

**MOSES LAKE EDUCATION ASSOCIATION
BY LAWS – Updated 2/15/09**

Article I. ARTICLE I.....	2
Section 1.01 EXECUTIVE BOARD.....	2
Section 1.02 REPRESENTATIVE ASSEMBLY.....	2
Section 1.03 SPECIAL MEETING.....	2
Section 1.04 GENERAL MEMBERSHIP MEETING.....	2
Section 1.05 GENERAL MEMBERSHIP VOTES.....	2
Article II. MAJORITY.....	3
Section 2.01 DEFINITION AND RULES.....	3
Article III. OFFICERS.....	4
Section 3.01 THE PRESIDENT.....	4
Section 3.02 THE VICE PRESIDENT.....	5
Section 3.03 THE IMMEDIATE PAST-PRESIDENT.....	5
Section 3.04 THE SECRETARY.....	5
Section 3.05 THE TREASURER.....	6
Section 3.06 LEAD NEGOTIATOR.....	Error! Bookmark not defined.
Section 3.07 The NEGOTIATION TEAM.....	6
Section 3.08 The GRIEVANCE COMMITTEE.....	7
Section 3.09 REPS AT LARGE.....	7
Section 3.10 TERMS AND SUCCESSION:.....	8
Article IV. POWER OF THE EXECUTIVE BOARD.....	9
Section 4.01 EXECUTIVE BOARD.....	9
Article V. POWERS OF THE REPRESENTATIVE ASSEMBLY.....	10
Section 5.01.....	10
Section 5.02 FACULTY REPRESENTATIVES.....	10
Section 5.03 FACULTY REPRESENTATIVES (or alternates).....	10
Section 5.04 UNISERVE REPRESENTATIVES.....	11
Article VI. COMMITTEES.....	12
Section 6.01 STRUCTURE:.....	12
Section 6.02 MEETINGS:.....	12
Section 6.03 REPORTS:.....	12
Article VII. ELECTIONS.....	13
Section 7.01 NOMINATIONS.....	13
Section 7.02 BALLOTING.....	13
Section 7.03 DELEGATES.....	13
Article VIII. Article IX AMENDMENTS.....	13
Section 8.01 AMENDING THE BYLAWS.....	13
Article IX. AUTHORITY.....	14
Section 9.01 STURGIS RULES OF ODER.....	14
Article X. AMENDMENTS.....	14
Section 10.01.....	14
Section 10.02.....	15
Section 10.03.....	15
Section 10.04.....	16
Section 10.05.....	16

**MOSES LAKE EDUCATION ASSOCIATION
BY LAWS – Updated 2/15/09**

Article I. ARTICLE I

Section 1.01 EXECUTIVE BOARD

- (a) The EXECUTIVE BOARD shall meet at the call of the President, or at the request of three members of the Board.

Section 1.02 REPRESENTATIVE ASSEMBLY

- (a) The REPRESENTATIVE ASSEMBLY must meet at least once a month, during the regular school year. The President shall prepare a tentative agenda for each meeting and shall circulate it to all members of the REPRESENTATIVE ASSEMBLY.

Section 1.03 SPECIAL MEETING

- (a) SPECIAL MEETINGS of the Representative Assembly shall be held at the request of the President or upon written request to the Executive Board from five (5) Representatives. Business to come before SPECIAL MEETINGS must be communicated to the Representatives prior to the meeting. Business shall be confined to those items listed in the request for the meeting.

Section 1.04 GENERAL MEMBERSHIP MEETING

- (a) MEETINGS of the MEMBERS for discussion of professional issues may be held. Any votes taken by the GENERAL MEMBERSHIP shall be binding on the Representative Assembly and Executive Board.

Section 1.05 GENERAL MEMBERSHIP VOTES

- (a) GENERAL MEMBERSHIP VOTES, must be by secret ballot, and held in each individual school.

**MOSES LAKE EDUCATION ASSOCIATION
BY LAWS – Updated 2/15/09**

Article II. MAJORITY

Section 2.01 DEFINITION AND RULES

- (a) A majority of the general membership shall mean fifty percent (50%) plus one of the memberships.
- (b) A majority of the representative assembly shall mean fifty percent (50%) plus one of the members.
- (c) A majority of the executive board shall mean fifty percent (50%) plus one of the members.
- (d) A majority of any committee shall mean fifty percent (50%) plus one of the members.
- (e) A majority of their members shall be a quorum for all meetings. Business meetings of the association shall have a quorum.

**MOSES LAKE EDUCATION ASSOCIATION
BY LAWS – Updated 2/15/09**

Article III. OFFICERS

Section 3.01 THE PRESIDENT

- (a) Shall preside over meetings of the Executive Board which will consist of President, Vice President, Treasurer, Secretary, Immediate Past President, Minimum of 1 Uni-Serve rep, Reps at Large (2 Elementary, 1 Middle School, 1 High School, 1 Special Services) Preside over meetings of the representative assembly and general membership.**
- (b) Appoint committees with the approval of the executive board.**
- (c) Be ex-officio members of all committees.**
- (d) Be the executive officer of the association.**
- (e) Represent the association before the public either personally or through delegates.**
- (f) Appoint the chairpersons for the various committees with the approval of the executive board.**
- (g) Appoint the chief negotiator and members of the negotiation team with the approval of the executive board.**
- (h) Draft the annual budget, with the assistance of the treasurer.**
- (i) Perform the functions usually attributed to this office.**
- (j) The MLEA President shall be released from instructional duties as determined by current contract language and the needs of the association as determined by the membership. If the President does not take release time Executive Board approval is required.**
- (k) Will represent the Association at Regional Uni-Serve meetings.**
- (l) Will represent the Association at Regional Leadership meetings (i.e. Big Nine meetings/ WEA)**
- (m) Will be a member of the Bargaining Support Team.**
- (n) Will be a liaison between the Bargaining Support Team and the Negotiating Team**
- (o) Will organize and implement the grievance policy.**
- (p) Length of Term: The President shall serve for a period of two years.**

**MOSES LAKE EDUCATION ASSOCIATION
BY LAWS – Updated 2/15/09**

(q) Term of Office- End of School year

Section 3.02 THE VICE PRESIDENT

- (a) Shall serve as Vice President of the association and shall perform the functions usually attributed to the office.**
- (b) Shall assume additional responsibilities as assigned by the executive board.**
- (c) Assumes this office on the first day of June.**
- (d) Amendment Nov. 2 1992-- Will be in charge of communications and will produce a timely newsletter.**
- (e) Length of Term: Shall serve for a period of two years.**
- (f) Term of Office: End of School year**
- (g) Will be a member of the Bargaining Support Team.**
- (h) Will be in charge of timely communications.**

Section 3.03 THE IMMEDIATE PAST-PRESIDENT

- (a) Shall advise the executive board and assist the president at the latter's request.**
- (b) Will provide records and reports that are necessary for a smooth transition. (I.E. Up to date WAR reports, minutes and contact information)**
- (c) Section 4:**

Section 3.04 THE SECRETARY

- (a) Shall keep accurate minutes of all meetings of the Executive Board and the Representative Assembly, and distribute the minutes of the Representative Assembly prior to the next meeting.**
- (b) Distribute Representative Assembly agenda to Representative before the Assembly meetings.**
- (c) Maintain official titles of the Association.**
- (d) Assist the President with Association Correspondence.**
- (e) Length of Term: Shall serve for a period of two years.**
- (f) Term of Office- End of School year**

**MOSES LAKE EDUCATION ASSOCIATION
BY LAWS – Updated 2/15/09**

- (g) Will be a member of the Bargaining Support Team.**
- (h) Will keep an archive of all meeting minutes.**

Section 3.05 THE TREASURER

- (a) Shall hold the funds of the Association and disburse them upon authorization by the Executive Board.**
- (b) Keep accurate accounts of receipts and disbursements.**
- (c) Prepare an annual financial statement for publication to members as directed by the Executive Board.**
- (d) Keep the President, Executive Board, and the Representative Assembly informed of the financial conditions of the Association.**
- (e) Be bonded by WEA.**
- (f) Assist in the initial drafting of the annual Association Budget.**
- (g) Maintain a roll of the members and nonmembers.**
- (h) Length of Term: Shall serve for a period of two years.**
- (i) Term of Office- End of School year**
- (j) Will be a member of the Bargaining Support Team**
- (k) Will prepare annual financial report with contracted advisors as required by law.**
- (l) Will meet regularly with accountant as required by law.**

Section 3.06 LEAD NEGOTIATOR

- (a) Manages the Negotiation Team**
- (b) With the assistance of the President develop the Bargaining survey.**
- (c) Will build a Negotiation Blueprint based on the needs of the membership.**
- (d) Will attend all scheduled Negotiation sessions**
- (e) Will evaluate and articulate contract changes during and after negotiations to the membership.**

Section 3.07 The NEGOTIATION TEAM

**MOSES LAKE EDUCATION ASSOCIATION
BY LAWS – Updated 2/15/09**

- (a) Shall be selected by the President and approved by the Executive Board.**
- (b) Negotiate with the Board of Education, on matters as provided by State Law and as provided by the existing Contract, for all members of the Bargaining Unit.**
- (c) Upon reaching tentative agreement with the Board of Education prepare and submit a report with recommendations to the total membership for ratification.**
- (d) Be responsible only to the President.**
- (e) Will build a Negotiation Blueprint based on the needs of the membership.**
- (f) Will attend all scheduled Negotiation sessions**
- (g) Will evaluate and articulate contract changes during and after negotiations to the membership.**

Section 3.08 The GRIEVANCE COMMITTEE

- (a) Represent all unit employees fairly and shall not discriminate on the basis of membership or non membership affiliation, race, creed, religion, color, national origin, marital status, sex, or age.**
- (b) Insure all members' access to the grievance procedure and make all reasonable efforts for redress or remedy for the grievant up to and including the board level. Represent all unit employees fairly and shall not discriminate on the basis of membership or non membership affiliation, race, creed, religion, color, national origin, marital status, sex, or age**
- (c) Recommend to the executive board those grievances that should proceed to binding arbitration.**
- (d) If determined necessary will be appointed by the President with the approval of the Executive Board.**

Section 3.09 REPS AT LARGE

- (a) Serve as member of the nomination and the election committee.**
- (b) Will be a member of the Bargaining Support Team.**
- (c) Length of Term: Shall serve for a period of two years.**
- (d) Term of Office- End of School year**
- (e) Will assist with the grievance process**

**MOSES LAKE EDUCATION ASSOCIATION
BY LAWS – Updated 2/15/09**

- (f) Insure all members' access to the grievance procedure and make all reasonable efforts for redress or remedy for the grievant up to and including the board level. Represent all unit employees fairly and shall not discriminate on the basis of membership or non membership affiliation, race, creed, religion, color, national origin, marital status, sex, or age.**
- (g) Recommend to the executive board those grievances that should proceed to binding arbitration.**
- (h) Assist the Vice President with the local aspects of MLEA's timely communications.**

Section 3.10 TERMS AND SUCCESSION:

- (a) The OFFICERS shall serve for one year and may be re-elected without an intervening term. The term of president shall be limited to two successive terms.**
- (b) Whenever the office of president shall become vacant between elections, the vice president shall assume this office.**
- (c) Whenever the offices of vice president, secretary, or treasurer become vacant between elections, the remaining members of the executive board shall choose one of their members to serve in this capacity until their representative assembly can fill the vacancy.**
- (d) The members of the negotiation team and the grievance committee shall serve for one year or until all action for the year has been completed.**

**MOSES LAKE EDUCATION ASSOCIATION
BY LAWS – Updated 2/15/09**

Article IV. POWER OF THE EXECUTIVE BOARD

Section 4.01 EXECUTIVE BOARD

- (a) Be responsible for the management of the association.**
- (b) Approve all expenditures within the limits of the budget.**
- (c) Carry out policies established by the MLEA representative assembly.**
- (d) Report its transactions to the representative assembly at the following meeting.**
- (e) Suggest policies for consideration by the representative assembly.**
- (f) Assist the president in the appointment of the grievance committee and negotiation team.**
- (g) Select the numbers of all committees.**
- (h) Make available workshops in training conferences for all building representatives.**
- (i) Employ staff to being engaged for compensation in the service of the association, within the limits of the budget.**
- (j) Shall determine the grievances that shall go to binding arbitration.**
- (k) Have the power to remove an officer for cause from their office.**
- (l) Length of Term: Shall serve for a period of two years.**
- (m) Term of Office- End of School year**
- (n) Will be a member of the Bargaining Support Team.**
- (o) Will recommend to the Rep Assembly if grievance should proceed to binding arbitration**

**MOSES LAKE EDUCATION ASSOCIATION
BY LAWS – Updated 2/15/09**

Article V. POWERS OF THE REPRESENTATIVE ASSEMBLY

Section 5.01

- (a) Approve the Budget of the Association.
- (b) Approve resolutions and other policy statements.
- (c) Act on reports of committees.
- (d) Adopt such rules governing the employment of staff, the conduct of the Association, and the conduct of meetings as are consistent with this Constitution and Bylaws.
- (e) Be the final judge of the qualifications and elections of officers and Building Representatives.
- (f) Determine whether business should be brought back to the total membership before it is acted upon.
- (g) Assume powers not delegated to the Executive Board, the officers or other groups in the MLEA.
- (h) Be the policy making body of the MLEA.

Section 5.02 FACULTY REPRESENTATIVES

- (a) In each public school in Moses Lake School District #161, faculty members who are in good standing with this Association shall elect for a term of two (2) years, one FACULTY REPRESENTATIVE to the Representative Assembly for each ten (10) members or major fraction thereof. If a faculty unit only has one REPRESENTATIVE, they should elect an alternate. Where more than one such REPRESENTATIVE is
- (b) Elected, one (1) shall be designated the Senior FACULTY REPRESENTATIVE and the terms shall be staggered so that one REPRESENTATIVE is elected each year.

Section 5.03 FACULTY REPRESENTATIVES (or alternates)

- (a) Attend the regular meetings of the Representative Assembly. In the event a REPRESENTATIVE is not able to attend a meeting it shall be the duty of the REPRESENTATIVE to notify the alternate or provide a substitute.
- (b) Be a REPRESENTATIVE of the teachers at all Assembly meetings; speak for them; vote for them; represent both majority and minority factions of the building.

**MOSES LAKE EDUCATION ASSOCIATION
BY LAWS – Updated 2/15/09**

- (c) Report, explain, and interpret Assembly action and Assembly policy to the teachers in the building.**
- (d) In the event of a bylaw amendment vote, Reps will discuss proposed amendment changes 2 weeks prior to vote.**
- (e) Enroll new members; encourage all teachers to be members of the Association.**
- (f) Whenever possible, delegate as much Association work as possible among the teachers in the building.**
- (g) Conduct building meetings to deal with Local Association business.**
- (h) Encourage teachers in the buildings to run for Association officers and positions.**
- (i) Keep informed about and share with fellow teacher's information in regards to legislation, negotiations, welfare, and other Associations business.**
- (j) Understand the Grievance Procedure. Encourage all members to use the Grievance Procedure.**
- (k) Encourage teachers to make contribution to Local Association bulletins.**
- (l) Attend Association meetings in other local units, and whenever possible, Uniserve, and State Association meetings.**
- (m) Assume the position the first day of June**

Section 5.04 UNISERVE REPRESENTATIVES

- (a) Will form core group in charge of New Member registration and meeting**
- (b) Length of Term: Shall serve for a period of two years.**
- (c) Term of Office- End of School year**
- (d) Will be a member of the Bargaining Support Team.**
- (e) Assist the Vice President with the local aspects of MLEA's timely communications.**

**MOSES LAKE EDUCATION ASSOCIATION
BY LAWS – Updated 2/15/09**

Article VI. COMMITTEES

Section 6.01 STRUCTURE:

(a) There may be the following COMMITTEES for doing the specific functions as determined by the Executive Board, President, or the Representative Assembly. They shall have as least three (3) members, selected to represent different groups in the Association. The COMMITTEES may include, but are not limited to the following.

(i) Improvement of Instruction.

(ii) Public Relations.

Section 6.02 MEETINGS:

(a) Each COMMITTEE shall meet whenever the need arises for such a meeting.

Section 6.03 REPORTS:

(a) Each COMMITTEE shall choose a Secretary who shall keep a record of activities. The Chairperson shall report items of action to the Representative Assembly and shall prepare a written report summarizing objectives, action program, gains, and unattained goals, which the Executive Board shall file to become part of the COMMITTEE record in the Association files.

**MOSES LAKE EDUCATION ASSOCIATION
BY LAWS – Updated 2/15/09**

Article VII. ELECTIONS

Section 7.01 NOMINATIONS

- (a) The active members of the Association in each building during the month of April may **NOMINATE** a candidate for President, Vice-President, Secretary, Treasurer, Executive Board, and Building Representatives. The nominees must have been employed in a professional capacity in Moses Lake School District #161 for a majority on one year prior to their **NOMINATIONS**. The senior representative shall deliver all **NOMINATIONS** in writing to the election committee.
- (b) Such **NOMINATIONS** must have the acceptance of the nominee.
- (c) All candidates shall have been a member of NEA, WEA, and MLEA for a majority of one year prior to their election and must maintain their membership in good standing during their terms of service.

Section 7.02 BALLOTING

- (a) On the second Tuesday of May, members shall vote for officers by secret ballot. In case no candidate receives a majority of the votes cast for any office, there shall be a run-off election between the two candidates who received the greatest number of votes for the office, within two weeks. New officers and building representatives shall assume duties the first day of June. The election of building representative will take place in the individual schools.

Section 7.03 DELEGATES

- (a) **DELEGATES** in UniServe council, WEA, and NEA **DELEGATES** assemblies must be elected by secret ballot of the general membership complying with the one-person-one-vote requirements, following all open nominations. The president of the insuring year is a delegate to WEA **DELEGATES** assembly.

Article VIII. Article IX AMENDMENTS

Section 8.01 AMENDING THE BYLAWS

- (a) May be **AMENDED** by a majority vote at any regular meeting of the representative assembly provided that proposed **AMENDMENTS** have been previously studied by the executive board and that copies have been sent to representatives at least two (2) weeks in advance of the meeting.

MOSES LAKE EDUCATION ASSOCIATION
BY LAWS – Updated 2/15/09

Article IX. AUTHORITY

Section 9.01 STURGIS RULES OF ODER

- (a) Shall be the Parliamentary AUTHORITY for the MLEA on all questions not covered by the Constitution and Bylaws for the MLEA or by such standing rules as the MLEA Representative Assembly may adopt.

Article X. AMENDMENTS

Section 10.01

PROPOSED: 5/1/94 - MLEA Constitution Amendment

The section of the MLEA constitution under “Executive Board”, should be amended by replacing Article V, section 4, as follows:

Delete: Exec. Board has the right to request an officer to leave their office if they are not carrying out their duties.

Add: Exec. Board has the right to remove an officer for cause from their office if a vote of no confidence has been taken and has passed by the majority.

MLEA By-laws Amendment

The section of the MLEA By-laws under the “Executive Board”,

Should be amended by adding to Article IV, section 1, as follows:

K) Have the power to remove an officer for cause from their office.

MOSES LAKE EDUCATION ASSOCIATION
BY LAWS – Updated 2/15/09

PASS/FAIL: Passed

Section 10.02

(a) PROPOSED: 11/2/92 - ADDITION TO THE BY-LAWS:

(i) ARTICE III-SECTION II-D.

1) **ADDITIONAL DUTIES OF THE VICE PRESIDENT: THE VICE PRESIDENT WILL BE IN CHARGE OF COMMUNICATIONS AND WILL PRODUCE A TIMELY NEWSLETTER.**

(b) PASS/FAIL: Passed

Section 10.03

PROPOSED: 2/12/94 - MLEA By-laws Amendment

1) *In the section of the MLEA By-laws under "President", I would like to amend by adding the following:*

- a) The MLEA President shall be released from instructional duties for 1/5 of his/her contract with the Moses Lake School District. Such time may be taken in a daily or weekly arrangement, dependent upon individual preference. The Association will reimburse the MLSD for this time at a rate to be mutually determined by the Association and the District. This release time shall not be converted into actual monetary remuneration to the individual serving as President.
- b) Term of office: The President shall serve for a period of two years.
- c) Qualification
- d) Term of Office- End of School year

**MOSES LAKE EDUCATION ASSOCIATION
BY LAWS – Updated 2/15/09**

PASS/FAIL: Passed

Section 10.04

(a) MOSES LAKE EDUCATION ASSOCIATION CONSTITUTION

(i) APPROVED APRIL 17, 1984

(ii) EXECUTIVE BOARD AND OFFICERS:

PRESIDENT:	PEG SMITH	LONGVIEW ELEMENTARY
PRESIDENT ELECT:	PAUL EIDE	CHIEF MOSES JR. HIGH
PAST PRESIDENT:	LYNNE WILSON	LARSON ELEMENTARY
SECRETARY:	CAROL PRECK	PENINSULA ELEMENTARY
TREASURER:	LOUIS WRIGHT	LAKEVIEW ELEMENTARY
ELEM. REP.	LORA BAILEY	LAKEVIEW ELEMENTARY
SEC. REP.	DONNA DIXON	CHIEF MOSES JR. HIGH
SEC. REP.	CHARLES CLARK	MOSES LAKE HIGH SCHOOL

Section 10.05

(a) Bylaw Revision

(b) Approved January . . . 2009

(i) Proposed Revision:

***1) Moses Lake Education
Association Job Descriptions***

a) President

- i) Preside over meetings of the Executive Board which will consist of President, Vice President, Treasurer, Secretary, Immediate Past President, Minimum of 1 UniServe rep, Reps at Large (2 Elementary, 1 Middle School, 1 High School, 1 Special Services) Preside over meetings of the representative assembly and general membership.
- ii) Appoint committees with the approval of the executive board.

**MOSES LAKE EDUCATION ASSOCIATION
BY LAWS – Updated 2/15/09**

- iii) Be ex-officio members of all committees.
 - iv) Be the executive officer of the association.
 - v) Represent the association before the public either personally or through delegates.
 - vi) Appoint the chairpersons for the various committees with the approval of the executive board.
 - vii) Appoint the chief negotiator and members of the negotiation team with the approval of the executive board.
 - viii) Draft the annual budget, with the assistance of the treasurer.
 - ix) Perform the functions usually attributed to this office.
 - x) The MLEA President shall be released from instructional duties as determined by current contract language and the needs of the association as determined by the membership. If the President does not take release time Executive Board approval is required.
 - xi) Will represent the Association at Regional UniServe meetings.
 - xii) Will represent the Association at Regional Leadership meetings (i.e. Big Nine meetings/ WEA)
 - xiii) Will be a member of the Bargaining Support Team.
 - xiv) Will be a liaison between the Bargaining Support Team and the Negotiating Team
 - xv) Will organize and implement the grievance policy.
 - xvi) Length of Term: The President shall serve for a period of two years.
 - xvii) Term of Office- End of School year
- b) Vice President:
- i) Will cook dinner and provide beverages at President's whim.
 - ii) Serve as Vice President of the association and shall perform the functions usually attributed to the office.
 - iii) Additional responsibilities as assigned by the executive board.
 - iv) Assume this office on the first day of June.

**MOSES LAKE EDUCATION ASSOCIATION
BY LAWS – Updated 2/15/09**

- v) Amendment Nov. 2 1992-- Will be in charge of communications and will produce a timely newsletter.
 - vi) Length of Term: Shall serve for a period of two years.
 - vii) Term of Office- End of School year
 - viii) Will be a member of the Bargaining Support Team.
 - ix) Will be in charge of timely communications.
- c) Treasurer
- i) Hold the funds of the Association and disburse them upon authorization by the Executive Board.
 - ii) Keep accurate accounts of receipts and disbursements.
 - iii) Prepare an annual financial statement for publication to members as directed by the Executive Board.
 - iv) Keep the President, Executive Board, and the Representative Assembly informed of the financial conditions of the Association.
 - v) Be bonded by WEA.
 - vi) Assist in the initial drafting of the annual Association Budget.
 - vii) Maintain a roll of the members and nonmembers.
 - viii) Length of Term: Shall serve for a period of two years.
 - ix) Term of Office- End of School year
 - x) Will be a member of the Bargaining Support Team
 - xi) Will prepare annual financial report with contracted advisors as required by law.
 - xii) Will meet regularly with accountant as required by law.
 - xiii)
- d) Secretary
- i) Keep accurate minutes of all meetings of the Executive Board and the Representative Assembly, and distribute the minutes of the Representative Assembly prior to the next meeting.

MOSES LAKE EDUCATION ASSOCIATION
BY LAWS – Updated 2/15/09

- ii) Distribute Representative Assembly agenda to Representative before the Assembly meetings.
 - iii) Maintain official titles of the Association.
 - iv) Assist the President with Association Correspondence.
 - v) Length of Term: Shall serve for a period of two years.
 - vi) Term of Office- End of School year
 - vii) Will be a member of the Bargaining Support Team.
 - viii) Will keep an archive of all meeting minutes.
 - ix)
- e) Immediate Past President:
- i) Advise the executive board and assist the president at the latter's request.
 - ii) Will provide records and reports that are necessary for a smooth transition. (i.e. Up to date WAR reports, minutes and contact information)
 - iii)
- f) Lead Negotiator:
- i) Manages the Negotiation Team
 - ii) With the assistance of the President develop the Bargaining survey.
 - iii) Will build a Negotiation Blueprint based on the needs of the membership.
 - iv) Will attend all scheduled Negotiation sessions
 - v) Will evaluate and articulate contract changes during and after negotiations to the membership.
- g) Negotiation Team:
- i) Be selected by the President and approved by the Executive Board.

MOSES LAKE EDUCATION ASSOCIATION
BY LAWS – Updated 2/15/09

- ii) Negotiate with the Board of Education, on matters as provided by State Law and as provided by the existing Contract, for all members of the Bargaining Unit.
- iii) Upon reaching tentative agreement with the Board of Education prepare and submit a report with recommendations to the total membership for ratification.
- iv) Be responsible only to the President.
- v) Will build a Negotiation Blueprint based on the needs of the membership.
- vi) Will attend all scheduled Negotiation sessions
- vii) Will evaluate and articulate contract changes during and after negotiations to the membership.
- viii)

- h) Grievance Committee:
 - i) Bylaws:
 - ii) Represent all unit employees fairly and shall not discriminate on the basis of membership or non membership affiliation, race, creed, religion, color, national origin, marital status, sex, or age.
 - iii) Insure all members' access to the grievance procedure and make all reasonable efforts for redress or remedy for the grievant up to and including the board level. Represent all unit employees fairly and shall not discriminate on the basis of membership or non membership affiliation, race, creed, religion, color, national origin, marital status, sex, or age
 - iv) Recommend to the executive board those grievances that should proceed to binding arbitration.
 - v) If determined necessary will be appointed by the President with the approval of the Executive Board.
- vi)
- i) Reps at Large
 - i) Serve as member of the nomination and the election committee.
 - ii) Will be a member of the Bargaining Support Team.
 - iii) Length of Term: Shall serve for a period of two years.

**MOSES LAKE EDUCATION ASSOCIATION
BY LAWS – Updated 2/15/09**

- iv) Term of Office- End of School year
- v) Will assist with the grievance process
- vi) Insure all members' access to the grievance procedure and make all reasonable efforts for redress or remedy for the grievant up to and including the board level. Represent all unit employees fairly and shall not discriminate on the basis of membership or non membership affiliation, race, creed, religion, color, national origin, marital status, sex, or age.
- vii) Recommend to the executive board those grievances that should proceed to binding arbitration.
- viii) Assist the Vice President with the local aspects of MLEA's timely communications.
- ix)

- j) Faculty Representatives:**
 - i) POWERS OF THE REPRESENTATIVE ASSEMBLY
 - ii) Section 1: The MLEA REPRESENTATIVE ASSEMBLY shall:
 - iii) Approve the Budget of the Association.
 - iv) Approve resolutions and other policy statements.
 - v) Act on reports of committees.
 - vi) Adopt such rules governing the employment of staff, the conduct of the Association, and the conduct of meetings as are consistent with this Constitution and Bylaws.
 - vii) Be the final judge of the qualifications and elections of officers and Building Representatives.
 - viii) Determine whether business should be brought back to the total membership before it is acted upon.
 - ix) Assume powers not delegated to the Executive Board, the officers or other groups in the MLEA.
 - x) Be the policy making body of the MLEA.
 - xi) Article VI
 - xii) FACULTY REPRESENTATIVES

**MOSES LAKE EDUCATION ASSOCIATION
BY LAWS – Updated 2/15/09**

- xiii) Section 1:
- xiv) In each public school in Moses Lake School District #161, faculty members who are in good standing with this Association shall elect for a term of two (2) years, one FACULTY REPRESENTATIVE to the Representative Assembly for each ten (10) members or major fraction thereof. If a faculty unit only has one REPRESENTATIVE, they should elect an alternate. Where more than one such REPRESENTATIVE is
- xv) Elected, one (1) shall be designated the Senior FACULTY REPRESENTATIVE and the terms shall be staggered so that one REPRESENTATIVE is elected each year.
- xvi) Section 2:
- xvii) FACULTY REPRESENTATIVES (or alternates) shall:
- xviii) Attend the regular meetings of the Representative Assembly. In the event a REPRESENTATIVE is not able to attend a meeting it shall be the duty of the REPRESENTATIVE to notify the alternate or provide a substitute.
- xix) Be a REPRESENTATIVE of the teachers at all Assembly meetings; speak for them; vote for them; represent both majority and minority factions of the building.
- xx) Report, explain, and interpret Assembly action and Assembly policy to the teachers in the building.
- xxi) In the event of a bylaw amendment vote, Reps will discuss proposed amendment changes 2 weeks prior to vote.
- xxii) Enroll new members; encourage all teachers to be members of the Association.
- xxiii) Whenever possible, delegate as much Association work as possible among the teachers in the building.
- xxiv) Conduct building meetings to deal with Local Association business.
- xxv) Encourage teachers in the buildings to run for Association officers and positions.
- xxvi) Keep informed about and share with fellow teacher's information in regards to legislation, negotiations, welfare, and other Associations business.
- xxvii) Understand the Grievance Procedure. Encourage all members to use the Grievance Procedure.
- xxviii) Encourage teachers to make contribution to Local Association bulletins.
- xxix) Attend Association meetings in other local units, and whenever possible, UniServe, and State Association meetings.
- xxx) Assume the position the first day of June

**MOSES LAKE EDUCATION ASSOCIATION
BY LAWS – Updated 2/15/09**

k) UniServe Representatives:

- i) Will form core group in charge of New Member registration and meeting
- ii) Length of Term: Shall serve for a period of two years.
- iii) Term of Office- End of School year
- iv) Will be a member of the Bargaining Support Team.
- v) Assist the Vice President with the local aspects of MLEA's timely communications.

l) Executive Board:

- i) Be responsible for the management of the association.
- ii) Approve all expenditures within the limits of the budget.
- iii) Carry out policies established by the MLEA representative assembly.
- iv) Report its transactions to the representative assembly at the following meeting.
- v) Suggest policies for consideration by the representative assembly.
- vi) Assist the president in the appointment of the grievance committee and negotiation team.
- vii) Select the numbers of all committees.
- viii) Make available workshops in training conferences for all building representatives.
- ix) Employ staff to being engaged for compensation in the service of the association, within the limits of the budget.
- x) Shall determine the grievances that shall go to binding arbitration.
- xi) Have the power to remove an officer for cause from their office.
- xii) Length of Term: Shall serve for a period of two years.
- xiii) Term of Office- End of School year
- xiv) Will be a member of the Bargaining Support Team.

**MOSES LAKE EDUCATION ASSOCIATION
BY LAWS – Updated 2/15/09**

- xv) Will recommend to the Rep Assembly if grievance should proceed to binding arbitration