

#### Section 3 – Secretary/Treasurer

- A. The Secretary/Treasurer holds the funds of the Association and disburses them upon authorization by the Executive Board/Rep Council. S/He will deposit all monies at banking institution(s) designated by the Executive Board. S/He shall be a signer on all accounts along with the other officers of the Association. S/He shall keep accurate accounts of receipts and disbursements, shall submit a balance sheet to each regular meeting of the Representative Council, and shall prepare a financial statement for the membership when directed to do so by the Executive Board. S/He shall assist the Budget Committee in the initial drafting of the annual budget. S/He shall prepare the books for an audit and ensure audit compliance. S/He shall file the appropriate Federal and State forms.
- B. Shall assume the duties of the President in the absence of the President and Vice President.
- C. Shall document, in writing, all motions made at all meetings of the Executive Board, Representative Council, and the General Membership. EEA staff shall duplicate and circulate minutes of the Executive Board and Representative Council meetings to the Executive Board and Building Representatives.
- D. Shall serve as a liaison to buildings as determined by the Executive Board

#### Section 4 – Labor Community Ambassador

- A. The Labor Community Ambassador shall be a delegate to the Southwest Washington Central Labor Council and serve as the chair of the EEA delegation.

- B. Attend meetings of the Southwest Washington Central Labor Council and represent the interests of the EEA before the SWWACLC.
- C. Give regular reports to the Executive Board and Representative Council about the greater state of the local labor community.
- D. Organize and lead EEA actions and supports for the labor community at large.
- E. Shall assume the duties of the President in the absence of the President, Vice President, and Secretary/Treasurer.
- F. Shall serve as a liaison to buildings as determined by the Executive Board.

## Section 5 - Terms and Succession

A. The Association Officers shall be elected as follows:

The Association President shall be elected to serve a two-year term, and may be elected for two full consecutive terms (total of four years), The President is elected in even numbered years (ex: April 2006 for 06-07 and 07-08, etc). Should circumstances realize a partial term appointment or election prior to a full term election, the term limit provision may extend beyond four years. In the event a fifth year may be realized, the Association will request association release provision negotiation with the district pursuant to Article V, Section F of the CBA.

The Association Vice President shall be elected to serve a two-year term, and may be elected for two full consecutive terms (total of four years). The Vice President is elected in odd numbered years (ex: April 2007 for 07-08 and 08-09). Should circumstances realize a partial term appointment or election prior to a full term election, the term limit provision may extend beyond four years.

The Association Secretary/Treasurer shall be elected to serve a two-year term, and may be elected for two full consecutive terms (total of four years). The Treasurer shall be elected in odd numbered years (ex: April 2007 for 07-08 and 08-09). Should circumstances realize a partial term appointment or election prior to a full term election, the term limit provision may extend beyond four years.

The Association Labor Community Ambassador shall be elected to serve a two-year term, and may be elected for two full consecutive terms (total of four years). The Labor Community Ambassador is elected in even numbered years (ex: April 2006 for 06-07 and 07-08, etc). Should circumstances realize a partial term appointment or election prior to a full term election, the term limit provision may extend beyond four years.

A member may not hold more than one Executive Board office at a time. Should an officer choose to run for a different office mid-way through their 2 year term, they must resign their current office upon election validation confirming successful bid of the new position effective July 1. The previously held position would then be filled per Section 5 B. below to complete the remainder of that term.

B. 1. In the event that the validated election for the following year's Executive Board officers results in a vacancy, then a special election voted upon by the active and reserve membership will be held to fill that vacancy within 45 calendar days. Nomination opportunities and deadline to submit a nomination will be announced to the membership as soon as the election is validated. The nomination period will be no less than 10 work days. If the announced candidate is unopposed at the close of the nomination period and accepts the nomination, the Rep Council will have the authority to affirm the candidate in lieu of holding a general election.

2. Whenever any office shall become vacant between terms, except as provided in Article III, Section 2 of these Bylaws and Article V, Section 2, of the Constitution, the remaining members of the Executive Board shall choose one of their members to serve in that office until the Representative Council can fill the vacancies.

3. The Vice President shall complete the President's term if the President is removed, resigns, or is unable to fulfill the duties.

Section 6 – Attendance at Meetings (Officers)

The business of the Association demands an expectation of officer participation at the regularly scheduled Executive Board and Rep Council monthly meetings (See Article I, Sections 1 and 2). After a second absence, the officer will receive a written reminder of this policy. After the third absence, the Executive Board must review the individual circumstances and determine a remedy, up to and including a recommendation to the Rep Council to declare the office vacant. A meeting schedule will be established that is compatible with the board officers. In the event of a foreseen absence, the officer will arrange for and train a member in good standing to act as their substitute at the meeting.

Section 7 – Ex Officio Members

An EEA member who is a current representative to the WEA or NEA Board of Directors, but not an elected Executive Board member, is an ex-officio member of the Executive Board, but may not vote.

**ARTICLE IV: POWER OF THE MEMBERS AT-LARGE**

Section 1 - The Members At-Large shall serve as guardians of the Constitution, to that end they shall be conversant with the Constitution. The Members At-Large shall see that the officials of the Evergreen Education Association conduct their offices within the limits of the Constitution.

Section 2 - The Members At-Large shall serve as the ombudsmen of the Association. They shall provide a direct link between the Association members and the elected officials of the Evergreen Education Association. The Members At-Large shall seek answers to complaints and questions that concern Association members.

Section 3 - The Members At-Large shall maintain monthly contact with buildings and/or members within their respective area. The Members At-Large will report to the Executive Board.

Section 4 - Liaison Assignments

The EEA Executive Board will define specific At-Large liaison site assignments at their first meeting of the year. The EEA President is exempt from taking a liaison assignment.

Section 5 - The Members At-Large shall attend all Executive Board and Representative Council meetings. The Members At-Large shall attend the Representative Council meetings in their capacity of Guardians of the Constitution. They shall have voting power on the Executive Board.

Section 6 - The Members At-Large of the Executive Board shall be named as trustees of the corporation of the Evergreen Education Association.

Section 7 - Terms and Succession

- A. The Members At-Large shall be elected to serve for one year and may be elected for four consecutive terms for any single position. A member may not hold more than one Executive Board position at a time.
- B. Whenever a Member At-Large position shall become vacant between terms, the remaining Executive Board members shall choose a person from the general membership to serve in that position until the Representative Council can fill the vacancy.



## **ARTICLE V: POWER OF THE EXECUTIVE BOARD**

Section 1 - The Executive Board shall be responsible for the management of the Association as provided in Bylaws Article I Meetings, Section 2. The Executive Board shall approve all expenditures that exceed .0013 of the annual budget; as provided in Article VI of the Bylaws, or refer such expenditures to the Representative Council for approval. The Executive Board shall carry out policies established by the Representative Council, report its transactions and those of the Council to the members, and suggest policies for consideration by the Council.

Section 2 - The Executive Board may develop workshops and training conferences and shall approve all funding for member attendance at workshops and conferences.

Section 3 - The Executive Board shall represent the Association in negotiating policies with the governing and appropriate bodies of the school system. Within policies established by the Representative Council, it may make decisions binding the Association in these matters. The Board may delegate its power to negotiate to another committee or representative. It may adopt such rules governing the employment of staff.

Section 4 - The Executive Board shall be the determining body in whether to begin, continue, or terminate an arbitration, and approving or denying religious objection status.

Section 5 - The Executive Board shall approve committee chairs and committee membership appointments. There shall be at least one member of the Executive Board appointed to each committee.

Section 6 – The Executive Board is the determining body for consideration of requests for Collective Bargaining Agreement waivers, Memorandums of Understanding, and Letters of Agreement.

Section 7 – The Executive board shall be the sole judge of elections (validation) for elections pertaining to any office on the executive board or delegation to any representative assembly (ie: WEARA, NEARA, RUC)

## **ARTICLE VI: POWER OF THE REPRESENTATIVE COUNCIL**

Section 1 - The Representative Council shall approve the budget, propose the dues for the Association as stated in the Constitution, Article IX - Dues, act on reports of committees, approve resolutions and other policy statements, and shall adopt procedures to be followed in censuring, suspending, and expelling members for cause, or in reinstating members. It may adopt such rules governing the conduct of the Association, and the conduct of meetings as are consistent with this Constitution and Bylaws. It shall be the final judge of the qualifications and elections of representatives. Powers not delegated to the Executive Board, and officers shall be vested in the Representative Council.

Section 2 - Deficit spending of budget items shall take place only after approval of the Representative Council.

Section 3 - Use of the EEA Contingency Fund shall take place only after approval of the Representative Council.

## **ARTICLE VII: REPRESENTATIVES**

Section 1 - At each work site in the Evergreen School District, faculty members of the Association in good standing shall elect, for a term of one year, one Faculty Representative to the Representative Council for each ten (10)

members, and any fraction thereof. (ie: A building with 11 members would be entitled to 2 faculty representatives.) For the purposes of this section, substitutes, who are members, are considered a "work site."

Section 2 - Representatives shall attend the regular meetings of the Representative Council. If a Representative is unable to attend, s/he shall provide an alternate from the group s/he represents. In the event a permanent vacancy occurs, the President may designate a member in good standing to organize a special election.

Section 3 - Representatives, shall call meetings of the Association members within their building to discuss Association business.

Section 4 - Representatives shall be active members of the Evergreen Education Association at the time of the first representative council meeting of the year, and shall maintain their membership in good standing (active or reserve) during their term of service.

Section 5 - Representatives shall establish priorities of the Association that are negotiated with the Evergreen School Board.

Section 6 – Representatives shall work actively to establish a collaborative relationship with their building administration for the purposes of problem solving and member representation.

Section 7 – Representatives shall accurately articulate building concerns with the association and disseminate information from the association to members in a timely manner.

Section 8 – Representatives shall build trust and maintain confidentiality with building members.

Section 9 – Representatives of the EEA serving as Delegates to the WEA-Riverside Council shall attend the regular meetings as announced by the RUC President. If an EEA Delegate to Riverside is unable to attend, s/he shall provide an alternate from the group s/he represents. In the event a permanent vacancy occurs, the President may designate a member in good standing to fill the position. The Rep Council shall confirm the appointment or vote for another representative of their choosing at the earliest Rep Council meeting.

## **VIII: COMMITTEES**

Section 1 - Ad Hoc Committees - An ad hoc committee shall be a committee appointed by the President or by a majority (50% +1) vote of the Executive Board to function for a specific purpose and for a specific period of time, usually less than a year. Its task shall be stated and limited in scope. When such task is completed, the committee shall be dissolved.

### **Section 2 - Special Committees**

A. A committee is one that the President may appoint for one year. It shall be dissolved upon the completion of its duties or the end of the current President's term.

B. Special Committees may include an Elections Committee, a Budget Committee, Executive Committee, a Bylaws Committee, Scholarship Committee, and any other Special Committees as the President and/or the Executive Board may deem necessary.

1. The Elections Committee shall consist of at least three active members, one from the secondary level, one from the elementary level, and one other member, and EEA Staff. They shall be appointed as needed and shall function as stated in Article XI, (Elections) and as needed for ratification.
2. The Budget Committee shall consist of six people -- two from the General Active Membership and the President, Vice President, Secretary/Treasurer of the Association, and the EEA Office Manager. Their task shall be to develop an Association Budget.
3. The Executive Committee shall consist of EEA officers and other leaders or staff as appropriate. They shall meet as needed to review Representative Council feedback and set the agenda for Executive Board discussions.
4. The Governing Documents Committee shall consist of at least three active members. They shall meet annually to review the Constitution, Bylaws, and Policies of the Association.
5. If the budget allows for scholarships, the Scholarship Committee shall consist of a minimum of five active members including one member from each of the large comprehensive high schools in the district.

### Section 3 - Standing Committee

- A. A Standing Committee shall be a committee appointed to serve at least one to two years. Its task shall be defined and of such scope as to require a long period of time to accomplish.
- B. The Collective Bargaining Committee shall negotiate with the Evergreen School Directors for all Bargaining Unit personnel. Appropriate ad hoc committees will prepare negotiations proposals to be approved by the General Membership prior to being placed before the Evergreen School Directors. Due to the numerous meetings and research associated with a bargain, the Bargaining Team members and sub committee members (up to a maximum of 10) will be compensated \$50 per meeting up to a maximum of \$500 per person or \$5000 per bargaining year. Upon reaching tentative agreement with the Evergreen School Directors on all matters under negotiation, the Committee shall prepare and submit its report and recommendations to the members of the Association at a General Membership meeting. The procedures for ratifying a Collective Bargaining contract shall be as outlined in Article IX in the Bylaws.
- C. Standing Committees may be appointed by the President or by majority (50% +1) vote of the Executive Board as the need arises. Standing Committees shall have enough members to accomplish the task assigned; these members shall be selected to represent both the elementary and secondary levels of the Association, and shall be appointed for overlapping terms of two years. Each Committee may, with the approval of the Executive Board, organize special sub-committees and task forces from association membership to accomplish specific activities/goals of the Association.
  1. A Grievance Committee may be formed as needed, by appointment of the President and affirmed by the Executive Board, to inform the membership about their rights and responsibilities, promote high standards of professional ethics, work for fair and professional treatment for all members of the profession, assist individual and groups found to be unjustly treated, and consider problems brought before the Committee.

## **ARTICLE IX: RATIFICATION OF CONTRACT**

The President shall have ballots prepared for a vote. Ratification shall be by secret ballot under procedures for balloting in Article XI, Section 2 and the EEA General Balloting Policy, or a vote can take place if a quorum is present at the General Membership Meeting. The contract shall be deemed ratified if it receives a "yes" vote from 50% plus one (1) of those voting. In the case of a membership meeting held for the purpose of a ratification of a coaches (extracurricular) contract, the contract shall be deemed ratified if it receives a "yes" vote from 50% plus one (1) of those voting either at the meeting or by way of an absentee ballot, requested prior to the meeting, that will be available ONLY to those unable to attend the membership meeting due to contractual obligations with the district. For the purposes of the extra-curricular contract, no quorum is required.

1. Prior to any vote for ratification, a general membership meeting of the EEA will be held. Opportunity will be provided for discussion, both for and against ratification. General Membership Meetings shall be held in the evening on regular school calendar days. In the case of a possible strike action or other unforeseen emergency, the Executive Board may approve a schedule exception.

If a General Membership Meeting lacks a quorum for ratification and in-building voting cannot take place due to ratification being held beyond the normal school year, mail out balloting will take place, including pro/con statements from the meeting included in the mailing. The school year is defined in this section as the first mandatory teacher work day in the fall as the beginning of the school year, and the last day of student attendance as the end of the school year. A vote may take place at the General Membership meeting held outside of the normal school year if a quorum is met based on the membership on record as of June 1 as noted on the monthly billing for dues.

2. Ballots, if counted at the general membership meeting, will be counted by a panel, of no less than 5 members, randomly selected at the general membership meeting. Ballots collected in buildings will be counted by a designee of the EEA Executive Board. Results will be made available to all members upon validation by the Executive Board.

## **ARTICLE X: STRIKE/WORK STOPPAGE**

1. Prior to any vote for a strike or work stoppage, a general membership meeting of the EEA will be held. Opportunity will be provided for discussion, both for and against the stoppage.

2. Voting for any strike will be done, in person, by secret ballot. For those individuals who are unable to attend the general membership meeting, voting shall remain open until 8:00 pm on the evening of the general membership meeting. 60% +1 of those voting will be required for a strike to be enacted.

3. Ballots will be counted by a panel, of no less than 5 willing members, randomly selected at the General Membership meeting. Results will be made available to all members upon validation by the Executive Board.

## ARTICLE XI: ELECTIONS

### Section 1 - Nominations

- A. Active members of the Association may nominate candidates for President, Vice-President, Secretary/Treasurer, Labor Community Ambassador, Members At-Large and WEA-Riverside Representatives. The nominations period shall open during the Representative Council meeting in January and close during the Representative Council meeting in February. Members may nominate candidates for office at the January or February Representative Council meetings, or by delivering nominations in writing to the EEA office prior to the February Rep. Council meeting. A member may not be a candidate for more than one position on the EEA Executive Board. Random write-in votes cast for a member will be nullified if the member is already listed as an announced candidate in another position on the ballot.
- B. The EEA staff shall publish to the members brief information submitted by each candidate. Candidate statements will accompany the ballot.
- C. If there are three or more candidates for the office of President, Vice-President, Secretary/Treasurer, and/or Labor Community Ambassador, there shall be a primary election.
- D. An active or reserve member in good standing who wishes to fill a "write-in" position must garner a minimum of 10% of the total ballots cast for that election. (Refer to section A regarding process if candidate is an announced candidate.)
- E. A general meeting may be held to introduce candidates. Candidates may address the Rep Council prior to the election.

### Section 2 - Balloting

- A. Active and reserve members are eligible to vote in all elections, which shall be done by secret ballot. In addition to those nominated, space will be provided for write-in candidates. The names will be listed on the ballot in random order. The Head Building Representative will be sent the ballots for their building, will hold the election in their building, insure its accuracy and secrecy. The election committee may require the HBR or their designee to sign for the ballots for their site. The Head Building Representative will forward the ballots to the Elections Committee. Ballots received after the stated deadline will not be counted prior to the Executive Board decision as to acceptance of the late ballots. The EEA election committee and EEA office staff shall add the votes for each candidate insure the accuracy of the vote count by random checks of the ballots, report the results of the elections to the President, and advise those running for office of the results of the election. Following validation by the Executive Board, the President will then cause the results of the election to be published. Ballots shall be kept on file until the election is validated. In the event of an election being certified in a tie, the representative council shall vote at their next meeting to break the tie. If the vote at the representative council is a tie the representative council shall vote again by the end of that same meeting. If after two representative council votes end in a tie, the executive board will vote to break the tie.
- B. The General Election shall be held no later than the last school day in March. New officers will be introduced at the June Executive Board Meeting and shall assume their duties July 1.
- C. A Primary Election, if necessary, shall be held. The voting procedure for the Primary Election shall be the same as outlined for a General Election. A candidate receiving 50%+1 of the vote in a primary election shall be declared the winner.

D. Nominations for delegate positions to RUC, the WEA RA and NEA RA shall be sought at Rep Council. Nominations will remain open for one month and close at the next monthly Rep Council meeting. The order of candidate position on the ballot will be by random order as determined by a drawing held immediately following the close of nominations at the Rep Council Meeting. Delegate positions will be filled in order by total vote count received by each candidate. Unsuccessful candidates will be listed as successor delegates as long as they receive the minimum of 10% of total votes cast for this election. In the event there is not at least as many nominees as there are positions available for these election, those nominated will be assumed to have won the election and no election will take place.

E. Nominations for At-Large positions on the Executive Board shall be sought at Rep Council. Nominations will remain open for one month and close at the next monthly Rep Council meeting. The order of candidate position on the ballot will be by random order as determined by a drawing held immediately following the close of nominations at the Rep Council Meeting. At-Large positions will be filled in order by total vote count received by each candidate. Term limit of four consecutive years will begin with the 2014-15 election.

### Section 3: Campaigning

A. Members wishing to express support for any candidate in an EEA election may do so by providing election campaign information. District email will not be used for campaigning. Distribution of campaign material will be the responsibility of the candidate or their designee. Head Building Representatives will not be required to distribute campaign material beyond the official candidate statement produced by the EEA Office.

## ARTICLE XII: POLICIES

Operational policies of the Evergreen Education Association will be established by the Representative Council. The Executive Board shall present at any Representative Council meeting policies to be adopted. Adoption of policies shall be by a majority (50% +1) vote of the Representative Council. A policy book shall be maintained by the President. Policies shall be reviewed yearly for revision or deletion.

## ARTICLE XIII: AUTHORITY

Sturgis Standard Code of Parliamentary Procedure shall be the parliamentary authority for the Association on all questions not covered by the Constitution and Bylaws and such standing rules as the Representative Council may adopt.

## ARTICLE XIV: AMENDMENT

The bylaws will be reviewed annually by the Bylaws Committee. These Bylaws may be amended by a majority (50% +1) vote at any regular meeting of the Representative Council provided that proposed amendments have been previously studied by the Executive Board and that copies have been sent to Faculty Representatives one calendar week in advance of the meeting.

**EVERGREEN EDUCATION ASSOCIATION POLICIES**  
**Revised July 1, 2018**

**POLICY 1: DUES STRUCTURE**

Membership dues established by NEA, WEA, Riverside-WEA, and EEA, are separate entities and shall be reported to the members as such.

**POLICY 2: BALLOTING POLICY**

**A. Local Balloting**

1. The head building representative or designee should check the election packets to be sure that they have received enough ballots for all members. A list of ineligible voters at each building site will be included in the packet. If any discrepancy exists, the head building representative should immediately call the EEA office.
2. Employees who are not members but who are eligible for membership may complete a membership form in order to receive a ballot. They must then sign the voting roster in order for their vote to be valid.
3. The local association will keep accurate records on the distribution and collection of ballots.
4. To avoid errors and challenges, those charged with conducting the local association's election must follow the Instructions printed on the Voter Registration Sheet included in each packet.
5. Polling sites shall be designated as work sites in the Evergreen School District and the EEA Office. A work site may be rejected as a polling site if no member at that site takes charge of the balloting. If more than one polling site is used, the Voter Registration Sheets for each polling site must be placed in a sealed envelope with ballots from that same polling site. This is to avoid possible rejection of all ballots from the local if problems arise at one polling site.
6. The president must allow at least 5 working days for balloting to take place.
7. Each voter must sign for his/her ballot on the Voter Registration Sheet. Eligible voters shall be exclusively active or reserve EEA members. The person charged with conducting the polling shall check when the ballot is returned to the envelope.

**B. Returning Ballots to EEA**

1. All ballot packets returned to EEA must include the following:
  - a. Ballots
  - b. Voter Registration Sheet(s)
2. Return all ballots and Voter Registrations Sheets at one time.
3. All packets containing the items in B.1a and B.1b above must include the name of the polling place.

**C. Ballot Counting Procedure**

1. Ballots will be counted immediately following the close of the election by the Election committee (as provided in bylaws Article VIII, Section 2, B1). Ballots counted by the Grademaster machine shall be sampled for accuracy by the election committee. Should irregularities be evident, hand counting the ballots shall take place.

2. Each candidate (or his/her designee) may be present to observe the counting of ballots.

#### D. Invalidation of Ballots

Any of the following may cause a ballot or ballots to be invalid:

1. Electioneering: No material promoting any particular candidate may be included with the ballots.
2. Forgery: All signatures on the Voter Registration Sheet(s) must be authentic.
3. Discrepancies: A violation exists if there are more ballots than signatures on the Voter Registration Sheet(s). It is imperative that each polling site's ballots be kept separate and in a sealed envelope with that site's Voter Registration Sheet(s).
4. Tampering: Erasing stray marks, darkening circles, changing a vote, or "cleaning up" ballots in any way other than the voter on his/her own ballot is not allowed. Ballots and the Voter Registration Sheet(s) should be sealed immediately after the polls close and must not be tampered with in any way.
5. Late Ballots: Ballots received by the EEA office after the set deadline will not be counted unless directed by the Executive Board. Ballots returned after the deadline will be kept separate from ballots submitted on time. If the ballots are turned in late from a particular building, the reasons should be provided in a written statement signed by the individual responsible for returning the ballots.
6. Decisions regarding invalidation of a ballot(s) will be made by the EEA Elections Committee, and confirmed by the Executive Board.
7. If cause is found to invalidate the election of one position, the election committee shall make that recommendation to the Executive Board. If the Board declares that the election of that position is invalidated, the election process for that position shall be started over beginning with the nominations period as soon as possible at the next available Rep Council.
8. If cause is found to invalidate an entire election, the election committee shall make that recommendation to the Executive Board. If the Board declares that the election is invalidated, the election process shall be started over beginning with the nominations period as soon as possible at the next available Rep Council.

#### E. Election Notification and Certification

1. The President of the EEA will inform candidates of the unofficial results as soon as the ballot counting is completed.
2. The EEA Executive Board will certify the election results at their next monthly meeting. Once certified, election results are official and may be published to the general membership.

### **POLICY 3: TRAVEL EXPENSE/OFFICER STIPEND**

- A. The current IRS mileage rate shall apply to all mileage calculations of the Evergreen Education Association.
- B. Office staff and the president shall be reimbursed for all mileage used in performing business duties.



C. The EEA Secretary/Treasurer, Vice President, and Labor Community Ambassador receives an annual stipend of \$500.00. The EEA secretary/treasurer may keep a mileage log to be reimbursed for his/her duties with respect to doing EEA business at financial institutions. The EEA Labor Community Ambassador may keep a mileage log to be reimbursed for his/her duties with respect to doing EEA business with the greater labor community.

D. The EEA President shall keep a mileage log which shall be the official record to determine mileage reimbursement.

E. Housing Expenses: EEA shall pay housing expenses for members who are attending as EEA funded representatives. Housing shall be based on double occupancy whenever possible. With the exception of the EEA president, members who prefer single occupancy will be responsible for paying the additional expense. All other room charges will be the responsibility of the member (ie: food, movies, phone calls, etc.)

F. Meals shall be reimbursed to members for attending as EEA funded representatives at the rate of \$50.00 per day for in-state events and \$60.00 per day for out of state events.

G. Member travel reimbursement guidelines:

1. The member must be attending as an EEA representative.
2. A written or oral report shall be presented to the Executive Board or pertinent committee by each attendee
3. Mileage will be paid from city to city as determined by map.
4. The number of cars fully funded will be the least possible to provide adequate transportation.
5. Full mileage will go to the driver of each private car carrying 3 EEA representatives.–When fewer than three EEA representatives are attending an event, mileage will be reimbursed for one vehicle. EEA representatives who choose not to carpool when it is available will receive prorated mileage-

Example: 360 miles round trip at .345/mile = \$124.20

<u># participants funded</u>	<u># cars funded</u>	<u>\$ amount if carpool</u>	<u>\$ per person if not carpool</u>
1	1	\$124.20	\$124.20
2	1	\$124.20	\$62.10
3	1	\$124.20	\$41.40
4	2	\$248.40	\$62.10
5	2	\$248.40	\$49.68
6	2	\$248.40	\$41.40

6. The maximum number of cars funded by EEA per event shall be three (3). If more than nine people will be attending an event, executive board approval will be necessary to send additional cars or rent larger vehicle(s) (bus, mini van, etc.) except in the case of WEA RA.

7. Travel vouchers will be used for mileage reimbursement.

**POLICY 4: EEA CONFERENCE FUNDING GUIDELINES**

1. Only members of the Association, and Association employees are eligible for funding of any conference approved by the EEA Executive Board.

2. Any conferences approved by the EEA Executive Board (in executive session) should directly or indirectly benefit the membership of the Association.
3. All requests to attend conferences funded by the EEA shall be made to the EEA office prior to the published deadline. Members may request EEA funding for conferences or workshops by submitting information and a proposal to the Executive Board a minimum of 10 working days prior to the date of the Executive Board meeting which immediately precedes the date of the conference.
4. Any alternate funding for the conferences needs to be exhausted first.
5. Members who are funded for any conferences agree to provide a service to the members of the Association by: 1) Serving as an EEA representative on a committee which is directly, or indirectly related to the conference, 2) Providing an inservice to interested members, and/or 3) by reporting to either the Rep Council, Executive Board, or the general membership information provided in the conference.
6. The EEA Executive Board takes into consideration: 1) The benefit of the conference to the Association. 2) The dollar amount of the conference and the dollar amount available for conferences. 3) The number of request(s) vs. the amount of funding available. 4) The number of request(s) received and attended by any one individual. 5) Generally, requests will be considered on a first come, first serve basis. When this is not possible, names will be selected by lot.
7. The EEA Executive Board reserves the right to fund, not to fund, or partially fund any conference which may include or not include: release time, travel, meals, registration fees, and lodging. Anyone being sent to the Fall or Summer NCUEA conference must be approved by the EEA Executive Board.
8. Priority will be given to WEA sponsored training and conferences which directly affect the Association (i.e. Presidents training, Bargaining training).
9. This form shall be signed and dated by all members seeking funding, to ensure understanding of the criteria, and obligations to the Association.

Name	Date	Worksite
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**POLICY 5: ATTENDANCE REQUIREMENTS AND PERSONAL RESPONSIBILITIES AT EEA SPONSORED EVENTS**

1. Any member funded by the Association to attend an event, must sign the Policy 5 agreement prior to any arrangements secured by the association such as registration, hotel, travel, etc.
2. Any member who receives reimbursement from the Association for any conference, class, Representative Assembly, or any other EEA supported event will sign a receipt stating they will attend all business sessions, and fulfill the entire required duties of the event as well as adhere to the NEA RA and WEA RA standing rules. Members attending Representative Assembly may take reasonable stretch breaks but must be on the floor during all voting times. Exceptions to this policy are sickness, emergencies, unforeseen circumstances, or to conduct association business.
3. It is understood that while at an EEA sponsored event, function, or activity, all members will ensure their conduct reflects positively on the Evergreen Education Association.

4. Any member who receives reimbursement and fails to comply with the above stated attendance and conduct policy, as determined by the Executive Board, may be required to submit partial or full restitution to the Association [reimburse the Association for absences by the member in regards to missing meetings or not being on the floor during RA (WEA/NEA) business sessions] and/or may not be allowed to attend future EEA sponsored events. If a member does not make the requested reimbursement to the Association, that member will not be allowed to attend future EEA sanctioned functions until full restitution/reimbursement to the Association has been made.

5. All monies collected through good faith checks will be forfeited by the payee if he/she is not in attendance at the event.

#### **POLICY 6: LEAVE PROCEDURES FOR PRESIDENT**

1. Time Log. The president's shall maintain an official time log which will be used to total daily and monthly time on duty. Time logs shall be submitted to the EEA Office Manager for accounting purposes.

2. Sick Leave. The EEA office manager will submit an Evergreen Education Association "Certificated Leave Form" to the president for signature. The leave form will then be submitted to the District Personnel office for processing. When the president is out for illness or personal reasons, the Vice president is notified and may be released to cover presidential duties. Sick leave that exceeds 12 days per year shall be handled per the CBA.

3. Personal Leave. The president shall have four personal days that can be taken without submitting a "Certificated Leave Form" to the District. Personal Leave days may be cashed in at the CBA rate if not used during the school year.

4. Supplemental Days. The president is entitled to all supplemental days afforded EEA members. To receive payment for supplemental days the president shall complete the "Supplemental Contract for Extra Days" form, provide a copy to the EEA office manager, and submit the form to the District Personnel office for processing.

#### **POLICY 7: AGENCY ACCESS TO MEMBERS**

NEA or WEA sponsored agencies are provided access to members through the EEA mail distribution system. No other outside agencies are afforded this privilege.

#### **POLICY 8: BUSINESS CONTRACTS**

EEA shall contract for services and supplies with licensed, established and reputable businesses. When possible EEA shall use union shops or made in USA products.

Building renovation and maintenance is to be completed by licensed/bonded professionals.

#### **POLICY 9: USE OF EEA OFFICE, EQUIPMENT, AND STAFF**

1. Members may use the EEA/WEA-Riverside conference area for meetings by reserving it through the EEA and WEA-Riverside office. EEA and WEA-Riverside retain the right to displace member reservations when there is a time conflict with an EEA or WEA-Riverside meeting.
2. Members may use the EEA copy machine for a minimal charge based on the maintenance contract expense.
3. EEA staff may volunteer personal time on behalf of members, but shall not provide services beyond the scope of their job description, during contract time.

#### **POLICY 10: MAIL DISTRIBUTION**

General distribution of EEA mail shall occur as needed. Building Representatives will be notified when there is mail, and shall be the couriers for their respective sites, unless distributed via mail, through the district mail system, or delivered to the site by a representative of the EEA.

#### **POLICY 11: CELLULAR PHONE**

EEA shall provide the president with cellular phone service with texting and email access which may be used for both EEA work and personal business. Any expenses beyond the base rate contracted for by EEA will be the responsibility of the president if the president uses the cell phone for non-association or personal calls. Similarly, the VP will be reimbursed for a cell phone service plan. The VP reimbursement shall not exceed \$50 per month (\$40 plan plus taxes).

#### **POLICY 12: SCHOOL BOARD ELECTIONS**

The EEA President, with advice and consent from the Executive Board, shall appoint a school board adhoc EEA WEA-PAC committee during each school board election year. This committee shall meet at least once after the filing deadline for school board candidacy to decide if they wish to recommend to the WEA-Riverside WEA-PAC Committee that the endorsement questionnaire and interview process be done for any Evergreen School Board Positions. The EEA President shall ask the WEA-Riverside WEA-PAC chair(s) to appoint the adhoc EEA WEA-PAC committee as the official WEA-PAC committee to conduct the process and make the official recommendation(s) for endorsements.

The President may promote, to the membership, a school board candidate if:

1. (S)he was endorsed by the WEA-PAC committee, or
2. (S)he, by way of a vote of 2/3rds of those voting at a Representative Council meeting, is recommended by the Representative Council for election.

#### **POLICY 13: CBA WAIVER APPROVAL CRITERIA**

Employees and administrators may jointly request that the District and the Association waive specific requirements of the Collective Bargaining Agreement.

- A. Such a request must be for the purpose of program improvement.
- B. Such a request must include:

1. Reference to the specific provisions of the Agreement requested to be waived.
2. Evidence of both employee and administrator participation in a inclusive decision-making process.
3. Decisions to proceed with waiver request will be made by the Association Executive Board, per Bylaw Article V Section 6
4. Rationale attesting to the need for the waiver;
5. Timelines;
6. Costs (if applicable);
7. Effect of waiver on other areas of the Agreement.
8. Agreement by at least 90% of the members at the site by secret ballot.

C. The EEA Office will generate the ballot. All members at a site must be given an opportunity to vote. A missing vote is a vote against the motion.

D. The duration of the waiver may vary according to individual site needs, but the duration will not exceed the length of the current CBA.

E. Multi-year waivers:

1. Multi-year waivers may be extended only after the waiver has been evaluated and assessed for success by members at the site. The evaluation and assessment may be presented in various ways, i.e., checklists, anecdotal records, surveys, etc.
2. Changes in the circumstances of the requesting body for the waiver must also be identified, i.e., changes in participants, changes in staff, changes in the application, etc. The effect of these changes must also be addressed.
3. Agreement by at least 90% of the members at the site.

#### **POLICY 14: CODE OF ETHICS**

The Code is a set of fundamental values to guide the officers, employees, and rank-and-file members in their day to day decision making and conduct. It is intended to express the EEA's values and guiding principles. The Code shall apply prospectively to guide the future conduct of the EEA, its officers, employees and members. The Code is meant to complement the EEA Constitution and Bylaws and other rules of conduct, not substitute for them.

The officers of the EEA have a duty to exercise their authority solely on behalf of and for the benefit of the EEA and its members. These officers must set aside their personal interests and act in the best interests of the Association and its members. Officers should avoid conflicts of interest between the needs of the Association and their own personal interests. Officers should report any real or potential conflicts of interest to the Executive Board of the EEA.

It is understood that the Evergreen Education Association members shall treat all others with the utmost professional regard, exhibit civil behavior and will ensure their conduct reflects positively on the Evergreen Education Association.

1) **Fiduciary Duties:** Union funds are held in trust for the benefit of the membership. The membership is entitled to assurance that their funds are not dissipated and are spent for proper purposes. The membership is also entitled to be reasonably informed as to how union funds are invested or used. This will be accomplished through monthly budget reports to the Representative Council.

The EEA should not permit any of its funds to be invested or expended in a manner which results in the personal profit or advantage of any officer or representative of the Association.

Vendors shall be selected per EEA Policy 8. Knowingly paying excessive amounts for goods or services is a breach of fiduciary duty. In selecting a vendor, comparison shopping may be necessary; cost is not the sole criterion. It is not necessary always to select the cheapest provider of goods or services if other factors such as experience and dependability of the vendor and/or quality of the product outweigh cost.

2) Democratic Practices: Members shall feel free to participate fully, without fear, abuse, or intimidation in all Association affairs. The Association Officers shall ensure either directly or through delegation to others that operations are conducted in a democratic and fair manner.

## **POLICY 15: PUBLIC TECHNOLOGY**

### **A Use of Home Email**

1. Notices sent to home email recipients will be blind copied to preserve the integrity of the list.
2. Home email will not be sold to public entities or used for commercial purposes.
3. The Association will share home email addresses with affiliates WEA, NEA, and UniServ.

### **B Social Networking**

1. Social networks in the name of the Evergreen Education Association shall be administered by the President of the Association, or his/her designee(s).
2. The purpose of establishing a public social network shall be to communicate Association interests and education issues with the community.
3. A private EEA "Members Only" option may be utilized, but must be a secure site for members to communicate confidentially with Association officers. Membership will be confirmed prior to acceptance by the site administrator.
4. The President shall record and secure all passwords to social media accounts.
5. Any outgoing President or dismissed designated administrator must immediately, upon no longer being an EEA President or designated administrator, cease to publish on social networks in the name of the Evergreen Education Association and must give administrator access and/or turnover any passwords to the current EEA President of any social networks administered in the name of the Evergreen Education Association.

## **POLICY 16: BANKING PROTOCOL**

The signatures of two officers, who are authorized signers on the account, shall be required on each check issued by the Association.

A. One of the signatures on each check issued should be that of the Secretary/Treasurer except in times where generally accepted expenses need to be paid in a timely manner where the Secretary/Treasurer is unavailable for signature.

B. At the discretion of the executive board, credit cards, for doing association business, may be issued to the President, the Secretary/Treasurer, and the Office Manager. The EEA credit card bill shall be paid in full, each month, unless the process for taking on loans or credit outlined in the EEA governing documents was implemented.

C. Credit Card Use

1. Cards may be used, with approval from the Secretary/Treasurer, for any regularly accepted charges that happen on a predictable basis (ie: Monthly, Quarterly, Yearly).
2. Cards may be used, with the approval of the Secretary/Treasurer or President, for any non-regularly occurring and generally acceptable charges that follow the budgetary protocol outlined in the EEA governing documents. (ie: meal expenses, office supplies, expenses during travel, etc.)

### **POLICY 17: STAFF CONTRACTS**

1. All EEA dues dollars applied to staff salaries and benefits shall be negotiated directly with EEA and approved by the Executive Board.
2. The Executive Board shall approve the hiring and contractual obligations of any staff funded wholly or in part by EEA dues dollars.

### **POLICY 18: WHISTLE BLOWER PROTECTION**

The Evergreen Education Association (EEA) requires officers, members, and employees to observe high standards in the conduct of their duties and responsibilities. As members and employees of the EEA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

#### Reporting Responsibility

This Whistleblower policy is intended to encourage and enable members, employees, and volunteers for the association to raise serious concerns internally so that EEA can address and correct inappropriate conduct and actions. It is the responsibility of all members, employees, and volunteers to report concerns about violations of EEA's policies or suspected violations of laws or regulations that govern EEA's operations.

#### No Retaliation

It is contrary to the values of EEA for anyone to retaliate against any member, employee or volunteer who in good faith reports violations of EEA's policies or violations of laws or regulations that govern EEA's operations. A member or employee who retaliates against someone who has reported a violation in good faith is subject to discipline.

#### Reporting Procedure

EEA encourages members and employees to share their questions, concerns, suggestions, or complaints with their elected representatives (including the President) or supervisor in the case of an employee. If an employee is not comfortable speaking with their supervisor or they are not satisfied with their supervisor's response, they are encouraged to speak with the Whistleblower Trustee. All members and employees are required to report concerns about suspected ethical and legal violations in writing to EEA's Whistleblower Trustee, who has the responsibility to investigate all reported concerns.

#### Whistleblower Trustee

The EEA's Whistleblower trustee is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. At the conclusion of an investigation, the Whistleblower Trustee's will issue a report, in executive session, to the executive board detailing his/her findings, the evidence he/she used to come to his/her conclusion, and may make recommendation of any action (if any) the board should take.

## Accounting and Auditing Matters

The Whistleblower trustee shall immediately notify the EEA officers of any concerns or complaints regarding accounting practices, internal controls, or auditing to expedite a resolution to the matter.

## Acting in Good Faith

Anyone submitting a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false is subject to discipline. It is assumed that every report is made in good faith until proven otherwise, with the benefit of the doubt always being that the accuser acted in good faith.

## Confidentiality

If desired by the person making the complaint, confidentiality will be kept during the investigation to the extent possible, consistent with the need to conduct an adequate investigation.

## Handling of Reported Violations

The EEA's whistleblower trustee will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken by the executive board if warranted by the investigation.

## **Policy 19: DOCUMENT RETENTION SCHEDULE**

<b>Document Type</b>	<b>Destruction</b>
Accident Reports and Claims	Never
Accounts Payable Ledgers and Schedules	7 years
Accounts Receivable Ledgers and Schedules	7 years
Audit Reports	Never
Bank Reconciliations	Never
Bylaws and Charters	Never
Calendars of employees who lobby, work with WEAPAC or work regarding political contributions	5 years
Campaign or Political Records	5 years
Cash books	Never
Charts of Accounts	Never
Checks (cancelled except as noted below	7 years
Checks – Cancelled for important payments ie taxes, purchases, etc.	Never
Contracts and Leases (expired)	7 years after expiration
Correspondence (routine) with customers and vendors	1 year
Correspondence regarding building (maintenance)	Never
Correspondence (general)	3 Years
Correspondence (legal and agreements with HR)	Never
Deeds, Mortgages, and Bills of Sale	Never



Depreciation Schedules	Never
Duplicated Deposit Slips	1 year
Employee Personnel Records (after termination)	Never
Employment Applications	3 years
Employee Tax Records (income tax, FICA, Unemployment)	7 years
Expense analysis and expense distribution schedules	7 years
Financial Statements (end of year trial balances)	Never
General Ledgers (end of year trial balances)	Never
Insurance Policies (expired)	3 years
Insurance record, current accident reports, claims, policies, etc)	Never
Internal reports (misc)	3 years
Invoices to customers	7 years
Invoices from vendors (non-equipment or building related)	7 years
Member Working files	7 years
Minutes of meetings (including but not limited to shared building, bargaining, council, board, etc)	Never
Notes regarding receivable ledgers and schedules	7 years
Payroll records and summaries, including payments to pensioners	7 years
Petty cash vouchers	3 years
Physical inventory tags	3 years
Property appraisals by outside appraiser	Never
Property records – including cost, depreciation reserves, end of year trial balances, depreciation schedules, blueprints and plans	Never
Purchase orders	7 years
Subsidiary ledgers	7 years
Tax returns, worksheets, revenue agents' reports and other documents relating to determination of income tax liability	Never
Time sheets/Activity reports	7 years
Trademark registrations	Never
Voucher register and schedules	7 years
Vouchers for payments to vendors, employees, etc (includes allowances and reimbursement of employees, officers, etc for travel expenses)	7 years

### **Policy 20: RECOGNITION**

Recognition funds, as determined by the budget adoption by Rep Council, will be awarded as noted below.

- A. Retirees. EEA encourages each site to establish a meaningful way to honor their retiring members that includes all who wish to honor and celebrate their career in education. A gift, not to exceed \$150, and assistance with the party costs, not to exceed \$100, may be provided by EEA. If the budget allows members whose years of service in Evergreen and age total 85 will be given the same accolades as a retiring member. Funds are accessed via a reimbursement form signed off by the head building rep to alleviate duplicate reimbursement requests. Forms are available on the EEA website.
- B. 20-Year Veterans. EEA may acknowledge 20 year veterans in Evergreen by providing a meaningful memento as chosen by the honoree, such as a silver lapel pin, engraved ink pen, or gift card. A certificate of achievement is provided by EEA and will be presented along with the memento at a faculty meeting by the representatives at that site.

### **Policy 21: EEA- Fred Ensman- Virginia Oliver SCHOLARSHIPS**

Scholarship dollars, as determined by the budget adoption by Rep Council, will be awarded by the EEA Scholarship Committee. Applications are due the last Friday in the month of April. Dependents of EEA members seeking undergraduate degrees are eligible to apply. Typically, EEA awards one \$500 scholarship for every 100 FTE members. Scholarship Committee members score the applications individually considering criteria such as academic excellence, involvement in school and community, financial need, written communications, and overall impression on a scale of 1-10 with 1 being lowest and 10 being highest number of points possible. The overall score is reduced by 5 points for each time the applicant was a previous recipient. The overall score is increased by 5 points for active involvement of the parent in EEA by serving on committees, as a building representative, or other leadership capacities. The Scholarship Committee members then compare their scores and designate the recipients and alternates. All applicants will receive a letter informing them of their status. Recipients will provide their student ID number and institution attending no later than August 15. Failure to respond results in forfeiture of the scholarship to the alternate. The scholarship check is then sent to the financial aid/scholarship office of the institution.

APPENDIX I  
TRAVEL POLICY FORM

(Copy of Check Above)  
ATTENDANCE POLICY RECEIPT

I, \_\_\_\_\_, a member of the Evergreen Education Association, have received for the purpose of attending \_\_\_\_\_ financial sponsorship in the amount of \$ \_\_\_\_\_ from the EEA. I therefore will fulfill the required duties of the event in its entirety as per Attendance Policy #5

1. I will attend all business sessions, and fulfill the entire required duties of the event as well as adhere to the NEA RA and WEA RA standing rules. Members attending Representative Assembly may take reasonable stretch breaks but must be on the floor during all voting times. Exceptions to this policy are sickness, emergencies, unforeseen circumstances, or to conduct association business.
2. It is understood that while at an EEA sponsored event, function, or activity, I will ensure my conduct reflects positively on the Evergreen Education Association.
3. If I fail to comply with the above stated attendance and conduct policy, as determined by the Executive Board, I understand that I may be required to submit partial or full restitution to the Association and/or may not be allowed to attend future EEA sponsored events.

I understand that if I fail to comply with the above stated policy, I may be required to submit partial or full restitution to the Association.

Signed \_\_\_\_\_